

QUEEN CITY ISD

Reopening Information & Health Guidelines

2020-2021 School Year

July 31, 2020

The purpose of this document is to provide information about the reopening of QUEEN CITY ISD for the 2020-2021 school year.

The health, safety, and well-being of each student and staff member is the most important aspect and consideration of reopening the schools.

QCISD will follow the guidelines and suggestions provided by the Texas Education Agency, The Centers for Disease Control, the World Health Organization, and local and state health authorities. The use of personal protective equipment, physical distancing where possible, and in-depth cleaning and sanitizing procedures will be implemented.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to significantly reduce the risks to students, teachers, staff, and their families.

We must all remember that there will almost certainly be situations that necessitate temporary school closures due to COVID-19.

We realize we do not have all the answers to re-opening at this time. Like every other district in the state, QCISD will be pushing forward and striving to have the best strategy locally for our students, our district, and our community.

QCISD is committed to helping each student realize his or her full potential. We look forward to partnering with each of you in the creation of a culture focused on caring and safety as we navigate this new educational landscape together.

Charlotte Williams
Superintendent

Please note: This document is subject to change at any time due to the evolving health situation. If procedures/protocols are changed, we will post the updates on social media and on the district website. We will send an E-Note and disseminate the information to parents through our automated system.

To stay updated on the most up-to-date information:

1. Teachers, staff, students, and parents should check their email often;
2. Visit the district website at www.qcisd.net;
3. Follow all district social media forms;
4. Pay attention to ENOTES and group auto texts;

Designated COVID-19 Response Team:

The campus principals, the school nurse, the assistant superintendent, and the superintendent serve as the district designated COVID-19 Response Team. Specific contact information follows:

Elementary – Erin Breiby, 903-796-6304 or ebreiby@qcisd.net

Junior High – Susan Childress, 903-796-6412 or schildress@qcisd.net

High School – Steve Holmes, 903-796-8253 or sholmes@qcisd.net

School Nurse- Kim Dickey, 903-796-6304 or kdickey@qcisd.net

Assistant Superintendent- Shannon Henderson, 903-796-8256 or shenderson@qcisd.net

Superintendent – Charlotte Williams, 903-796-8256 or cwilliams@qcisd.net

Close Contact

This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined using the following information:

- *being directly exposed to infectious secretions (e.g. being coughed on); or*
- *being within 6 feet for a cumulative duration of 15 minutes*
- *if either occurred at any time in the last 14 days at the same time the infected individual was infectious*
- *individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are test-confirmed with COVID-19, two days prior to the confirming lab test*
- *consideration is given to facts such as masking of both individuals, ventilation, presence of dividers, and case symptomology*

Either of the first two bullet points above define close contact if it occurred during the infectious period of the case.

Screenings

Signs & Symptoms of COVID-19 include:

- Feeling feverish or having a fever
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Teachers & Staff

Our teachers and staff will self-screen for COVID-19 symptoms before coming to work each day. This self-screen includes teachers and staff taking their own temperature. Teachers and staff are also ***required*** to report to the district: 1) if they have come into close contact with an individual who is lab-confirmed with COVID-19; or 2) they themselves have COVID-19 symptoms or have tested positive for COVID-19. Any staff member who has tested positive or exhibits symptoms must remain off campus until they meet the criteria for re-entry described later in this document. Any staff member who has had “close contact” with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has ended.

Visitors

School systems must screen all visitors to determine if the visitors have COVID-19 symptoms or have been in close contact with someone who has tested positive. All visitors who enter the buildings will be screened via a paper questionnaire and/or verbal questioning. Visitors are also subject to contactless temperature checks. Queen City ISD has the right to refuse admittance to any person.

Students

Per TEA Guidelines, parents must ensure they do not send a child to school if the child has COVID-19 symptoms or is lab confirmed with COVID-19.

Before coming on campus or buses at the beginning of the year & at the start of every week of on campus instruction, the school district will screen students. Students may also be subject to contactless temperature checks during these times and when COVID-19 is suspected.

A paper questionnaire will be sent home with students on the last instructional day of each week. The questionnaire will also be available online at the district's website at www.qcisd.net. The student must bring the completed and signed questionnaire back to school on the first instructional day of the following week.

Disclaimer: Schools are permitted to prevent any individual who fails the screening criteria from being admitted to the campus or bus until they meet the criteria for re-entry described later in this document.

