

Johnson City Elementary School
Building Procedures and Protocols 2020-21
Last Updated: January 20, 2021

<p>Overall Safety Protocols and Guidelines</p>	<ul style="list-style-type: none"> ● Wear a mask or cloth face-covering that covers your nose and mouth at all times. ● Practice social distancing and personal hygiene protocols. Do not congregate. No team/group gatherings outside of a cohort can occur within the building at this time. This means that all meetings must be held virtually. Congregating in staff lounges or any other space is not permitted in order to maintain the safety of all students and staff. ● In areas with limited space (offices, etc.), please limit your time to getting your mail, etc. If you see multiple people already present in the space, please wait outside until others leave. ● Staff may not come to work if any of the three following criteria apply: <ul style="list-style-type: none"> ○ You have tested positive for COVID-19 in the past 10 days; or you are under a 10-day self-quarantine requirement implemented under Governor Cuomo’s Executive Order No. 205 regarding travel to (for 24 hours or more) and returning from a state that has met the metrics to qualify for the New York State travel advisory. For an updated list of states on the travel advisory list, please visit: coronavirus.health.ny.gov/covid-19-travel-advisory ○ You have experienced any symptoms of COVID-19 in the past 10 days. Symptoms, as listed on the Centers for Disease Control website: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, diarrhea, nausea and/or vomiting. ● Wash your hands frequently with warm, soapy water for at least 20 seconds, or frequently use (60% or higher) alcohol-based hand sanitizers. ● Avoid touching your face. ● Cover your mouth with tissues when you sneeze, and discard the tissues in the trash. Wash your hands or use hand sanitizer after you discard the tissue. ● Avoid contact with people who are sick with respiratory symptoms. ● High traffic areas will be sanitized frequently throughout the day. In classrooms, staff will need to be wiped down before and after meals. Staff serving lunches have been instructed to wash hands and utilize gloves when serving children. ● If you are utilizing a space that is not typically your work area, be sure to sanitize the work area as you enter and upon leaving. ● Stay home if you are sick or you have been exposed to someone who has tested positive for COVID-19 or has a presumed COVID-19 diagnosis. Contact your health care provider if needed.
<p>Visitors and Parents</p>	<ul style="list-style-type: none"> ● Visitors/parents will not be allowed in the building at this time. ● In the event of an emergency requiring an outside visitor/parent, the following protocols will be in place: <ul style="list-style-type: none"> ○ Questionnaire will be required upon arrival. ○ Temperature check prior to entering. ○ Hands sanitized prior to entering.

	<ul style="list-style-type: none"> ○ Mask must be worn. ○ Access to the main office conference room or health office. ○ If conference room is accessed, it will be sanitized promptly after the visitor exits.
<p>Health Screening and Symptoms</p>	<ul style="list-style-type: none"> ● Upon entry into the building, students will be randomly screened by a thermal temperature scanner. ● Staff will complete the frontline health survey each morning BEFORE entering the building. ● If a student is feeling ill, the following protocols are in place: <ul style="list-style-type: none"> ○ Call the nurses to inform them that the child is feeling ill and provide the symptoms. ○ Have the classroom aide or an SST member escort the student to the nurse. ○ The nurse will evaluate the student to determine whether s/he is suspected of having COVID-19. Protocols have been provided to them by the Health Department based on the symptoms listed at the beginning of this document. Please note: if a student has a fever, the nurse will automatically send the child to the COVID isolation room (114). The isolation room will be staffed by a nurse or administrator and will serve as a holding place while awaiting guardian pick-up. ● If a staff member is feeling ill, alert an administrator or the main office. The staff member must leave for the day and follow up with a health care provider if symptoms of COVID-19 are present. Substitute coverage will be provided. ● In compliance with FERPA and HIPAA, student and staff privacy will be protected.
<p>Arrival</p>	<ul style="list-style-type: none"> ● Staff will be required to submit their daily health screening before entering the building. Temperatures will be taken with the thermal scanner. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> ● Bus and parent drop-off will begin at 8:50 AM. ● Buses will drop students off at the front of the building and will unload one at a time unless we are able to appropriately distance children in the three available lines entering the building. ● Parent Drop-Off <ul style="list-style-type: none"> ○ Students will be dropped off at the parking lot adjacent to the K-8 building and proceed up the sidewalk to the main entrance. ● All students in grades K-5 will enter through the main elementary entrance. The right hand door of all three sets will be utilized to gain entry. Pawprints have been painted on the concrete to indicate doors to be opened. ● Selected lines will be required to go through the thermal scanner upon entering the building.

