

Meadow Glade Adventist Elementary School



In Person Learning

for the 2020-2021 school year

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Meadow Glade Adventist Elementary School’s ultimate goal is to create a safe, Christ filled learning experience for its students and staff. The faculty has worked diligently to develop a reopening strategy that allows for flexibility and transparency. In development of our plans we have kept two main priorities:

- Providing our students the opportunity to be back in their classroom seats interacting amid appropriate safety precautions with each other and teachers, and
- Providing an opportunity for students with health and safety concerns the option to engage remotely in the education taking place in their classrooms. (see Virtual Learning Option)

This outline has been created to provide an overview of the day to day protocols in the classroom for COVID related safety measures for families.

Washington State guidelines, mandates, and metrics are subject to change. We reserve the right to modify our In Person, Face to Face Learning to best accommodate families and staff as we continue to navigate the uncertainty of COVID-19. We expect that this plan will be modified as we progress through this year.

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K-2 In Person Learning

K-2 Safety Protocols

- Teachers will take temperature checks as students enter the school in the mornings.
- Teachers and students will wear face coverings in the classroom. Face coverings must be made of a material that provides proper protection. Teachers may wear a face shield during direct student instruction while maintaining 6 ft. of social distancing.
- Students will not need to wear masks during PE, recess or lunch while maintaining 6ft of social distancing. Teachers may also take classes outside to work without a mask as long as social distancing is practiced.
- Classroom seating will observe social distancing of 6 ft.
- Bathroom usage will be monitored so social distancing can be maintained.
- Each student will have their own water bottle.

Recess

- Students do not have to wear masks at recess. Appropriate distancing will be observed. Teachers will direct students to different activities, in different areas of the playground. We will adjust and engage students as we go along ensuring that everyone has a safe and fun recess.
- All play equipment is sanitized after every use.

Lunch

- Students will eat lunch each day in their classroom. Hands will be washed/sanitized and tables will be wiped before and after eating.

3rd and 4th In Person Learning

Safety:

Beginning Day- Students will enter through back hall doors (by playground) with masks on. Teachers will take temperatures. They will proceed with putting backpacks in their assigned cubbies while staying socially distant. Desks and chairs are already sanitized and clean. Desks are socially distant.

Entering the Classroom- When students enter our classrooms throughout the day, they will be sanitizing their hands every single time. Whether coming from the bathroom, PE, music, etc. every time they enter, they clean their hands.

Sneezing/coughing- Every time a student sneezes or coughs, they will wash/sanitize their hands.

Mask Breaks- Following Oregon Conference suggestions, we will be giving our students mask breaks throughout the day in 5-10 min. increments while in class and maintaining social distancing.

Snack time- a daily snack time will occur if students choose to participate. They would bring their own snack from home, sanitize hands before eating it and masks off while social distancing.

Lunch will be outside or in our rooms (depending on the weather) where desks will be sanitized, students will wash their hands before eating, eat at their desks, wipe desks, and clean up when finished. Masks are off during lunch while maintaining social distancing.

Recess will be 1 teacher and 1 aide on the playground each day. Masks are off if they choose to. On Sunny days, students will be outside and taught to play at 2 arms lengths distance. Student play groups will be monitored by teachers and aide. Students can play in small groups of 3-4 staying maintaining social distancing. If a piece of equipment (ball) is used with that group, it will be sanitized by administration before another group can use it. On rainy days classes will take turns using the covered area in 10 min. increments if needed. Equipment will be sanitized by administration after recess daily.

Walking in line- we will start our classes from our classrooms, keeping distance in front of the students. Masks will be worn. Passing in the halls will be tight and to the right on the wall which provides a 6' distance between passing other classes, if that should occur.

Bathrooms- Students will use their own pencil to sign a bathroom log of the time both when they exit and return.

Cleaning- All door handles, faucets, countertops, tables, sinks will be cleaned twice a day.

(3rd and 4th In Person Learning Continued)

Math- Before math begins, desks and chairs will be sanitized before and after class. Students will rotate for math groupings. Go Math requires a lot of story problems and comprehension of the problems where they need 100% from the teacher. While rotating creates extra effort related to sanitation, it provides a superior learning environment for our students. We believe we can effectively mitigate issues associated with rotating students.

There will not be any shared supplies other than Kleenex, sanitizing wipes, and hand sanitizer. Students will keep their own personal supplies.

Teachers- Teachers use masks (or shields when giving instructions while maintaining social distancing).

At the end of the day, desks and chairs will be cleaned and sanitized for the next day to begin.

Staggered Dismissal- Bus kids get dismissed at 3:10 to walk to the bus. Car line kids will follow the teacher single file (after K-2 students are dismissed) outside with masks on and waiting in car lines for pick up.

5th & 6th In Person Planning and Procedures

Teachers will take temperature checks as students enter the school in the mornings.