Individuals Confirmed, Suspected or Exposed to COVID-19

Any individual – teachers, staff, students, or other campus visitors – who themselves either:

- A) Are test confirmed to have COVID-19 or
- B) Experience the symptoms of COVID-19

Must stay at home throughout the infection period and cannot return to school until QCISD screens the individual to determine if the conditions for re-entry have been met. The re-entry conditions are listed below –

In the case of an individual diagnosed with COVID-19, **all three criteria must be met:**

- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever reducing medications)
- Improvement in symptoms (ex – cough, shortness of breath, etc.)
- At least 10 days have passed since symptoms first appeared

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19:

- **All three criteria listed above must be met**

In the case of an individual who has symptoms that **could** be COVID-19 and wants to return to school before completing the above stay at home period the individual must:

- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis; **or**
- Have a medical confirmation that they are free of COVID via acute infection test at an approved COVID-19 testing location.

In the case of individuals who have had “close contact” with someone who is test-confirmed to have COVID-19:

- The individual should stay at home through the 14-day incubation period & should not be allowed on campus
- The school will screen the individual after the 14-day period. If they exhibited symptoms of COVID-19 during that time, they must stay at home until they have met the criteria listed under “**Individuals Confirmed, Suspected or Exposed to COVID-19**” in this document.
- If the individual did not experience symptoms of COVID-19 during the 14-day period, he or she will be allowed back at school.

Determination of Re-Entry

Determination as to whether an individual has met the criteria will be made by the designated administrator & nurse who will present all the information to the Superintendent. **Final determination for re-entry in all cases lies with the Superintendent. In the absence of the Superintendent, final determination lies with the Assistant Superintendent.**

For Elementary Students, Staff & Visitors – Erin Breiby & Kim Dickey

For Jr. High Students, Staff & Visitors – Susan Childress & Kim Dickey

For High School Students, Staff & Visitors – Steve Holmes & Kim Dickey

For Staff Not Assigned to a Particular Campus – Charlotte Williams & Kim Dickey

Suspected COVID-19 Cases on Campus

The following steps will be taken if there is an individual on any QCISD campus that are suspected of having COVID-19 because they exhibit symptoms:

- Individual will be discreetly and immediately separated from others
 - Staff & visitors who are suspected will be asked to leave immediately
 - If a student is suspected of having COVID-19, the administrator will contact the parent/guardian & ask that the child be picked up within 30 minutes and not later than 1 hour after notification is made
- The district will close and clean the area(s) the individual was in immediately

If a student comes to the nurse and reports feeling feverish, they will be given an immediate temperature check and screened for symptoms of COVID-19. The nurse will contact the student’s administrator and parent/guardian.

Lab-Confirmed Case in the School

If a student is lab-confirmed to have COVID-19, the parent/guardian should immediately notify the Campus Principal and/or Superintendent.

Elementary – Erin Breiby, 903-796-6304 or ebreiby@qcisd.net
Junior High – Susan Childress, 903-796-6412 or schildress@qcisd.net
High School – Steve Holmes, 903-796-8253 or sholmes@qcisd.net
Superintendent – Charlotte Williams, 903-796-8256 or cwilliams@qcisd.net

If a staff member is lab-confirmed to have COVID-19, they should immediately notify their direct supervisor.

Once the district is notified of a lab-confirmed case, the following steps will be taken by the Superintendent or their designee:

- 1) Notify the Cass County Health Department
- 2) Close off areas that are/were used by the individual until those areas can be disinfected, unless more than 3 days have passed since the infected person was on campus. If more than 3 days have passed since the infected person was on campus, the area supervisor will ensure that the area was properly cleaned and disinfected and the area will be reopened.
- 3) Consistent with school policies & legal confidentiality requirements, the district will notify all staff & families of students that a lab-confirmed COVID-19 case has been identified in the district.

The notification will contain the following information –

- Campus
- End of the 14-day incubation period based on the last time staff/students could have been exposed to the person with lab-confirmed COVID-19.

Health & Hygiene Practices

QCISD will implement the following practices to help mitigate the likelihood of COVID-19 spread at school.

Hand Washing / Sanitizing

Hand Sanitizer will be available for use in all QCISD classrooms, offices, and commons areas. It will also be available at the main entrances to the campuses.

Students, staff, and visitors will be encouraged to wash & sanitize their hands frequently. The proper handwashing techniques will be taught to all students at the start of the school year.

Cleaning/Sanitizing of Commonly Touched Surfaces

Commonly touched surfaces include, but are not limited to doorknobs, desks, common tables, keyboards, light switches, etc.

The custodial staff will increase their cleaning and sanitation of commonly touched surfaces. The cafeteria staff will also increase their cleaning and sanitation of commonly touched surfaces.

Classrooms and other student use areas will be disinfected by staff between each use and cleaning and sanitation after school or during non-use hours will be increased.

Pre-Kindergarten – 2nd Grade Classrooms

These classrooms are self-contained or semi self-contained and have the same group of students in them all day long or change classrooms only a few times throughout the day. Our teachers will sanitize commonly touched surfaces several times daily as well as encourage and provide time and instruction for frequent hand sanitizing.

