



## **FACT SHEET: School Routines**

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### **How will students be screened each day for temperature or possible symptoms of COVID-19?**

Parents will be required to confirm that they completed a daily screening at home, and that they will not send their child to school if they have any possible symptoms of COVID-19. Students who ride the bus will have their temperature taken by district personnel before boarding the bus. Students with a temperature of 100.0 degrees or higher will not be allowed to board the bus. As an additional health and safety measure, all students will have their temperatures taken upon arrival at school. If a student's temperature is more than 100 degrees, he/she will be referred to the school nurse for further screening and evaluation.

### **How will students enter and exit the building safely while maintaining social distancing?**

In order to reduce the number of children entering and exiting the school by the same door, we will now use all doors at Lincoln as entry points. Using the existing dismissal door plan, each classroom will now enter the school through that same designated door. The dismissal door plan will be posted on each door by grade level and teacher's name. There will be school staff at each door to ensure students are remaining socially distant and are properly screened upon entry to the school. We ask that families also practice social distancing guidelines around their child's designated door during arrival and dismissal. Siblings will be dismissed from their respective doors and families will need to make a common meeting place outside of the school.

### **How will students safely transition between classrooms or common areas in the school while maintaining social distancing?**

Upon entry into Lincoln School, students will be wearing masks and proceed directly to their locker and then into their classrooms. The majority of our students will remain in their classrooms with their teacher for the length of their day. If students need to move within the building during the school day, they will wear a mask and maintain social distance with the supervision of staff. The hallways will have markings to help guide students to walk on the right side and remain 6 feet apart.

### **What are the requirements for wearing masks or face coverings when in school?**

Cloth face coverings are required by all students and staff on all JPS district buses and in all buildings. Face coverings must be worn by students, staff, visitors and vendors when likely to be less than 6 feet away from others, at the bus stop and on the bus, in hallways and common areas such as restrooms and while waiting outside before and after school.

Face coverings may be removed in the following situations, with appropriate social distancing measures in place:

- while eating or drinking during assigned breakfast/lunch/snack periods
- during “mask breaks” as directed by a teacher or school administrator

Exemptions to the district masking protocol will only be granted to students or staff who have documented medical issues for which a face covering would cause an impairment.

### **What are the procedures for using the restroom when in school?**

Custodial staff will be required to make continuous rounds throughout the day to clean each restroom and high touch areas to maintain a safe environment for our students, faculty and staff. Our youngest students, those in Pre-K and Kindergarten have a restroom in their classroom and will be able to use that when needed. For our other students, those in grades 1-4, restrooms are situated throughout the school. Classrooms will be designated specific restrooms to use. Students will sign out in the classroom to use the restroom. Two students will be permitted to be in each restroom in order to ensure proper social distancing. Signage on the outside of the restroom will help students know when they can enter the restroom. Any additional students waiting to use the restrooms will be six feet apart in the hallway. Students must wash hands for at least 20 seconds with soap and water.

### **What are the procedures for hand hygiene when in school?**

Students will be provided opportunities to safely wash their hands upon arrival, before eating, after using the restroom, or after any classroom activity that warrants handwashing. Most classrooms have a sink and soap located right inside so access to handwashing is easy. For the few places where there is not a classroom sink, a hand sanitizer station will be provided. The classroom teacher will supervise the students' handwashing at the nearest restroom when necessary. Teachers will provide direct guidance and instruction on the importance of proper hand hygiene and will supervise to ensure students are successful.

### **What are the procedures for access to drinking fountains when in school?**

Students will not be permitted to use the regular drinking fountains. We encourage families to provide a water bottle for their child to use while in school. Fresh drinking water can be accessed through our filling station drinking fountain and a disposable paper cup will be provided if a student needs one.

### **How will classrooms be arranged to maintain safe physical distancing for students and teachers?**

Classrooms will be set up to ensure each student has his or her own workspace that is safely distanced from other classmates. Additional furniture or equipment that will not be used will be stored out of the way to allow as much space as needed for socially distanced student work areas.

### **How will students be assigned to classrooms in cohorts to limit interaction between students?**

Class lists will be divided into two cohorts so that only half of the students assigned to that class will be present at a time. The school will make every effort to keep the cohorts heterogeneous cohorts, as well as keep siblings/household members in the same cohort. Students receiving special services may require a specific

cohort in order to effectively and efficiently meet their individual needs. Parents will be receiving cohort assignments during the week of August 24th.