	<ul style="list-style-type: none"> ● Paraprofessionals will be stationed in areas across the building to ensure social distancing and students going to the correct locations. ● Students in grades K-5 report to their grade level wing upon entering. ● Grades 1 and 2 will utilize the first stairwell to gain access to the second floor. Grades 3-5 will utilize the far stairwell to gain access to the third floor. ● Breakfast will be distributed to classrooms to be consumed there. ● Breakfast after the bell is available in the first floor office until 10:30.
Dismissal	<ul style="list-style-type: none"> ● Dismissal Procedures: <ul style="list-style-type: none"> ○ Students in grades 3-5 will dismiss first upon announcement. K-2 will follow upon announcement. The dismissal process will begin at 2:37 for parent pick-up students. Grades 3-5 will dismiss at approximately 2:40; K-2 at approximately 2:45. <ul style="list-style-type: none"> ■ Routes: <ul style="list-style-type: none"> ● Rooms 102-107: Exit from your hallway through the main doors in the lobby. ● Rooms 108-111: Exit through the door directly from your hallway (end of hallway) ● Rooms 133 & 135: Exit down main hallway to lobby entrance. ● Rooms 202-211: Proceed down the stairs at the end of your hallway and exit the kindergarten door. ● Rooms 235-244: Proceed down the wing to the main hallway; go down the stairs by the library, and exit through the main lobby doors. ● Rooms 302-314: Proceed down the stairs between the third and fourth grade wings to first floor main hallway. Exit lobby. ● Rooms 315-325: Proceed down hallway to the stairs near Solution Station/MS. Go down to the first floor and exit the Middle School lobby. ● Rooms 332-340: Proceed down the stairs at the end of the fifth grade hallway. Walk through sixth grade wing, down the main hallway on the second floor to the front stairwell. Exit out the doors in the stairwell. ○ Paraprofessionals/teachers/staff members will escort students to their assigned bus. ○ For parent pick-up, classroom teachers will escort students to their parent/guardian in the new parking lot adjacent to the MS side of the building.
Classroom Basics	<ul style="list-style-type: none"> ● Materials <ul style="list-style-type: none"> ○ No shared materials; class supply lists for individual students only ○ Will be placed in own secure, closed cubby/container ○ When sharing manipulatives and toys, have students wash hands prior to touching and after, and the items will need to be sanitized/washed between use. ● Books <ul style="list-style-type: none"> ○ Classroom <ul style="list-style-type: none"> ■ Students should have “book bins” provided to them that fit their reading level and interest.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Students will have those books for one week. On Friday, the books will be placed in the “used” location designated in each classroom. They should be available for redistribution in bins on Monday. **According to Harvard, the coronavirus can last longest on plastic (72 hours). ○ Library <ul style="list-style-type: none"> ■ Library teachers will be moving to classrooms. They will bring books to classrooms for students to choose from. This will be based on an interest inventory completed by the students. Books will be sorted and kept in separate bins signifying Wildcat day vs. JC day students. ■ Students will be able to have those books until the next library day. If they want to take the book home, they will need to sign it out with the teacher. The teacher will provide the information to the library aide to record it as checked-out. ● Set-up <ul style="list-style-type: none"> ○ Students seated in own space 6 feet away from others ○ Desks will be situated in one direction in rows ○ When students attend small group instruction, they will be seated at the farthest ends of the tables. Teachers should continue to use their judgment on how many students can be with them in a small group while maintaining the aforementioned protocols and spacing. Consider decreasing small group lessons to less than 10 minutes to minimize potential spread. ● Health and Safety Practices <ul style="list-style-type: none"> ○ All employees and students will be masked throughout the day. ○ Mask breaks need to be worked into the day for both students and staff (ensure social distancing when breaking). The DOH recommends this occur approximately every 45 minutes, give or take 15 minutes as applicable. Masks must be worn fully throughout conferences and small group instruction. ○ Schedule of hand washing for staff and students to occur at the following times: <ul style="list-style-type: none"> ■ Upon entering the building and classroom ■ After using any shared objects (toys, tools, desks, table tops, etc) ■ Before and after meals ■ After using the bathroom or providing assistance ■ After sneezing, wiping or blowing nose, or coughing into hands ■ Upon coming in from outdoors ■ Any time hands are visibly soiled
<p>Instruction</p>	<ul style="list-style-type: none"> ● Overall Requirements for Classroom Instruction <ul style="list-style-type: none"> ○ Morning meeting ○ SEL imbedded throughout the day ○ Mini-lessons in each content area (R, W, M, PWW, Sci or SS (alternate)) ○ Small groups (in-person days OR remotely for full remote students) ○ Integrate technology for familiarity in the event that we have to go full remote