3rd Grade – 12th Grade Classrooms

These classrooms are used by different class groups throughout the day. In between each class group, the commonly touched surfaces will be disinfected.

As recommended by TEA, where age appropriate, students will participate in the disinfecting process by cleaning their own space before and after they are used. This practice aids in teaching and reinforcing good hygiene skills.

Harmful cleaning products will not be used in the presence of children.

Masks / Face Coverings

For the purposes of this document, masks include non-medical grade disposable face coverings, homemade cloth masks, medical grade masks and face shields. For a mask to be an effective covering, it must cover the nose and mouth.

Staff

If the time comes when Cass County falls under the Governor's Executive Order #GA 29, staff will be required to wear a mask or face shield when in close proximity to students. For example, a teacher sitting at a table with a child teaching them to read or an aide sitting close to a student providing oral administration on an assignment.

Face shields are more conducive to teaching given the improved ability to see mouth movements and improved air circulation, QCISD will provide face masks and shields if possible to all staff members who are in frequent proximity to students.

Staff will also be encouraged to wear masks when congregating with other staff in close settings, such as staff meetings.

Students

Students above the age of 10 will be asked to wear masks when appropriate as per the Governor's Executive Order #29. At other times, students are encouraged, but not required, to wear masks when they will be in close proximity to other students for an extended period of time.

Masks are not developmentally appropriate for all students. Young children who are unable to adjust or remove masks properly should not be regarded as suitable candidates for wearing masks.

The determination of whether wearing a mask is developmentally appropriate is up to the student's parent/guardian, except as/when required by Executive Order #29.

Some things to consider when deciding if your child should wear a mask:

- Does my child have asthma or difficulty breathing?
- Can my child take a mask on and off (properly) by themselves?
- Does wearing a mask cause my child to touch their face more frequently?
- Is my child comfortable wearing a mask for extended periods of time?

If a parent/guardian wants their child to wear a mask, it is the child's responsibility to do so.

Social Distancing

Where feasible without disrupting the educational experience, QCISD will encourage students and staff to practice social distancing.

In classrooms that allow it, teachers will place student desks, so students are socially distanced.

In classrooms that do not allow for social distancing, the district will plan for more frequent handwashing and sanitation practices in addition to following other recommendations for safe classroom practices such as having all desks face the same

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direction.

Use of QCISD Facilities by the Public

The QCISD Track will be closed to the public from 7:00 AM – 4:00 PM each day that school is in session.

All other use of QCISD facilities by the public will be considered on a case by case basis. Administration will determine feasibility of use in coordination with the health and safety standards currently recommended.

Increased Airflow / Fresh Air

When practical and safe to do so, teachers are encouraged to open windows to improve airflow and bring in fresh air.

Weather permitting, physical education classes will be held outdoors, rather than inside.

Weather permitting, Elementary and Middle School students will have recess time outside.

Water Fountains

Water fountains will not be available for student use.

All students are encouraged to bring bottled water to school each day. Opportunities to refill water bottles will be provided throughout the day.

Cafeteria

Cleaning and Sanitation

Our cafeteria staff will increase their cleaning and sanitation of commonly touched surfaces. They will continue to follow all Safe SERV and Health Department guidelines while preparing and serving meals.

Increased Social Distancing

The district is installing shields as available in the cafeteria to further protect the food in the serving lines and to separate serving lines so that students can socially distance themselves to the maximum extent possible.

Students will be allowed to eat in the old gym (adjacent to the cafeteria) and in the high school courtyard so that increased social distancing can be practiced during High School lunches. High School students will be able to eat outdoors when the weather permits.

MUMS lunch procedures have been modified to minimize the number of students in the

dining room at a time. One grade level will eat lunch while the other grade level will go to recess. The two will then switch so that all students get both time in the dining hall and time to play. Distance between tables has been increased to allow for appropriate social distancing.

Elementary lunch schedules have been adjusted to allow for maximum social distancing. Students will be seated with increased distance, fewer classes/grade levels will take lunch at the same time. Staff will constantly monitor students to ensure good hygiene and social distancing practices are followed.

Visitors to the Cafeteria

TEA, the CDC and the Health Department recommend that schools limit all visits on campus to mitigate the risk of spreading the virus.

Visits will be restricted to only those essential for school operations.

Visitors to the cafeteria during lunch will not be allowed for any reason, this includes parents.

Outside Food

If a child wants outside food (from home or a restaurant), they must bring it to school with them at the start of the school day.

Outside food **cannot** be brought to the student in the cafeteria, in the parking lot before lunch or to the campus office. Deliveries from restaurants will also not be accepted.

Students **cannot** bring outside food to share with other students.

