



Latta Middle School Safety Protocols



Morning Arrival

- Teachers will arrive at 7:30 and will enter main entrance with a mask to have temperature checked before entering building. This will also suffice as signing in.
- Doors will open at 7:35 and students will enter the hallway of their grade with a mask on. A mask will be provided for students who do not have one.
- Mrs. Ard-5th (sub-Lusk), Ms. Weatherford-8th (sub-A. Rogers), Mrs. Melton-6th (sub-Lane), and Ms. Wright-7th (sub-L. Rogers) will be stationed at the 4 entrances to check temperatures before students enter the building.
- If a student arrives with a temperature, the staff member who checks the temperature will radio Nurse Lindsey to inform her a student is coming to her office. The student will be directed to Nurse Lindsey's office to be quarantined with a mask on to wait for parent pickup. Nurse Lindsey will notify parent immediately to pick up sick student.
- Students that arrive after the tardy bell (8:00) will report to the main entrance with their parent to sign in. (Parents will not be allowed to enter the building). Parent should wear a mask when approaching the school building.
- Students who arrive after 8:10 will sign up for lunch in the main office.

Breakfast

- Cafeteria staff will deliver carts to the hallways and teachers will pick up from there.
- Teachers will have carts emptied and placed outside their doors by 8:15 for cafeteria staff to pick up.
- Breakfast trash will be placed outside the door to be picked up by our custodial staff.

Hallways

- Mask before you move!
- Hallway floors and breezeways will be marked at six foot intervals for social distancing.
- Door props should be utilized on all entrances/exits. The first teacher props the door, and the last teacher closes the door to eliminate touching.
- Students will walk in line behind each other at a distance of six feet. Teachers will stand at corners to monitor all students since lines will be longer due to distancing.
- Traffic will flow in one direction at all times.

Quarantine Room

- Nurse Lindsey's office will be split into two rooms (quarantine and regular nurse visits).
- No one enters the quarantine room except for the nurse and any student she sends there. Everyone will have a mask on in that room.
- If there is more than one student in the room at a time, partitions will be placed between them, and they will socially distance to try to reduce contact.
- The nurse will wear disposable gowns in the quarantine room and will remove it before going to the regular nurse office.

Classroom Protocols

- Mask before you move!
- Students will stay in room and teachers will move classes.
- All desks need to be in the same direction, facing the front, and 6 feet apart. Extra desks need to be marked off.
- No group/partner work unless it is virtual via Google Classroom assignments. Any group work will need to be presented to Mrs. Ard for approval.
- Hand sanitizer and cleaning supplies will be provided for each classroom.
- Students need individual supplies (i.e. colored pencils, tape, glue, etc.). No sharing.
- Students must keep their own materials with them and carry them home at the end of the day. No cubbies will be provided for students.
- Classroom procedures will be posted in each room (PBIS and safety protocols).
- Windows may be opened/cracked for extra ventilation when possible. Air purifiers will be placed in each classroom.
- Students should use hand sanitizer when leaving and entering classes.
- Temperature checks should be conducted by teachers midday and recorded.

Restrooms

- Mask before you move!
- Students will line up for restrooms at marks on the floor to maintain a safe distance between each other. Teachers will monitor students in the hall to ensure they are maintaining appropriate distance.
- Maximum of 2 students in the restroom at a time.
- Restroom times should be staggered.
- Individuals with restroom emergencies should be sent to the main office.
- Students should wash their hands with soap and water in the restroom for approximately 20 seconds.
- Students use hand sanitizer on the way out of class and when they reenter class.

Lunch

- Students will sign-up for a lunch with their homeroom teacher, and teachers will place the sign-up sheet in the lunch envelope to be picked up by cafeteria staff after breakfast. Teachers will need to keep a list of who orders a lunch each day. Students who do not sign up for a lunch will not receive a plate when the meals arrive. No late orders will be accepted.
- Cafeteria workers will bring lunches to classrooms on a cart and teachers will distribute the meals.
- Students will sanitize hands before and after eating their lunch. Students will not be allowed to share food.
- The teacher will collect the trash and place it outside the door for our custodial staff to pick up.

Recess

- Students may not bring equipment from home.
- Teachers will reinforce social distancing.
- Hand sanitize before and after entry.
- No more than 45 students at a time on the field. Teachers may separate students on playground and practice football field.
- Areas will be marked where seating is appropriate.
- 1 person per table

Media Center

- Prior to coming to the Media Center, students will search the book inventory on their Chromebooks to find selections that they may want to check out. This will give students an idea of what they want and where to get it so they aren't touching so many books. This will also help limit the amount of time students are in the Media Center.
- Students should wear protective gear (masks/shields) when entering the Media Center.
- A sanitizer station should be in place for student use upon entering the Media Center.
- Tables and chairs should be spaced for social distancing and sanitized after each use.
- Social distance spacing should be marked as student browse for books.
- Handling of books during browsing should be limited. Students may wear gloves.
- Books must be sanitized after handling/touching during browsing.
- Before books/materials are returned to the Media Center for check-in, they must be quarantined for 72 hours (3 days). Books/materials may be placed in container provided by Mrs. Soper for quarantine.
- Computers/computer tables should be sanitized after each use.
- A plastic barrier/shield should be in place at the circulation desk to minimize physical contact.
- The floor will be marked to emphasize social distancing during browsing and check in/check out of books or materials.