Bathrooms

- Bathrooms are designated specifically for 5/6 or 7/8
- Masks will be worn at all times.
- If both stalls are occupied, the third 5/6 student must stand at the entrance to the classroom until the second person leaves the bathroom.
- Hall pass is hand sanitizer bottle to encourage students to exercise proper hygiene

Music

- Teachers will walk students to and from music.
- Classes will not pass each other because the Music Teacher has scheduled cleaning time between music classes.
- Classroom music occurs twice a week.
- Band is once a week.
- When band is over, the music teacher walks students back to the homeroom Teacher.

Water Bottle/Drinking Fountain

- Students will not drink out of the fill station.
- Students will be asked to bring water bottles already filled to school with them.
- Only one person is allowed to use the “sanitizer hall pass” at a time. So, if someone is using it for the restroom, they will need to wait to fill the water bottle up later.
- Students will be encouraged to fill water bottles up at lunch.

Lunch

- Microwaves are for teacher use only. (Students will be encouraged to bring hot items already heated in thermoses.)
- Students will bring their own plasticware/silverware as we will no longer be able to provide it due to sanitary procedures.

PE

- Line up in the 5/6 hallway
- Depending on 7/8 hallway occupation, students will either walk to PE through the hallway or go around the building.
- Students will be encouraged to have a hooded rain jacket in the event we need to go around the building.
- Teachers will walk students to PE with the understanding that they may need additional time to change than in previous years.

Recess

- Students will be divided into sections according to homeroom either on black top, covered area or play structures. If a student would like to play with a student from a different homeroom they may sign up with their teacher to do so. If they would like to play closer than 6' together, they will need to wear masks. Sports equipment will be sanitized before and after use.

7th and 8th In Person Learning

Face to Face Procedures:

Teachers will take temperature checks as students enter the school in the mornings.

Safety Protocols:

- Teachers use masks or shields
- Students wear face coverings
- Classes have assigned seating where 6-ft. physical distancing is observed
- Limited shared classroom materials
- Teachers/students will disinfect student desktops/chairs during each passing period
- Possibility of no locker usage (TBD)

Junior High Daily Schedule:

- Rotate through bell schedule in the morning by math groupings. Rotations are done such that students are not passing each other in the halls by using one classroom door for entrance and another for exit. Rotations will occur in small groups, not all at once. At 11:00 am students will rotate by Homerooms for remainder of the day, in small groups.

Extra-curricular

- Students will be assigned to a music class that will meet in the music room (see Music protocol)
- PE (see PE protocols)

Breaks/Recess/Restroom Use:

- No congregating indoors
- Hallways tight to the right
- Controlled bathroom usage/Limited hall passes – students will sign in and out of classroom
- Washing/sanitizing of hands after breaks

Lunch:

- Box hot lunch available for purchase
- Students will eat in homeroom classroom

Dismissal

- Staggered dismissal

P.E. In Person Protocols

1. **Transfer-** To prevent passing each other in the hallways, classes should wait until the previous class returns to their class, or take a different route to get to the gymnasium.
2. **Masks-** Masks should be worn while inside the gym lobby and locker rooms. Once you are going outside or into the gym, you can choose to either: 1- put your mask inside your pocket or 2- continue to wear it properly.
3. **Hands-** Hands should be either washed or sanitized to begin and end each class period. A hand sanitizer stand will be made available on the P.E. site.
4. **Equipment-** Equipment will be sanitized (if needed) after the completion of each class. If equipment needs to be shared, it will be with as small as groups as possible.
5. **Social Distancing-** Students will be asked to maintain a distance of 6 ft. as much as possible, during class. Activities will be adapted to allow distancing to be easier to maintain.
6. **Hygiene-** If students either cough or sneeze during the class, they should immediately go wash or sanitize their hands before continuing the activity.
7. **Locker rooms (for grades 5-8)-** Students will be asked to spread out as much as possible, and use other parts of the restroom for changing. Masks will be worn during time in the locker rooms. Cubbies will be used to hold bags with clothes in them, and will be sanitized after each class. Students must bring a bag to store their items in. No personal items are allowed to lay loosely around the locker room at any time.
8. **Bathrooms-** While outside we will be using the outdoor restroom only for emergencies.

Music In Person Protocols

1. **Transfer-** To prevent passing each other in the hallways, classes should wait until the previous class returns to their class or take a different route to get to the music room. Teachers will be supervising class transitions to and from the music room.
2. **Masks-** Masks will be worn at all times to enable a safe environment for music students.
3. **Hands-** Hands should be either washed or sanitized to begin and end each class period. A hand sanitizer stand will be made available at the music room entrance.
4. **Equipment-** Any shared equipment will be sanitized after the completion of each class or set aside for an adequate amount of time to be safe to use again. We will avoid sharing equipment between students as much as possible and sanitize before allowing any sharing.
5. **Social Distancing-** K-4 Students will be asked to maintain a distance of at least 6 ft. as much as possible during class and 5-8 students will be 8-10 ft apart as much as possible. Activities will be adapted to allow distancing to be easier to maintain. Classes will be scheduled to allow a complete air cycle to occur for the room before a different cohort class enters.
6. **Hygiene-** If students either cough or sneeze during the class, they should immediately go wash or sanitize their hands before continuing the activity.
7. **Bathrooms-** Students will be allowed to use the bathroom and will be expected to wash and sanitize hands before returning to class.