Transportation

Buses

Students will be required to complete the COVID-19 general health questionnaire one time per week at the beginning of the week before entering the bus. Bus drivers will notify the campus administrator when there is a suspected case of COVID-19. The campus administrator will follow district protocol to determine if the student will be allowed to board the bus and report to campus.

Students will be required to use hand sanitizer upon entering the bus each morning and afternoon.

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Students will begin seating at the back of the bus and move forward. When students exit the bus, they will exit from the front of the bus first.

Students, for whom it is developmentally appropriate, are encouraged to wear masks.

When possible, windows will be opened to allow for outside air to circulate in the bus.

Buses will be thoroughly cleaned after each use.

Car Rider Lines

Car riders can be dropped off and picked up as they have been in the past. The district asks that parents please remain in the vehicle when dropping off / picking up students.

Walk Ups

Walk-ups will be very limited at all campuses. Parents will **not** be permitted to stand at the entrance of the building nor will they be allowed to walk students to class.

All visitor health and safety standards will be followed during drop off and pick up times and Meet the Teacher.

Travel Restrictions

Queen City ISD will discontinue staff travel to conferences and workshops until further notice. Student travel will be strictly limited to only those trips essential to the school operations and those required by UIL or other governing authorities. The superintendent will be the final decision making authority on all travel.

Visitors on Campus

Parents/Guardians can visit schools, as permitted by QCISD policies. However, per CDC and Health Department recommendations, visits will be limited to only those that are essential to school operations this year.

During all visits, parents and other visitors must follow the virus prevention and mitigation requirements of the school.

All visitors who enter the buildings will be screened via a paper questionnaire and/or verbal questioning. Visitors are also subject to temperature checks.

All visitors are ***encouraged*** to wear masks when Cass Co. is exempt from Executive Order # 29 and are ***required*** to wear masks when Cass Co. is not exempt from Executive Order #29.

QCISD will restrict visits in school to only those that are **essential to school operations per CDC and Health Department recommendations.**

Visiting Your Child’s Classroom

Classroom visits of any kind, including dropping your child off at their classroom in the mornings, will not be permitted.

Eating Lunch with Your Child

This year in conjunction with TEA, CDC, and Health Department recommendations, visitors to the cafeteria during lunch will not be allowed for any reason, this includes parents.

See “Cafeteria” on page 11 for more information regarding cafeteria related policies.

Checking Your Child Out During the School Day

If you need to check your child out during the day, each campus will use the following procedures –

- 1) Arrive at the campus and park in the area designated below
- 2) Call the designated number and let them know you have arrived. The office will need the name of your child and the name of the person picking them up. You can call when you are enroute if you would like.
- 3) A QCISD staff member will retrieve your child and bring them outside.
- 4) A QCISD staff member will verify your identity and have you sign a paper checking out your child.

Elementary	Elem Front Parking	903-796-6304
Middle School	MUMS Front Parking	903-796-6412
High School	QCHS Front Parking	903-796-8259

Following this procedure will cut down on the outside traffic coming into the buildings and save parents and the school valuable time by avoiding the screening process that is required to enter the buildings. And of course, it will help keep all our students and staff safer.

Meet the Teacher

Appropriate plans for parents and students to meet and spend time with their teachers will be made for the first of the year. Two days of appointment slots will be available for parents to schedule time to meet in person or virtually with their child’s teacher. During these conferences, students and parents will have an opportunity to tour the classroom, see the student’s desk, and talk with the teacher about the upcoming year.

Setting Up A Conference with a Principal, Counselor, Teacher or Other School Employee

Please call and make an appointment if you need to have a conference with the principal, counselor, teacher, or other employee.

Arrive no more than 5 minutes ahead of time for the appointment.

Park in the front parking lot (designated on page 13 for each campus).

Report to the main office on campus for the screening process.

In order to lessen the risk of exposure for all students and staff, the district must limit the traffic coming in and going out of the school buildings. The amount of time visitors spend on campus, sitting in the office waiting, or otherwise generally hanging around on campus must be kept to a minimum.

It is understood that at times there are emergency situations and an appointment is not possible. The school year will run much more smoothly for our students, staff, and families if everyone works together to reduce the risk of the spread of COVID-19 to all the QCISD family.

Dropping off Forgotten Items

It is understood that sometimes children leave items much needed for the essential operation of their school day at home.

In the event an essential item must be dropped off, the parent must contact the office and let the school know they are arriving at the campus.

When possible, the office will get the student and observe as the student retrieves the item from the parent on the front walk of the school. If the student cannot meet the parent out front, the parent will leave the item in a designated box with the student's name and grade level on it. The student will retrieve the item at the next available opportunity.

The provision for dropping off forgotten items does not apply to food deliveries or other supplies generally available at the school.

