



## 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?**

There are 7 entrances/exits that will be used each day. Students will be assigned to a particular entrance based on classroom location or school transportation. Doors will open at 8:10 to begin screening. Upon entrance students will go to their classroom 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 be escorted by school staff and students will keep 6 feet distance from each other wearing masks in transition. 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?**

A student will raise his/her hand to request the bathroom use. The teacher will call the main office to have an escort sent to the classroom. This is to prevent multiple students using the same restroom at a time. Students will be required to sign out of the classroom for contact tracing purposes. The escort/monitor will remind students to wash hands for at least 20 seconds with soap and water. Hallway doors will be propped open to avoid contact with door handles. The custodial staff will be required to make continuous rounds throughout the day to clean each restroom and high touch areas.

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

There are hand sanitizer dispensers located at each set of restrooms and entrances. Bathroom monitor(s) 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 should bring their own water bottle from home to use while in school to reduce the number of requests for the drinking fountain. Students without water bottles will be provided a disposable cup to fill with water. Similar to restroom use, escorts will walk a student to the nearest drinking fountain and remind the student to use hand sanitizer afterwards.

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

Students will be seated at individual desks with 6 feet of distance between each desk. 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 are assigned in classroom groups (cohorts) no larger than 15 and will follow the same schedule as a group. Students will remain with the same group for all of their classes.

**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?**

Students will report to school on either Monday and Wednesday, or Tuesday and Thursday. The school day still runs from 8:30-3:00, however, the time spent in the building will only be from 8:30-12:30 on their assigned days. Beginning at 1:00 each day, as well as all day on Friday’s, students will continue instruction and can be assigned additional work . Some examples include zooms with teachers, assignments in google classrooms, and pre-recorded lessons to view. Attendance is required daily, in ALL settings, in-person, remote, and also on Fridays.

Sample Grade 7 Distance (Remote) Learning Schedule:

Join Virtual 7TH GRADE COHORT NUMBER 19 and 23					
	Monday (REMOTE)	Tuesday (REMOTE)	Wednesday (REMOTE)	Thursday (REMOTE)	Friday (REMOTE)
8:30 - 8:45	Zoom ELA	Zoom Social Studies	Zoom ELA	Zoom Social Studies	Zoom with Homeroom teacher to check in for attendance
8:45 - 9:00					
9:00 - 9:15		Zoom Spanish		Zoom Spanish	Complete remote assignments and check in with teachers as necessary for help
9:15 - 9:30					
9:30 - 9:45					
9:45 - 10:00					
10:00 - 10:15	Zoom Math	Zoom Science	Zoom Math	Zoom Science	
10:15 - 10:30					
10:30 - 10:45	Zoom Social Studies	Zoom Math	Zoom Social Studies	Zoom Math	
10:45 - 11:00					
11:00 - 11:15	Zoom Science	Zoom Music	Zoom Science	Zoom Music	
11:15 - 11:30					
11:30 - 11:45	Social Studies		Social Studies		
11:45 - 12:00					
12:00 - 12:15	Zoom Spanish	Zoom ELA	Zoom Spanish	Zoom ELA	
12:15 - 12:30					
12:30 - 12:45					

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.

Sample Grade 7 Hybrid Learning Schedule:

7TH GRADE COHORT NUMBER 19					
	Monday	Tuesday (REMOTE)	Wednesday	Thursday (REMOTE)	Friday (REMOTE)
	Arrival		Arrival		
8:30 - 8:45	Math	Zoom SS	Math	Zoom SS	Zoom with Homeroom teacher to check in for attendance
8:45 - 9:00					
9:00 - 9:15	Spanish	Zoom Spanish	Spanish	Zoom Spanish	Complete remote assignments and check in with teachers as necessary for help
9:15 - 9:30					
9:30 - 9:45	ELA Accel		Math Accel		
9:45 - 10:00					
10:00 - 10:15	Science	Zoom Science	Science	Zoom Science	
10:15 - 10:30					
10:30 - 10:45	Reading Accel	Zoom Math	PE	Zoom Math	
10:45 - 11:00					
11:00 - 11:15	Music	Zoom Music	Music	Zoom Music	
11:15 - 11:30					
11:30 - 11:45	Social Studies		Social Studies		
11:45 - 12:00					
12:00 - 12:15	ELA	Zoom ELA	ELA	Zoom ELA	
12:15 - 12:30					
12:30 - 12:45	Dismissal		Dismissal		

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.

Teachers will use formative assessment to determine students' academic progress and will adjust instruction accordingly to meet the essential standards of the course. Teachers will interact with students in person by answering questions to assignments that have been provided and will use Google Classroom to post resources that are accessible to students outside of school. In addition, teachers will have additional regularly scheduled times to use Zoom or Google Meet for students and teachers to meet during time reserved for remote learning so that students may receive additional support or feedback.

### **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 each bus run 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, 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.