

## Latta High School Safety Protocols 2020-2021

- Morning Protocols
  - Teachers and students will need to have on masks as they enter the building and worn at all times when they are moving.
    - Masks will be available for those that need one.
  - Teachers will arrive and have temperature taken as they enter the building.
  - Assigned teachers will monitor parking lot to ensure students go directly to class as they enter campus and to help maintain social distancing.
  - As students arrive, temperatures will be taken by an administrator or designated staff member.
    - This will be done at the designated entrances.
    - Students with a temperature will be directed to the isolation area to see Nurse Mace and wait for parent pickup.
      - Parents will be immediately contacted to pick up the sick student.
  - Students will go directly to an assigned class and remain there until time for 1<sup>st</sup> block.
- Breakfast
  - Cafeteria workers will bring breakfast items to the various hallways at the designated time.
  - Students interested in getting breakfast items will indicate this to designated staff as they go from room to room distributing these items.
  - Additional trash cans will be available to collect trash after breakfast.
    - These can be strategically placed in the hallways for this purpose and moved out of the way prior to the next class change.
- Isolation Area
  - An isolation area will be available outside Nurse Mace's office in the hallway area near the restroom.
  - Students will be placed in this area and the appropriate distance will be maintained between students.
  - A partition will be placed in this hallway to separate these students from other students needing to see the nurse in order to reduce contact with students that may have COVID-19.
  - Nurse Mace will monitor this area.
- Bus
  - All students and bus drivers are required to wear masks. If students do not have a mask, the driver will provide one to the student.
  - Before entering the bus each morning, the driver will take each student's temperature.
    - If the student does not have a temperature, he/she will proceed to his/her seat on the bus.
    - If the student has a temperature, he/she will be asked to sit in one of the front seats.
      - The bus driver will notify an administrator or the school nurse to let them know the student has a temperature.

- As soon as the bus arrives at school, the student will be escorted to the quarantine room to be evaluated by the nurse.
- Classroom Protocols
  - Desks must be facing in the same direction and there must be 6 feet in all directions between desks.
  - Masks should be worn by students and teachers as directed.
  - No group or partner work will be allowed unless done virtually utilizing Google Classroom, etc. Any group work should be approved by administration.
  - Students will need their own supplies (colored pencils, markers, glue, etc.)
  - Students cannot share supplies with other students.
  - Supplies should be taken home each day and not left in a classroom.
  - Hand sanitizer should be available in each classroom.
  - Spray disinfectant should be available for teachers to use between classes.
  - Assigned time should be established for a midday temperature check of students.
  - Students should use hand sanitizer when leaving and when entering classes.
- Gym / Weight Room Protocols
  - Students must maintain the 6 feet distance recommendation.
  - Equipment must be sanitized between each student that uses it.
  - Outdoor activities need to be utilized as much as weather permits.
    - Distance must be maintained during outdoor activities.
  - Water fountains should be turned off and small bottled water available.
  - Students will not dress out for PE in order to eliminate students being in close proximity of each other in the dressing rooms.
- Dance Studio
  - Dance floor should be marked in order to maintain 6 feet between students.
  - Dance bars, etc. must be disinfected after being used by a student.
- Chorus Room
  - No singing in class without a face shield.
    - Music theory and learning to read music will be taught in class.
  - Students will sing at home and this will be shared with the teacher virtually through Flipgrid.
  - Musical performances may be done virtually.
- Band Room
  - Students will have to be distanced in the band room.
  - Stands, music, and lesson books cannot be shared.
  - Band Director will follow guidance from SC Band Director's Association concerning playing instruments in class.
    - Band may have to follow chorus and teach music theory and reading music in class.
      - Students will utilize Flipgrid to share their music with the director virtually.
- Media Center
  - Students in the media center will be limited to maintain recommended distance.
  - Certain computers will not be available in order to maintain appropriate distance between students.