SOCIAL-EMOTIONAL WELL BEING OF STUDENTS AND STAFF

The district/campus counselors will develop and provide resources for parents, students, and teachers to access. They will work with students individually or in small groups to

address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on their needs in regard to transitioning back to campus life or working in a remote learning environment.

Any student or staff member who is experiencing difficulties or a parent who has concerns about their student's difficulties should contact the campus counselor.

STAFF TRAINING AND PREPAREDNESS

Return to school training will be provided in both in-person and online formats to ensure understanding of and preparedness to align with this manual.

Teachers and administrators are to align campus and classroom protocols with this manual; meeting areas must adhere to social distancing protocols or be presented via digital platforms such as ZOOM.

Custodial Technicians will receive training on disinfection methods and comprehensive cleaning.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

The district will structure training to effectively disseminate information to all team members and audiences.

CAMPUS SPECIFIC LIMITED CONTACT PLANS

Each campus administrative team has devised a detailed plan to mitigate the spread of COVID-19 on all QCISD campuses by limiting contact between persons as much as possible. Those plans follow.

IN THE EVENT THERE IS A CONFLICT BETWEEN GUIDELINES IN A CAMPUS LEVEL LIMITED CONTACT PLAN AND THE DISTRICT-WIDE REOPENING GUIDE, THE GUIDELINES IN THE DISTRICT-WIDE REOPENING GUIDELINES WILL BE FOLLOWED.

JKH Limited Contact Plan COVID 19 2020-2021

Hallways

Directional signage will be adhered to flooring providing guidance on walking pathways. Teachers will monitor all group classes in hallways for proper direction and appropriate spacing between students. Students will be instructed to follow pathways while walking in the hallway by themselves.

Restrooms

Signage will be posted outside restrooms limiting the number of students in restrooms to no more than three at a time. Students will be instructed to wait quietly outside the restroom doors until a vacancy becomes available. Signage will be posted inside restrooms reminding students to wash hands properly and for the appropriate duration of time.

Cafeteria

Students will sit at cafeteria tables in every other seat on opposite sides of the table. There are currently 17 cafeteria tables with a total of 272 seats. If students sit every other seat, the approximate number of seats will be 136. This is enough to accommodate the current lunch schedule. In addition, tables under the covered pavilion could be used if necessary, weather permitting.

Play Ground

Students will be instructed to not congregate in large groups. Staff will be strategically placed around the playground while on playground duty in order to monitor. Students will use hand sanitizer or wash hands upon re-entry into the building. Per piece of playground equipment, the following number of students will be allowed at one time:

Pre-K:

- No more than 4 students on the large orange/green jungle gym
- 1 per mobile riding characters (total of 5 children)
- 2 children per tic-tac-toe station
- 2 children per round tunnel
- No more than 4 children on small blue jungle gym

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- Other children may play in grassy area

Older Grade Levels:

- Swings - 1 child per seat (one set of 16 and one set of 8)
- Basketball Goal - 2 children per goal (2 goals total)
- Large jungle gym - No more than 4 students
- Horizontal bars area - No more than 5 students
- Benches - 2 students per bench
- Square table - 3 students per table
- Large slides - No more than 4 students
- Points poles - No more than 3 children
- Other children may play in grassy area

Library

Signage will be provided on the 2nd and 3rd grade hallway library doors as “entrance only” (interior and exterior). Signage will be provided on the main hall library door as “exit only” (interior and exterior). Students will sanitize hands upon entering the library and will practice social distancing procedures while in the library.

Computer Lab/STEAM Lab

Hand sanitizer stations will be provided in both the Computer Lab and STEAM Lab. Students will use hand sanitizer upon entrance and exit, after using classroom equipment. Computers and other equipment will be sanitized routinely between classes. Students will follow proper seating protocol similar to the classroom.

Gym

Hand sanitizer stations will be provided in the gymnasium. Students will use hand sanitizer upon entering and exiting the gym. Students will participate in physical education outside of the school building as often as possible, maintaining appropriate distancing protocol. When unable to participate outside, students will maintain appropriate distance inside the gymnasium during all P.E. activities. Equipment will be frequently sanitized.

Office

Students, staff, and visitors are encouraged to not enter the office unless necessary. Communication should occur through the exterior office sliding window as much as possible. Office staff is encouraged to frequently wash hands throughout the day and use sanitizing wipes or spray to clean phones, pens, desk areas, and other commonly touched surfaces.

Foyer

From outside facing the building, the left set of foyer doors will be designated as “entrance only” doors (interior and exterior). The right set of foyer doors will be designated as “exit only” doors (interior and exterior).

A hand sanitizer station will be provided in the front foyer. All visitors will be encouraged to use hand sanitizer before handling school pens, clipboards, papers, or other materials.

