



FACT SHEET: School Routines

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 will be placed in specific groupings to attend school. The "Red Group" students whose last names begin with A-L attend in person Mondays and Wednesdays. The "Green Group" students whose last names begin with M-Z attend in person on Tuesdays and Thursdays. In order to eliminate crowding of students while entering the building, students will be assigned to a specific entrance and will arrive at that entrance at a given time each day. Students will be directed as to which exit to use in the building at the end of the day.

JHS Administration will work with families on specific family requests in regard to Red and Green Groupings.

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

Students will observe social distancing guidelines in hallways. All students will be expected to wear masks in the hallways and during transitions. Transitions will be minimal and students beginning in-person instruction in September will be kept in cohorts with the same student groups.

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?

New York State Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency require responsible parties ensure that appropriate social distancing is maintained between students, faculty and staff while in school facilities and on school grounds.

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of COVID-19. This recommendation is most important in any setting, but especially in schools, where there is close contact of students whose symptom status may be hard to monitor. The CDC recommends limiting the number of people who occupy the restroom at one time to allow for social distancing.

Following both NYSDOH and the CDC guidelines, we should avoid sending multiple students to the restroom to encourage social distancing. Both students and staff when entering restrooms should wear masks and wash hands, which is a proven way to prevent COVID-19.

The procedures for students using the restrooms are as follows: 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, 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, students must wash hands for at least 20 seconds with soap and water. Restroom doors will be propped open to avoid contact with door handles and 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.

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?

Students must wash hands for at least 20 seconds with soap and water when using the restroom. Hand sanitizing stations will be placed at specific locations, including entry and exit points in the building, for students to use.

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

Drinking fountains will not be used at JHS in the fall. Instead, students will be permitted to bring water bottles from home for individual use. There are multiple water bottle refilling stations at JHS that students can use to fill water bottles.

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

Classroom capacity will be determined to allow a minimum of six foot social distance between desks within the classroom. Each classroom will have only 12 desks in the classroom. In consultation with architects who have

measured classrooms at JHS, it has been determined that students can social distance with 12 or less students in most classrooms at JHS.

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

Students will be assigned in cohorts, where they will be with the same group of students throughout each school day to the greatest extent possible. Teachers will travel to individual classrooms to instruct students.

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 high 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?

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Students screened entering building and homeroom				
	A-Day	B-Day	C-Day	D-Day	A-Day
8:30-9:10	Block 1	Block 1	Block 1	Block 1	Full Remote Teaching of normal schedule
9:15-9:55	Block 2	Block 2	Block 2	Block 2	
10:00-10:40	Block 3	Block 3	Block 3	Block 3	
10:45-11:25	Block 4	Block 4	Block 4	Block 4	
11:30-12:00	Block 5	Block 5	Block 5	Block 5	
12:00-1:05	Break (Lunch and time to get home for remote instruction)				
1:10-1:30	Teachers will schedule 20 minute remote teaching times with their individual classes in the afternoons. All students will check-in during their assigned afternoon class periods even if they attended school in the morning, are on a hybrid remote learning day, or a fully remote learning schedule.				Full Remote Teaching of normal schedule
1:35-1:55					
2:00-2:20					
2:20-2:40					

2:45-3:05		
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Distance learning will follow the same instructional schedule as the Hybrid Model. Distance-learning may include live or recorded lessons and independent work time.

Students should follow the same daily schedule when participating in distance learning. For example, if a student has a 2nd set class from 9:15-9:55 at school, they should be participating and engaging in that class at that time, even if they are learning at home.

It is imperative that students reserve the 8:00-12:00 time period for school with additional remote instructional time from 1:10-3:05. Teachers will schedule regular times to meet with students for intervention and feedback.

Daily Attendance will be taken for students who participate in in-person learning and for students who participate in distance learning. For distance learning, students will be marked present if they participate or engage with the classroom learning tasks during the specific time period their class is being held.

Students are encouraged to communicate with their teachers using JPS district email.

Students are expected to give the same amount of effort while participating in distance learning that they would for in-person learning. Although our standards for passing classes were relaxed during the pandemic from March-June, our standards for passing class will return our usual standard. Students who regularly attend classes, engage with learning tasks, and complete assignments should pass classes for in-person and distance learning.

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

For students participating in in-person learning, they will be instructed by their teacher every-other day of school. For students who are learning remotely, students will be expected to follow their daily school schedule, complete learning tasks, and to engage and communicate with their teachers. Students who do not participate or engage will be contacted by their teacher through school email or another appropriate contact method.

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?

District provided support services (i.e. Special Education, ENL) will be offered in both hybrid and remote instruction models to meet mandatory requirements of individual student programs. Community agency partners (i.e. Striders, Counseling, Health related services, JCC Connections, etc.) will be available by appointment or on an as-needed basis. Students in need of specific services should contact their counselor or school administrator.

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.