- Brain/movement breaks
- Closing Circle
- **Providing instruction on remote days for hybrid students**
 - Students will be online for up to 2 hours per day for morning meeting, mini-lessons, and PE.
 - Teachers choose between live recording of the mini-lesson or pre-recorded lessons depending on comfort level. Synchronous lessons are most beneficial to students and are strongly recommended.
 - Videos/lessons should be between 5-10 minutes and must be posted each day. NOTE: The video will focus on the teacher and instruction rather than other students. There are no concerns with privacy and student confidentiality.
 - Student independent work options
 - Student practice can be assigned and checked on the next in-person day.
 - Student check-ins can be posted for each mini-lesson and submitted in google for teachers to check.
 - One student assignment can be created with a question for each of the mini-lessons for submission on google classroom.
 - Host a google meet at a designated time of day for check-in on progress
 - Provide the required assignment on paper on the in-session day before. They can submit it on the next in-person day. However, it will still be important to connect for attendance purposes.
 - In any of these cases, follow-up would be necessary during the in-person days.
 - Attendance must be taken each day of these students in PowerSchool. This can be done in any of the following ways:
 - Attendance at morning meeting
 - Submission of check-ins/assignments
 - Attendance at google meet
 - Students would be expected to be online for approximately two hours to view lessons and complete independent practice. This would be staggered throughout the school day based on an individual teacher's instructional time.
 - Students will also access posted PE materials.
- **Full Remote Students**
 - Up to 3 hours of instruction throughout the day including the small group instruction
 - Teacher determines order of subjects based on normal daily schedule
 - Live or pre-recorded mini-lessons (5-10 minutes) with live small group instruction / 1:1--there must be live instruction daily.
 - Instruction throughout the day for all content areas and SEL with a schedule that breaks up instructional time throughout the day (Reading mini-lesson for 15 minutes and then off they go to practice, writing mini-lesson later in day for 15 minutes and then off they go to practice, etc....this will fit in with normal schedule during the day and maintain consistency)
 - Teachers determine method of check-ins:

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ One check-in question per lesson ■ One overall check-in with components ■ Google Meet with assignment to be completed over time ○ PE required daily; other RA once per week. Teacher can assign which day to logon to the specific RA class. ● PE <ul style="list-style-type: none"> ○ PE will be provided for each day of instruction for students. PE teachers will also post daily activities/lessons on google for remote and hybrid students to access. ○ Will be outside as much as possible; otherwise, the gym will be utilized. ○ PE teacher and classroom teacher will be in communication to determine location to meet for class. ○ With the exception of one class (sorry, Mical), classes will be brought to PE by TA and picked up by classroom teacher or aide. ○ Any equipment utilized by students will be sanitized by PE teachers between classes ● Other Related Arts <ul style="list-style-type: none"> ○ As of January 20, 2021, all RA are in RA classrooms. ○ RA will be provided to students each day they are in-person: art, music, library. RA staff will also post materials for students who are full remote to ensure access to the material. They will access each area once per week. ○ Special Circumstances <ul style="list-style-type: none"> ■ Kindergarten and Special Classes will be in-person daily at this time. This means that they will have two days in a row of each RA.
<p style="text-align: center;">Movement in building</p>	<ul style="list-style-type: none"> ● Students will walk in single file lines to their destination. This will include traveling to and from the bus, PE/recess, and lunch. ● Students enter the classroom directly from buses - no congregating in halls or spaces. ● Students will walk on the right hand side of the hallway. At least six feet of width exists in each hallway to ensure proper social distancing when traveling in either direction. ● Students will be escorted by adults to all locations to ensure social distancing. ● Pawprint stickers or lines will indicate where students should be walking on the right side of hallway. ● No fifth grade lockers will be utilized. Backpacks and jackets will be placed on chairs and in front of desks. ● Bathroom Protocols: <ul style="list-style-type: none"> ○ New bathroom protocols will be taught to students through in-class training by teachers. ○ Lanyards will no longer be utilized. ○ SST, monitors, and paraprofessionals will be monitoring restrooms to ensure social distancing. ○ Three students will be allowed in the restroom at one time. Masks will be required. ○ Air dryers will no longer be utilized. Paper towel dispensers will