Students

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Students will be provided instruction on the first day of school regarding proper hygiene, handwashing, and covering coughs/sneezes with frequent instructional reminders to follow. Students will also receive instruction and reminders on appropriate distancing procedures. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead, should opt for remote instruction.

Staff

All staff will be limited to eating in groups of 6 or less and should distance themselves appropriately. Staff should limit coming into the front office area if at all possible. When in the staff lounge area, no more than five people are allowed in the room at a time. Please do not congregate for long periods of time in any area. NO students in staff restrooms. In addition:

- All staff are required to self-screen for COVID-19 symptoms before coming onto campus each day.
- All staff must inform the school if they have COVID-19 symptoms or are lab-confirmed with COVID-19 and if so, must remain off campus until the criteria for re-entry to the campus has been met.
- All staff must inform the school if they have had close contact (*see below) with an individual who is lab-confirmed with COVID-19 and if so, must remain off campus until the 14 day incubation period has passed.

Copy Room

No more than 2 staff members at a time. Please do not congregate in this area.

Visitors

We love our families! However, for safety purposes, visitors will not be allowed inside the classrooms, cafeteria, gymnasium, or other areas of the school at this time. Visitors are encouraged to limit entrance into the building unless there is an extenuating circumstance (i.e. picking up a child who is sick). If necessary to communicate with the school, visitors are encouraged to email, call, utilize Classroom Dojo, or come to the external door and “buzz.” Please note that unless the circumstance warrants, visitors may not be allowed to enter. All visitors who enter the building must be screened to determine if the visitor has COVID-19 symptoms or has been in close contact (*see below) with someone who has tested positive for COVID-19.

Parents/families/guardians are encouraged to drop their children off (without entering the building) and pick them up from school (without entering the building), ensuring the child has all items needed for the day (lunch, school work, jacket, proper shoes, etc.).

When outside facing the building, the left set of foyer doors will be designated as “entrance only” doors. The right set of foyer doors will be designated as “exit only” doors.

A hand sanitizer station will be provided in the front foyer. All visitors will be encouraged to use hand sanitizer before handling school pens, clipboards, papers, or other materials.

*Close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Morris Upchurch Middle School

COVID-19

Limited Contact Plan for 2020-2021

Morning Arrival

7:25-7:48

- Breakfast - All students wanting to eat breakfast will line up appropriately spaced to receive food. Students will sit at a table properly spaced out and eat. After eating, students will report to their designated areas until the bell rings.
- 5th & 7th grade students will report to the carpeted area and will sit in chairs that are properly spaced out. 5th & 7th grade students will alternate days being allowed to go to the playground. Students are not required to go outside in the morning.
- 6th & 8th grade students will report to the bandhall and sit in chairs that are properly spaced out and monitored by teachers that are on duty. 6th & 8th grade students will alternate days being allowed to go to the playground. Students are not required to go outside in the morning.
- 5th & 6th grade students will go outside on the same days.
- 7th & 8th grade students will go outside on the same days.
- This will lessen the number of students in the building in the morning.
- Students will be released to go to class on a staggered schedule.
 - 5th graders will be released at 7:48 to go to class.
 - 6th graders will be released at 7:49 to go to class.
 - 7th graders will be released at 7:50 to go to class.
 - 8th graders will be released at 7:51 to go to class.

Cafeteria

The cafeteria will be limited to 22 tables with only 4 chairs per table in order for proper social distancing to occur. Each Grade level will have a staggered lunch time to limit the number of students in the cafeteria. The cafeteria will be cleaned and sanitized after every use.

- 5th Grade lunch - 10:55 - 11:20
- 6th Grade lunch - 11:10 - 11:35
- 7th Grade lunch - 11:45 - 12:10
- 8th Grade lunch - 12:00 - 12:25

Playgrounds

Morning -The number of students being allowed to go on the playground in the morning will be limited and proper spacing will be required by the teacher on duty.

Lunch - Only 1 grade level of students will be allowed on the playground during lunch and proper spacing will be required by the teacher on duty.

Hallways

Directional signage will be posted to provide guidance on walking pathways. Teachers will monitor all students in hallways for proper direction and appropriate spacing between students. Students will be instructed to follow pathways while walking in the hallway by themselves. Students will be dismissed on a rotating schedule in order to limit the number of students in the hall.

Classrooms

Students will be required to use hand sanitizer as they enter the classroom. The teacher will monitor as each student enters the classroom. The teacher and students may be required to wear a face mask or a face shield if students are regularly within six feet of one another. Students that leave a classroom and return during the same class period will be required to sanitize their hands when they reenter the classroom. Students will be dismissed from class on a rotating schedule in order to limit the number of students in the hallway between classes. 5 minute passing periods are in the schedule but students are only allowed 4 minutes to get from 1 class to the next(which is plenty of time).

