



## **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?**

Students groups will be assigned a particular entrance based on classroom location or transportation (bussing). Doors will open at 8:10 to begin screening and students can enter anytime between 8:10 and 8:25. Upon entrance students will report to their assigned homeroom and take their assigned seat. Dismissal will be staggered each day with announcements of classrooms that can leave. Masks will be worn when entering and exiting the building.

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

Students will remain in their assigned classroom and teachers will rotate into that classroom for instruction. If students leave the classroom, they will maintain a 6 foot distance from one another and wear masks in transition. Hallways are marked with directional arrows to identify walking routes. If groups of students travel to another classroom or location within the school they will be escorted by school staff. In most cases, students will not use lockers to store their belongings; backpacks are encouraged for students to carry their belongings to and from school.

### **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?**

The custodial staff will be required to make continuous rounds throughout the day to clean each restroom and high touch areas. Grade levels will be assigned a restroom for use during the school day. Each pair of student restrooms will be assigned a staff monitor(s). The monitor will sign students in/out of the restroom to ensure proper tracing of individuals using the restroom while also reminding students to wash hands for at least 20 seconds with soap and water. Monitors will not allow more than one/two students to be in each restroom in order to ensure proper social distancing. Any additional students waiting to use the restrooms will be six feet apart in the hallway until they are able to enter the restroom. Restroom doors will be propped open to avoid contact with door handles. When students are traveling in the hallways to/from their classrooms, they will practice social distancing of six feet and are required to wear a mask at all times. In cases where a monitor is not available for one reason or another, teachers will call the main office for an escort.

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

School staff will provide ongoing lessons and reminders of hand washing procedures. Hand sanitizer dispensers are located throughout the building for staff, student, and visitor use. Bathroom monitors will remind students to wash their hands for at least 20 seconds after use. Signs promoting hand hygiene will be located around the building.

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

Students are encouraged to bring their own water bottle from home to use while in school. Students will only have access to the water filling station portion of the drinking fountain. Students without water bottles will be provided a disposable cup to fill with water.

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

Classroom capacity will be determined to allow for a minimum of six foot or twelve foot social distance between desks or chairs (depending on location). In order to ensure six foot distance between desks in the classrooms, all extra desks and furniture will be removed. There will also be a minimum of six feet between the first row of student desks and the area in the front of the room where the teacher will be teaching.

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

Students will be assigned to groups of 15 or less and will remain with the same group throughout the school day.

### **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 middle school Hybrid Model where students attend on alternating days, the desks and chairs will be cleaned on a daily basis after student dismissal to remote learning by the evening custodial shift, prior to student arrival the next morning.

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

Sample Schedule for Grades 5 & 6

	5-1		6-1	
	Cohort A	Cohort B	Cohort A	Cohort B
8:10-8:30	Homeroom	Homeroom	Homeroom	Homeroom
8:30-9:15 (45)	ELA	ELA	MATH	MATH
9:15-10:00 (45)	MATH	MATH	ELA	ELA
10:00-10:30 (30)	Social Studies	Social Studies	Social Studies	Social Studies
10:30-11:00 (30)	Science	Science	GRAIR	GRAIR
11:00-11:30 (30)	GRAIR	GRAIR	Science	Science
11:30-12:00 (30)	PE/Accel	PE/Accel	Art	Art
12:00-12:30 (30)	Music	Music	PE/Accel	PE/Accel
12:30-1:15				
1:30-3:00	Online Instruction			

Sample Schedule for Grades 7 & 8

	7-3		8-3	
	Cohort A	Cohort B	Cohort A	Cohort B
8:10-8:30	Homeroom	Homeroom	Homeroom	Homeroom
8:30-9:04	PE/Accel	PE/Accel	Spanish	Spanish
9:04-9:38	FACS	FACS	PE/Accel	PE/Accel
9:38-10:12	Spanish	Spanish	Health	Health
10:12-10:46	Social Studies	Social Studies	Science	Science
10:46-11:20	Science	Science	Social Studies	Social Studies
11:20-11:54	Math 7	Math7	ELA	ELA
11:54-12:30	ELA	ELA	Math 8	Math 8
12:30-1:15				
1:15-3:00	Online Instruction			

Students will be provided with an afternoon and Friday remote learning schedule by their teachers. The schedule will be developed collaboratively to ensure that there are no time conflicts for students.

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

The cohort model allows for a smaller student-teacher ratio, offering more personalized attention for students. The students homeroom teacher will be the primary contact for parents. In addition, the homeroom teacher will serve as an advisor for that particular group of students, should any academic or other needs arise. In 5th and 6th grade, students will stay with their homeroom teacher majority of their day. In 7th and 8th grade, students will be assigned to teams, meaning the cohort groups will have the same group of teachers. Teachers will have set times for students during the afternoon and on Friday's for remote learning. This time can be used for teachers to answer questions, provide feedback, and reteach lessons. In addition, teaching staff will spend additional time (in person and remote) reviewing various instructional approaches associated with remote learning so that students and families are better prepared.

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

Students who attend in-person on alternating days will be provided with two meals at dismissal, including a bagged lunch for the current day and a bagged breakfast for the following day. On each day that students attend remote learning, including Friday, students may pick up two meals to include a bagged lunch for the day, and bagged breakfast for the following day. Meals must be picked up at each student's school of enrollment.

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 PK-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?**

Yes, students and families will still be able to access instructional supports or agency services such as reading, special education, ENL, Special Areas, Striders, Family Services, Counseling, etc.

**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.