	<ul style="list-style-type: none"> ○ be available instead. ○ Outside of the bathroom, hand sanitizer will be available and encouraged. ○ Students will be escorted to the bathroom by classroom aides whenever possible.
<p>Nutrition</p>	<p>Breakfast/Lunch</p> <ul style="list-style-type: none"> ● Breakfast will be delivered to each classroom by paraprofessionals as they have been done on delay and testing days. All students will eat breakfast in the classroom. ● Lunch will be in the classrooms with the exception of K, who will eat in the cafeteria following social distancing protocol. This will assist kindergartners in practicing the lunch routine. ● If accessing the cafeteria to pick up lunch to bring to classrooms, students will walk by classroom to the cafeteria lines. Masks will be worn as they gather their lunch. The first group to enter will go to the furthest line. All will enter from the designated hallway entrance and exit the hallway closest to their line. As we begin the year, assigned staff members will pick up lunch from the cafeteria for students and deliver to the classrooms. Teachers will be provided with the instructions on how to order lunches from the cafeteria in a separate communication.. ● Staff coverage for lunches will be provided in a separate document and will be subject to change.
<p>Social Emotional Learning</p>	<ul style="list-style-type: none"> ● We will continue to follow the ROAR matrix that was developed last January for our peaceful, caring community. ● Each classroom will be provided with a Caring School Community kit appropriate for their grade level with daily lessons. ● Lessons should be taught each day beginning the second week of school. Teachers can utilize the first week of school to build relationships. ● The SEL Team will continue to assess progress on implementation of the curriculum.
<p>Lunch and Workspaces</p>	<ul style="list-style-type: none"> ● Teachers may utilize their classrooms during the PE slot and RA as students will be out of the room. ● Several locations exist for eating and working. Please ensure social distancing when utilizing these locations and wipe down areas upon entering and prior to leaving to ensure cleanliness and safety. <ul style="list-style-type: none"> ○ Faculty lounge--3rd floor ○ Faculty lounge--2nd floor ○ Conference room--3rd floor ○ K-2 Book Room ○ 3-5 Book Room ○ 1st Floor Computer Lab ○ 2nd Floor Computer Lab ○ Library ○ New first floor office by stairwell ○ Vacant 2nd grade classroom ○ Room 322 ● While eating lunch, you must limit the number of adults in the room to two if they are not a part of your normal cohort group, meaning people who work together in the same room for a substantial part of each day.

	<p>YOU MAY ADD ONE PERSON OUT OF YOUR COHORT GROUP FOR LUNCH.</p> <ul style="list-style-type: none">● No more than one person per table is permitted in the second floor staff lounge. No more than two per table in the third floor staff lounge (rectangle tables)● Ideas for ensuring safety while also allowing for community socialization:<ul style="list-style-type: none">a. Eat with one other person in the room, socially distanced.b. Use google meets to have conversations over lunch with others.c. Use the cafeteria and socially distance using the marked spaces (available from 11:45-12:15; 1:00-1:30).
Substitute Teacher Needs	<ul style="list-style-type: none">● When needing a substitute while on hybrid, teachers leave plans as usual for the substitute. However, since a substitute won't have access to the google classroom for the students at home, teachers must post activities for them for the day as part of your planning.