- 5th & 7th Grade students will release at the bell and 5th & 7th grade teachers will monitor the hallway for 4 minutes. As students enter the classroom the teacher will require each student to sanitize the desk prior to sitting or using it. 5th & 7th grade students should be in class within 4 minutes from being released.
- 6th & 8th Grade students will stay in class for 1 minute. 6th & 8th teachers will require all students to sanitize the desk they were using during this 1 minute of time. Then they will release their students and monitor the hallway.

Library, Science Labs, Computer Labs, etc.

Library - Students will only go to the library with their reading teacher on their assigned day of the week to attend. Teachers will require proper social distancing and the Librarian will sanitize after each class/student leaves the library.

Science Lab & Computer Labs - Students will only go in the science/computer lab with their assigned teacher during their assigned class period and will use proper spacing during that time. Hand sanitizer stations will be provided in both the Computer Lab and Science Lab. Students will use hand sanitizer upon entrance and exit, before and after using classroom equipment. Computers and other equipment will be sanitized routinely between classes.

Restrooms

Signage will be posted outside restrooms limiting the number of students in restrooms to no more than three at a time. Students will be instructed to wait quietly outside the restroom doors until a vacancy becomes available. Signage will be posted inside restrooms reminding students to wash hands properly and for the appropriate duration of time. Students waiting to use the restroom will line up in 6 foot increments.

Afternoon Dismissal:

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5th and 7th grade students will be dismissed at 3:30pm. 6th & 8th grade students will be dismissed at 3:31pm. 5th & 6th grade bus riders will exit the building at the end of the 5th & 6th grade hallway. 7th & 8th grade bus riders will exit out the bus ramp doors by the Art room. Bus drivers will be on their buses when students arrive to monitor students as they enter the bus.

5th grade car riders will wait on the wall nearest the cafeteria and 6th grade car riders will be on the office side wall and will maintain social distance requirements. 7th & 8th grade students will wait on the walls at the end of the 7th & 8th grade hall and maintain proper social distancing.

Gyms, Locker Rooms, & Weight Rooms

Coaches will limit the number of students in the dressing room so that proper spacing is maintained. Coaches will monitor students in the weight room/gym/athletic courts and fields in order to ensure the safety of the students. Weight rooms and all equipment will be sanitized after each student uses it.

Lockers

Lockers will not be issued this year. All supplies will be kept with the student in a backpack.

Workroom & Office Area

All staff will be limited to eating in groups of 6 or less in the teacher workroom and should distance themselves appropriately. When in the staff workroom area, no more than six people are allowed in the room at a time. No more than 2 people in the copy machine area at a time. Please do not congregate for long periods of time in any area. NO students in staff restrooms. In addition:

- All staff are required to self-screen for COVID-19 symptoms before coming onto campus each day.
- All staff must inform the school if they have COVID-19 symptoms or are lab-confirmed with COVID-19 and if so, must remain off campus until the criteria for re-entry to the campus has been met.
- All staff must inform the school if they have had close contact (*see below) with an individual who is lab-confirmed with COVID-19 and if so, must remain off campus until the 14 day incubation period has passed.

Visitors

We love our families! However, for safety purposes, visitors will not be allowed inside the classrooms, cafeteria, gymnasium, or other areas of the school at this time. Visitors are encouraged to limit entrance into the building unless there is an extenuating circumstance (i.e. picking up a child who is sick). If necessary to communicate with the school, visitors are encouraged to email, call, set up a google meets meeting, or come to the external door and “buzz.” Please note that unless the circumstance warrants, visitors may not be allowed to enter. All visitors who enter the building must be screened to determine if the visitor has COVID-19 symptoms or has been in close contact (*see below) with someone who has tested positive for COVID-19.

Parents/families/guardians will drop their children off (without entering the building) and pick them up from school (without entering the building). Please ensure your child has all items needed for the day (lunch, school work, jacket, proper shoes, etc.). Outside deliveries throughout the day will be limited or not allowed for safety purposes.

A hand sanitizer station will be provided in the front foyer. All visitors will be encouraged to use hand sanitizer before handling school pens, clipboards, papers, or other materials.

*Close contact is defined as:

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- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Queen City High School

2020-2021 COVID-19

Limited Contact Plan

Lockers: Lockers will not be assigned.

