

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 and when they are in classrooms with less than 6 feet but at least 3 feet between students.
 - 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 1st 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 at least 3 feet between desks.
 - Masks should be worn by students and teachers as directed and will be worn at all times if students are closer than 6 feet in a classroom.
 - 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.
 - 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 at least 3 feet distance recommendation and masks must be worn unless they are 6 feet apart.
 - 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 appropriate distance 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.
 - Singing will be allowed when using proper protocols for safety such as masks and/or shields.
 - Musical performances may be done virtually.
- Band Room
 - Students will have to be distanced in the band room.
 - Stands, music, and lesson books should not be shared.
 - Band Director will follow guidance from SC Band Director's Association concerning playing instruments in class.
- 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 in hallways 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 if needed.
- 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 gym utilizing distancing recommendations until 7:50 when teachers will be in classrooms.
- 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 second block for lunch.
 - Students attending ATEC (vocational school) during the morning will place their lunch orders before leaving for ATEC.
 - 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 when possible
 - 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 if possible.
 - 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.