Bus

- All students and drivers are required to wear a mask. If students do not have one, the driver will provide the student with one.
- Before entering the bus, the driver will check each student's temperature.
- If the student does not have a temperature, the student may proceed to his/her seat on the bus.
- If the student has a temperature, the student will be asked to sit in one of the front seats. The driver will inform administrator/nurse that the student had a temperature, and the student will be escorted to the quarantine room to be evaluated by the nurse.
- Once all students arrive at school, they will report to their respective hallway to have their temperature checked before entering the building and follow the arrival protocols.

Electives

- Call each class for electives one at a time. Students should not be lined up in the hall all at once by grade level.
- Stagger pick up and return times for each elective class.
- Students should use hand sanitizer when leaving classrooms and returning to classrooms
- First elective teacher leaving or entering building should prop door open and last teacher should close it
- No physical contact in elective classes (P.E., dance, etc.)
- Use disposable instructional materials when possible
- Maintain appropriate distancing when traveling to and from classes
- Maintain appropriate distancing when doing physical exercise
- Students should wear masks when traveling to and from elective classes

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.
- Students will not be allowed to dress out due to congregating in the dressing rooms.

Chorus Room

- Students are not allowed to sing 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.
 - Student will utilize Flipgrid to share their music with the director virtually.

Departure Protocol

- Students must be masked before they leave their desk at departure.
- At departure, car riders/walkers will exit out their grade level door (8th grade exits by the cafeteria-Mrs. Ard will monitor these students outside). The following staff members will monitor these areas:
 - Weatherford-crosswalk
 - Nurse Lindsey-7th grade door
 - Wright-6th grade door
 - Williams-main entrance
 - Ard-bus port
- Once car riders/walkers have exited, the staff mentioned above will monitor those waiting on a ride until relieved by administration.
- Classes will stagger releasing students starting with the room closest to their exit. Teachers will monitor the hallways to ensure that students are staggering out and distancing.
- On rainy days, grade levels will be called over the intercom. Teachers will stagger releasing students starting with the class closest to the main entrance. (This will take longer because students have to distance. Be patient!)
- Students are not allowed to wait on siblings in other grades, they must go immediately to their cars.
- Any student waiting on a ride must social distance.
- Bus riders will be called by bus number over the intercom for clear weather and rainy days and will exit the door by the bus port. Teachers will stagger releasing starting with class closest to bus port. Bus numbers will not be called until the bus arrives so students are not congregating.
- Elective teachers will monitor the hallways at departure every day (6th grade-L. Rogers, 5th grade-Lane, 7th grade-L. Rogers, 8th grade-Lusk, bus port-Soper).

Visitors

- Visitors entering the building should be limited and should be determined on a needs basis.
- 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 main office counter.
- IEP meetings should be conducted virtually if possible.
- IGP meetings should be conducted virtually if possible.
- Delivery workers should wear a mask to bring in materials and exit immediately after drop off.
- 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 distance as recommended.
- Plexi glass shields are in each office area to provide a barrier.

Drills

- Fire Drill
 - Mask while you are moving! Everyone will stagger exiting the building to social distance. Students will also distance while lining up outside.
- Lock Down Drill
 - Cover classroom windows on doors, turn off lights, lock doors, and move quietly to the outer walls of the classroom. Students still need to maintain social distancing.
- Earthquake Drill
 - Students will take cover under their desk which should already be socially distanced.
- Tornado Drill
 - This drill will be staggered by classes. One class at the time will socially distance down the hallway crouched down on the floor. In the event of an actual emergency, teachers will show their students exactly where their space is.
- We will do our very best to practice all of our drills properly; however, COVID-19 certainly presents some barriers when trying to practice exactly what we need to do. It is the teacher's responsibility to make sure his/her students are prepared for each drill. During our first week of school when we are teaching and reviewing PBIS expectations, teachers will discuss each drill and how to conduct it properly in the event of an actual emergency.

Procedures for Substitutes

- Classroom teachers will need to leave detailed instructions for substitute teachers in order for them to follow the necessary safety protocols.
- Teachers should include this with teacher substitute plans folder:
 - Make sure students use hand sanitizer when entering and leaving the classroom.
 - Make sure all students are wearing a mask before entering classroom. Remember to "Mask Before You Move".
 - Make sure students practice social distancing (6 feet apart). Follow the seating chart provided.
 - Students should have their own personal pencil/pen and paper, but if not give students a pencil/pen that has been sanitized. Sanitize pencil/pen when it has been returned.
 - Students will not be able to use the water fountain. They are allowed to have clear water bottles.
 - Follow classroom, hallway, bathroom, media center, recess, electives, cafeteria, restroom, arrival, departure procedures.