Classroom: Students will be required to use hand sanitizer as they enter the classroom. The teacher will monitor as each student enters the classroom. The teacher and students will be required to wear a face mask or a face shield if students are regularly within six feet of one another. Students that leave a classroom and return during the same class period will be required to sanitize their hands when they re-enter the classroom. The teacher will dismiss students at the end of the period. Students will be dismissed individually. Classes will alternate their dismissal of students. When all students have exited the classroom the teacher will sanitize all desks and materials used in the classroom before other students are allowed to enter. Students may be required to wait in the hall at 6-foot increments before the teacher allows them to enter the classroom.

Main Building Entry Doors: Front doors, Patio doors, and West doors at the back of the building

Main Building Exit Doors: Fronts doors, Patio doors, and East door at the back of the building.

Hallways: All students will travel in one direction. All students will travel counterclockwise from classroom to classroom. Students will travel from south to north in the front hallways and north to south in the back hallway. Students may only travel from west to east from the back hallway to the front hallway. Students traveling from the front hallway to the back hallway will exit the building at the east back doors and re enter the building at the west back doors. Students are not allowed to stop and congregate in the hallways. Students waiting to enter a classroom must remain against the wall at a distance of six feet apart.

Cafeteria: Students will be required to line up at 6-foot increments and remain at these increments until they check out. Students will be required to sanitize their hands before receiving their meal. Students will eat their lunch in the old gym. Spots will be designated where students may sit. Students may remain in the gym or move outside once they finish eating. Social distancing guidelines will be followed in the patio area. The gym bleachers will be sanitized between lunches.

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Library: Students will be required to use hand sanitizer as they enter the library. The librarian will monitor as each student enters the library. The librarian and students are to remain at 6-foot increments while in the library. Students that leave the library and return during the same class period will be required to sanitize their hands when they re-enter the library. The librarian will dismiss students at the end of the period. Students will be dismissed individually. When all students have exited the library the librarian will sanitize all tables used in the tables and chairs used before other students are allowed to enter. Students may be required to wait in the hall at 6-foot increments before the librarian allows them to enter the classroom.

Computer Lab: The computer lab will not be used since all students will have access to a Chromebook.

Ag. Building: Students are required to enter through the front doors. Students will be required to use hand sanitizer as they enter the classroom. The teacher will monitor as each student enters the classroom. The teacher and students will be required to wear a face mask or a face shield if students are regularly within six feet of one another. Students that leave a classroom and return during the same class period will be required to sanitize their hands when they re-enter the classroom. The teacher will dismiss students at the end of the period. Students will be dismissed individually. Classes will alternate their dismissal of students. When all students have exited the classroom the teacher will sanitize all desks and materials used in the classroom before other students are allowed to enter. Students may be required to wait in front of the building, maintaining social distancing, before the teacher allows them to enter the building.

Restrooms: No more than three students may enter the restroom at a time. Students are required to wash their hands before exiting the restroom. Students waiting to use the restroom will line up in the hall at 6-foot increments.

Activity Period: Students will remain in their 1st period class for the 1st three weeks of school. Students may eat a second breakfast at the time. Students eating a second breakfast will get their meal from the cafeteria and return to their 1st period class to eat. Students will be required to sanitize their hands when they re-enter the classroom. The teacher will dismiss students at the end of the period. Students will be dismissed individually. Classes will alternate their dismissal of students. When all students have exited the classroom the teacher will sanitize all desks and materials used in the classroom before other students are allowed to enter. Students may be required to wait in the hall at 6-foot increments before the teacher allows them to enter the classroom. Students will be assigned to tutorials on week four. Students not assigned to tutorials will be allowed to go to the old gym or patio during the Activity period. Social distancing guidelines will be followed in the patio area.

Morning Arrival: Students may get breakfast and sit in the old gym or in the patio area. All social distancing rules listed above will be followed.

Afternoon Departure: All bus riders will move to the bus ramp. Students are to maintain social distancing on the bus ramp. Car riders will wait at the front of the building. Students are required to maintain social distancing.

Girls Athletics in the New Gym: Students will be required to enter the gym through the south side back doors. Students will be required to use hand sanitizer as they enter the gym. A coach will monitor as each student enters the gym. No more than six students will be allowed in the dressing room at a time. Practice

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clothes will be washed daily. When students finish practice everything will be wiped down and sanitized. Students will be dismissed through the front north and south entrances.

Field House: Students will be required to enter the Field House through a designated door. Students will be required to use hand sanitizer as they enter the Field House. A coach will monitor as each student enters the Field House. Practice clothes will be washed daily. When students finish practice everything will be wiped down and sanitized. Students will be dismissed through the designated door.

Weight Room: Students will be required to enter the Weight Room through a designated door. Students will be required to use hand sanitizer as they enter the Weight Room. A coach will monitor as each student enters the Weight Room. When students finish working out all equipment be wiped down and sanitized. Students will be dismissed through the designated door and return to the Field House or Gym. All Field House and Gym rules will be followed when students re-enter these areas.