**What cleaning and sanitizing procedures will be used in the school to keep students and staff healthy and safe?**

Classroom desks and other surfaces will be cleaned after each learning session based on current recommendations by the CDC and NYSED. In addition to cleaning that may be required during the school day, each learning space will be thoroughly cleaned at the end of each school day. The custodial staff will be required to make continuous cleaning rounds throughout the day to check each location and clean additionally as required.

High touch surfaces in the utilized areas will be cleaned multiple times during the course of the day. Using a minimalist approach to space usage, every space utilized during the course of a normal school day will be identified and documented by building staff. The high touch areas will also be disinfected daily during the evening custodial shift. A cleaning log will be posted in each of the spaces utilized, showing the date and time of the cleaning and disinfecting operations.

In the elementary Hybrid Model where some students attend in the morning and others attend in the afternoon, students will have their own space and materials and will not share desks, seats, or equipment. If learning spaces must be shared, desks and chairs will be cleaned at the end of the morning session and before the arrival of the afternoon group. All desks and surfaces will be cleaned again during the existing evening custodial shift in anticipation of the students arrival the next morning.

**What will students' daily instructional schedule look like, including expectations for remote learning?**

Elementary students will receive in person instruction for two and a half hours a day, four days a week, Monday through Thursday with one day set aside for learning at home, Friday. The morning cohort will attend school 8:30-11:00 and the afternoon cohort will attend school 12:30-3:00. Students will receive instruction in English Language Arts, Math, Science, Social Emotional Learning, and Social Studies. Some of this will occur in person and some things will be provided for students to work on when they aren't in school. Students will also receive a daily lesson with a special area teacher, library, music, art or physical education that will occur in their classroom or possibly outside if the weather permits.

**How will daily interaction between students and teachers ensure that students are receiving needed instructional support and feedback, including remote learning?**

Teachers will continue to monitor academic progress through many different approaches as we would normally do. Students will participate during in person instruction, have assessments, and receive regular feedback from their teacher. The same will happen for remote learning but it may have to take on a slightly different look. Teachers will work closely with families to support the learning at home through continuous communication as well as providing materials and resources for students to use at home.

**How will school meals be provided to students, including meals for days that students attend remotely?**

Students who attend the morning session will be provided with two meals at dismissal, including a bagged lunch for the current day and a bagged breakfast for the following day. Students who attend the afternoon session will be provided with two meals at dismissal, including a bagged breakfast and lunch for the following day. On Thursdays, students will receive four meals at dismissal, including lunch for Thursday & Friday and breakfast for Friday & Monday.

All students who attend in-person for the full day will be provided with lunch during the day and a bagged breakfast to be consumed at home prior to the arrival at school the next day. On Thursdays, students will receive three meals at dismissal, including breakfast & lunch for Friday and breakfast for Monday.

Students who attend only by remote learning will be able to pick up meals on designated days and times, to be published on our school website at <http://jpsny.org/meals>. Meals must be picked up at each student's school of enrollment. Parents may pick up meals for enrolled children only, and documentation will be required.

### **How will transportation be different for students who ride the bus to and from school?**

Students will be health screened and temperatures taken prior to boarding the bus. There will be fewer students on the bus runs to ensure that social distancing is maintained. Students will be in assigned seats and wearing masks.

### **What childcare options might be available for working parents?**

Childcare options will be available in the afternoons for working parents of students in grades K-6 who attend school in the morning. Schools will survey parents to assess their childcare needs.

### **Will students and families still be able to access instructional supports or agency services?**

Lincoln School will continue to work with our agency partners to provide the services our students need to be successful both academically and socially. Our support staff will work collaboratively with classroom teachers to provide the necessary interventions needed for students to achieve their goals. Staff will also work with families to respond to needs and provide support.

### **What happens if a student/staff member is suspected of having COVID-19?**

School nurses will have systems in place to screen students and staff who exhibit COVID-19 symptoms. Those individuals will be kept in a room separate from the nurse's office that is designated for isolation. If their symptoms require further evaluation, they will need to leave the building. If the school district is notified that a staff member/student has tested positive for COVID-19, the Coordinator of Health Services will work with the Chautauqua County Health Department to ensure all protocols relative to contact tracing and quarantine are followed.