

Lynchburg-Clay Middle School Covid-19 Operational Protocols

Plan subject to change.

AM School Entry	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Maintain maximum physical distance from peers whenever possible. ● Bus riders should enter through the same door each day. ● Form two lines at each entry door for a temperature check. ● Use hand sanitation stations positioned at each doorway. ● Report to the office if you do not have a facial covering, unless exempt. ● Report directly to your locker, cafeteria for breakfast or first period classroom. ● Do not congregate in groups. ● Facial coverings must be worn. <p>Parents</p> <ul style="list-style-type: none"> ● Conduct at home student wellness checks. 	<p>Teachers/ Staff</p> <ul style="list-style-type: none"> ● Two staff members will be positioned at each entry door to perform wellness checks. ● Escort students to the nurse’s office if their temperature is 100 degrees or higher. ● Respect student privacy during wellness checks. ● Monitor AM school entry to ensure students do not congregate in groups. <p>Custodians</p> <ul style="list-style-type: none"> ● Disinfect exterior door handles. ● Provide supplies for hand sanitizer stations. <p>Administration</p> <ul style="list-style-type: none"> ● Monitor entry to ensure students do not congregate in groups. ● Ensure protocols are being followed.

Hallways/ Restrooms/ Lockers/ Common Areas	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Follow all signage in the hallways. ● Use one way halls when available and stay to the right when traveling down hallways. ● Do not be tardy to class. ● Eliminate multiple trips to your locker by taking materials for multiple class periods. ● Follow staggered class change and locker schedules. ● Report to class and do not congregate in the halls. ● Facial coverings must be worn. <p>Parents</p> <ul style="list-style-type: none"> ● Encourage students to maximum physical distance from peers whenever possible. 	<p>Teachers/ Staff</p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting to class and not congregating in the hallways. <p>Custodians</p> <ul style="list-style-type: none"> ● Disinfect common areas. This includes but is not limited to door handles, lockers and handrails. ● Disinfect restrooms after each class change. <p>Administration</p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in hallways. ● Implement staggered class changes to maximize physical distancing.

Classrooms	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Maintain maximum physical distance from peers whenever possible. ● Use a paper towel when entering the room to wipe off any residual cleaner before being seated. ● Do not share individual school supplies. ● Report to assigned seat when entering the room. ● Facial coverings must be worn. <p>Parents</p> <ul style="list-style-type: none"> ● Provide adequate individual school supplies so supplies are not shared. 	<p>Teachers</p> <ul style="list-style-type: none"> ● Ensure classroom setup of desks provides physical distancing for students. ● Eliminate shared classroom materials when possible. ● Disinfect touch surfaces at the end of each period. ● Provide reminders and report repeated expectation violators to the office. ● Keep an accurate record of assigned seats for contact tracing purposes ● Disinfect shared items when used. ● Hold class outdoors if possible. ● Quarantine teacher owned library books for at least three days. <p>Custodians</p> <ul style="list-style-type: none"> ● Provide teachers with proper cleaning supplies. ● Remove unneeded furniture. ● Provide hand sanitizer in each classroom. <p>Administration</p> <ul style="list-style-type: none"> ● Ensure classrooms are physically distanced. ● Ensure classrooms are disinfected each period. ● Ensure cleaning supplies are readily available.

Cafeteria	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Use hand sanitizer when entering/exiting the cafeteria. ● Wearing a face covering is required when in line or moving around the cafeteria. ● Tables will be limited to four students. ● Sit in designated/assigned seats. ● Follow physical distancing guidelines as much as possible when in line. ● Use provided scannable lunch cards ● Follow guidelines for restroom use during lunch periods. ● Follow signage for one way movement. <p>Parents</p> <ul style="list-style-type: none"> ● Supply all items for a packers lunch including utensils. ● Keep an adequate amount of funds on student lunch accounts. ● Use the online payment portal as much as possible. 	<p>Teachers/Staff</p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are properly physically distanced. ● Monitor student restroom usage. ● Use staggered dismissals. ● Keep an accurate record of assigned seats for contact tracing purposes. <p>Custodians</p> <ul style="list-style-type: none"> ● Disinfect serving lines, tables and chairs after each lunch period. ● Remove unneeded furniture. <p>Administration</p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in designated eating areas. ● Implement staggered dismissal times. ● Ensure enough seating is provided to ensure proper physical distancing can be practiced.

Gym	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Follow signage for one way movement. ● Use hand sanitizer when entering/exiting. ● Report to assigned seat when entering. ● Maintain maximum physical distance from peers whenever possible. ● Facial coverings must be worn. 	<p>Teacher</p> <ul style="list-style-type: none"> ● When appropriate provide physical distancing for students. ● Disinfect touch surfaces and equipment at the end of each period. ● Provide reminders and report repeated expectation violators to the office. ● Hold class outdoors when weather permits. <p>Custodians</p> <ul style="list-style-type: none"> ● Provide teacher with proper cleaning supplies. ● Provide supplies for hand sanitizer stations. <p>Administration</p> <ul style="list-style-type: none"> ● Ensure students are physically distanced. ● Ensure gym is disinfected each period. ● Ensure cleaning supplies are readily available.