- Students should request books from the media specialist to eliminate unnecessary touching of books on shelves.
- When books are returned, they should be appropriately sanitized or allowed to sit for the recommended time period before being given to another student.
- E-books need to be used when possible.
- Hallways / Class Changes
  - Six feet intervals will be marked on floors in hallways and breezeways outside to help students maintain appropriate distance.
  - Door props can be used to open doors immediately before classes change in order to eliminate everyone touching doors and door handles.
    - Designated staff will open doors immediately before each class change and then close them after the class change has ended.
  - Students will all go in one direction in the hallway and signs will be posted indicating the correct way to move.
    - This will eliminate students passing each other and being face to face in the hallways.
  - Students will be required to wear masks as they move from one class to the next.
  - Designated staff will be in the hallways to help monitor traffic flow and distance between students.
  - A slight staggered release of classes will be implemented to control number of students in each area of the hallway at a time.
- Commons Area
  - Students will not be able to utilize the Commons Area between classes or during lunch or after school.
  - Students arriving early will be seated in the Commons utilizing distancing recommendations until 7:45 when teachers will be in classrooms.
    - If too many students begin to arrive prior to 7:45, changes will be made to ensure we are able to distance students appropriately.
- Restrooms
  - A schedule will be created for student restroom use during the time designated for lunch.
    - Designated staff will be monitoring restrooms to ensure that only the appropriate number of students are allowed in at one time.
  - Certain stalls will be closed in each restroom to ensure appropriate distancing between students.
  - Certain sinks will be closed in each restroom to ensure appropriate distancing between students.
  - Certain urinals will be closed in each male restroom to ensure appropriate distancing between students.
  - Designated staff will monitor restroom areas during class changes to ensure that only the appropriate number of students enter the restroom to maintain recommended distancing.
  - If a student must leave class to go to the restroom, they will be sent to the office and office staff will instruct them to a particular restroom in order to maintain the appropriate number of students in a restroom at one time.
  - All students should wash their hands before leaving the restroom.

- Lunch
  - Students will have a designated classroom assigned to them for lunch.
  - Cafeteria workers will bring food to the various hallways for distribution to students.
    - Students will place orders at the beginning of the day for lunch.
      - Office staff will take lunch orders for students that have late arrival or that arrive late for school.
        - Office staff will notify the cafeteria about these late lunch orders.
      - This will allow cafeteria staff to be able to prepare the appropriate number of lunches.
  - Microwaves will not be available for student use.
    - The Commons Area will not be available to students during lunch.
    - Drink machines and snack machines will not be available to students.
  - Additional trash cans will be available to collect trash after lunch.
    - These can be strategically placed in the hallways for this purpose and moved out of the way prior to the next class change.
  - Students will use hand sanitizer before and after eating lunch.
  - Students will not be allowed to share food.
- Student Departure
  - A staggered release time may be implemented to prevent so many students being in the hallway and trying to go through exits at one time.
  - Designated staff will use door props to open doors immediately prior to school dismissal to eliminate students from touching doors and door handles.
  - These doors will be closed as soon as students are out of the building
  - Students will not be able to stay in the hallways after school.
    - They will need to exit the building and go home.
  - Designated teachers will monitor the parking lot to ensure students do not gather together.
    - They need to go straight to their cars and exit campus.
  - Car riders waiting for rides in the front of the school must maintain the recommended distance from other students.
- Visitors
  - Visitors entering the building should be limited and should wear masks.
  - Parent meetings should be conducted through Google Classroom or Flipgrid if a phone conversation is not sufficient.
  - Permanent plexi glass shields will be mounted on the two front office desks.
  - IEP meetings should be conducted virtually.
  - IGP meetings should be conducted virtually.
  - Delivery workers should bring in materials and then leave.
  - If a parent or other visitor does need to meet with an administrator or teacher, a conference should be scheduled and held in an area that will allow each person to distance as recommended.
- Substitute Teachers
  - Classroom teachers will need to leave detailed instructions for substitute teachers in order for them to follow the necessary protocols.

- These directions should be placed on the teacher's desk in order for them to be easily available for the substitute.
  - These protocols are in addition to regular lesson plans.
- Drills
  - Fire Drills
    - Students and teachers will wear masks when exiting the building.
    - Teachers will instruct students to maintain their distance as they exit the building.
    - Teachers will have students maintain the appropriate distance from each other as they are lining up on the practice field waiting to return to the building.
  - Earthquake Drills
    - Students will take cover under their desks, and the desks will already be appropriately distanced.
  - Tornado Drills
    - Students and teachers will wear masks when exiting the classroom.
    - Teachers will instruct students to maintain their distance as they exit the classroom and go to their designated shelter area.
    - Teachers will indicate where each student should crouch down in order to maintain the appropriate distance.
  - Lock Down Drills
    - Teachers should cover windows on doors and make sure doors are locked.
    - Teachers should turn off lights.
    - Teachers will instruct students to move to the outer walls of the classroom and remain quiet.
      - Students will be instructed to distance appropriately.
  - Drill procedures will be covered by the teachers with their students at the beginning of school.
    - Student safety will be the first consideration with all drills and emergency situations.