Music class specifics:

- Students in 5-8 will have general music to accommodate smaller class sizes and keeping students in their cohorts as much as possible.
- Large choirs will not be meeting until it is considered safe to do so.
- When band begins students will be allowed to take masks off to play their instrument when seated and appropriately distanced. Extra precautions will be in place for band students including at least 8 ft distancing and instrument covers to mitigate spread where appropriate. Students will also have extra precautions in place for cleaning instruments and brass players will have specific safety precautions in place for their unique challenges. Any shared equipment will be sanitized between users.
- We will continue to stay up to date on current/ongoing studies and safety recommendations to allow us to offer safe music classes for MGAES students.

Kid Zone Protocol

Procedure for drop off and pick up for Kid Zone before and after school care.

- Students must pre-register for KidZone through the office
- We are asking parents to use KidZone only when necessary, we are limited in the amount of students we can accept
- KidZone students will be socially distanced at all times and masks will be worn unless they are outside and appropriately distanced.
- Parents must accompany children to Kid Zone and remain until they have been checked in.
- Kid Zone staff will take the temperature of anyone entering the building. Temperatures of 100.4 or greater will not be allowed to enter Kid Zone and will be returned to their waiting parent.
- Upon entering the building hands must be washed for at least 20 seconds or hand sanitizer applied.
- Drop offs/pick-ups must be prompt and avoid lingering.
- A staff member must assist with checking in/out children.
- Only people listed on a student's pick-up list will be allowed to pick up said student, any changes must be communicated to Kid Zone prior to pick-up.

School Wide In Person Protocol

Drop off/Pick Up Protocol

Procedure for drop off and pick up remain the same with the following changes.

- K-2/5-6 will enter school through the main entrance adjacent to the flag pole.
- 3-4/7-8 will be dropped off at the beginning of the day at the sidewalk that leads to the gym. 7-8 will enter their wing at the east entrance. 3-4 will follow the sidewalk past the gym and enter from the south side of campus (back door, the door they use to enter from recess)
- Students arriving before 8:15 will go to Kid Zone.
- All students will enter the building wearing face coverings.
- Teachers will be taking student's temperatures when they enter the classroom. Temperatures 100.4 or greater should not be allowed to enter classroom and redirected to front office for parents to come pick up their student.
- Upon entry students must sanitize or wash their hands.
- At the end of the day, students will exit the entrances they came through leaving the building with face coverings as they depart for the day.
- If a student exhibits COVID-19 symptoms during the school day they will go to the office for further observation.

Bus Protocol

Procedure for picking up and dropping off students for MGAES transportation.

- Upon arrival to bus stop **parents remain at drop off/pick up site until student's temp has been verified by the bus driver**. Students with a temperature 100.4 or greater will be returned to their parent.
- With exception of family units, all students will be staggered in seating.
- Students must wear face coverings while on the bus.

Lunch

Procedure for hot lunch

- Teachers will mark attendance slip with hot lunch preference (regular or large size)
- Hot lunch will be delivered to classrooms by school staff.
- Hot lunch will be prepaid through the school office.

Safety Office Protocols

Procedure for implementation of health and safety protocols at MGAES.

- Ensure that daily records are kept of all who come and go throughout the school day. These logs must be maintained for a minimum of 4 weeks after completion of in-person/on-campus instruction.
- Ensure health and safety precautions are followed.

(School Wide In Person Protocol continued)

Classroom Protocol

Procedure for student management and safety at MGAES

- All teachers must maintain student seating chart assignments for record keeping in Renweb.
- All student desks must face forward in the same direction.
- All student desks must maintain 6 feet distancing.
- Limited use of shared resources
- No sharing of personal classroom supplies
- Students and Teachers must wear a face covering at all times, excluding lunch period, recess (must monitor for social distancing), and P.E.

Heating Ventilation and Air Conditioning Systems have been upgraded

- We are using new High Performance filtering systems in all of our air handling units.
- We have also installed new UV systems in each air handling unit that kills air borne pathogens including flu viruses and COVID viruses.

Cleaning Protocol

Procedure for cleaning and sanitizing MGAES to minimize risk of exposure to COVID-19 (see Communicable Disease Management Plan)

- Disinfect between cohorts or every 2-3 hours inside classrooms and work areas.

Common Use Areas/Student Transitions Protocol

Procedure for maintaining health and safety during student transitions.

- Hallways tight to the right (minimize student pass time, alternate lockers)
- Washing & sanitizing of hands before & after breaks
- Controlled bathroom usage
- No congregating indoors
- Going outdoors encouraged especially during breaks
- Equipment sanitized after each playtime
- Limited locker usage for upper grades

RECESS

- Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.
- Designate playground and shared equipment solely for the use of one cohort at a time.
- Disinfect at least daily or between use as much as possible in accordance with CDC guidance.
- Cleaning requirements must be maintained following the Communicable Disease Management Plan.
- Maintain physical distancing requirements, stable cohorts, and square footage requirements.
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.