Library	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Maintain maximum physical distance from peers whenever possible. ● Use a paper towel when entering the room to wipe off any residual cleaner before being seated. ● Report to assigned seat when entering the room. ● Facial coverings must be worn. 	<p>Teachers/ Staff</p> <ul style="list-style-type: none"> ● Quarantine library books for at least three days. ● Ensure library setup of desks provides physical distancing for students. ● Disinfect touch surfaces at the end of each period. <p>Custodians</p> <ul style="list-style-type: none"> ● Provide the librarian with proper cleaning supplies. ● Remove unneeded furniture. ● Provide hand sanitizer. <p>Administration</p> <ul style="list-style-type: none"> ● Limit library classes to a minimal number of students. ● Install barriers to protect staff.

Band Room	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Maintain maximum physical distance from peers whenever possible. ● Report to assigned seat when entering the room. ● Students should face the same direction. ● Water keys should be emptied in designated areas. ● Percussionists will wear facial coverings at all times. ● Facial coverings must be worn when not playing. <p>Parents</p> <ul style="list-style-type: none"> ● Consider purchasing a facial covering that has a slit for mouthpiece access during instrument playing. These coverings are optional and would only be for use during band. 	<p>Teachers</p> <ul style="list-style-type: none"> ● Manage storage rooms to limit the number of students present at a time. ● Ensure band room setup provides physical distancing for students when possible. ● Eliminate shared classroom material when possible. ● Disinfect touch surfaces at the end of each period. ● Wear the most efficient mask possible. ● Hold class outdoors if possible. ● Keep an accurate record of assigned seats for contact tracing purposes. <p>Custodians</p> <ul style="list-style-type: none"> ● Provide teacher with proper cleaning supplies. ● Provide hand sanitizer. <p>Administration</p> <ul style="list-style-type: none"> ● Ensure bandroom is physically distanced. ● Ensure bandroom is disinfected each period. ● Ensure cleaning supplies are readily available.

Office	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Follow proper social distancing protocols; four students are permitted in the office at a given time. ● Use designated entrances and exits to the office. ● Facial coverings must be worn. <p>Parents</p> <ul style="list-style-type: none"> ● Conduct a personal health screening prior to coming to the school. ● For security reasons you may be asked to remove your face covering before being granted access. Then your face covering must be worn once access is granted. ● Communicate with the office. 	<p>Office Staff</p> <ul style="list-style-type: none"> ● Ensure seating areas are properly physically distanced. ● Monitor and control the number of people in the office at a time. <p>Custodians</p> <ul style="list-style-type: none"> Disinfect office space. <p>Administration</p> <ul style="list-style-type: none"> ● Install barriers to protect office employees. ● Ensure proper signage is installed in the office and leading into the office. ● Ensure regular cleaning and disinfecting takes place.

Nurse's Office	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Follow physical distance protocols as much as possible when in the office. ● Use designated entrances and exits to the office. ● If not being sent home, return to class once treated. ● May not use the nurse's office as a place to rest. ● Facial coverings must be worn. <p>Parents</p> <ul style="list-style-type: none"> ● Communicate illness to school staff. ● Provide medical notes when absent. ● Contact the school nurse if you have questions. ● For students with chronic conditions affecting the respiratory system (i.e. asthma, seasonal allergies) a medical note stating diagnosis may be necessary if a student displays frequent symptoms at school. 	<p>Nurse</p> <ul style="list-style-type: none"> ● Ensure the clinic is clean and sanitized. ● Staff should call the nurse's office prior to referring a student. ● Limit the use for minor incidences. ● Communicate with guardians the return to school guidelines. <p>Custodians</p> <ul style="list-style-type: none"> ● Disinfect multiple times a day. <p>Administration</p> <ul style="list-style-type: none"> ● Support staff in sending sick students home. ● Implement return to school guidelines.

PM School Dismissal	
Students and Parents Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> ● Maintain maximum physical distance from peers whenever possible. ● Do not congregate in groups. ● Follow staggered dismissal schedule. ● Facial coverings must be worn. 	<p>Teachers</p> <ul style="list-style-type: none"> ● Supervise designated dismissal areas to ensure students are properly physically distanced. ● Monitor dismissal to ensure students do not congregate in groups. <p>Custodians</p> <ul style="list-style-type: none"> ● Disinfect exterior door handles. <p>Administration</p> <ul style="list-style-type: none"> ● Monitor exit to ensure students do not congregate in groups. ● Implement staggered dismissal schedule to maximize physical distancing.