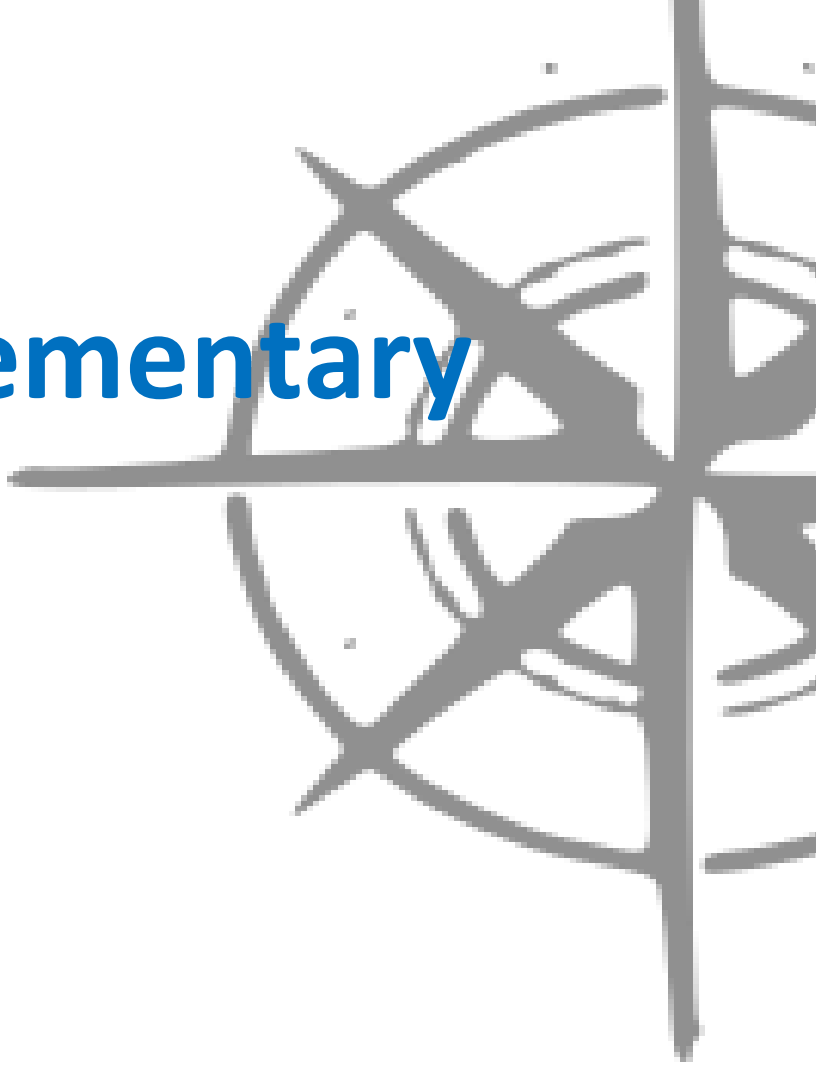


North Star Elementary

2020 – 2021

COVID-19 School-Parent Guide



This guide provides a general response to certain procedures and protocols for maintaining safety and health assurances during the COVID 19 pandemic. It is not intended to be completely comprehensive or provide directions for specific cases with unique circumstances. Situations will arise that will require a greater level of scrutiny, and when those situations arise, we will address them on a case-by-case basis. However, in most instances, we can follow the general guidelines provided here to ensure all students and staff are safe.

General Procedures for All

Throughout this guide, procedures and protocols will observe the following actions regardless of time and location:

- Face coverings must be worn at all times by both students and staff and must cover both mouth and nose; exceptions to this would include eating or an individual that qualifies for special accommodations as directed by the local health department
- Maintaining appropriate physical distancing of at 6 feet is ideal though not always possible; it is expected that general distancing practices are followed at all times
- Avoid unnecessary touching of materials, work areas, or other individuals
- Wash/sanitize hands regularly throughout the day; washing is preferred but sanitizing is acceptable when washing hands is not possible/ideal
- Custodial staff will sanitize the building throughout the day and provide a deeper cleaning at the end of each school day; every classroom has disinfectant and should disinfect surfaces when appropriate throughout the day

Masks

Appropriate face coverings must be worn at all times. Exceptions to wearing a mask include when an individual is eating or for any of the approved guidelines from the accommodations listed by the local health department. Additional guidelines for mask include:

- Must cover the mouth and nose
- Students must bring their own mask; extras will be available in the office if needed
- If a student fails to bring a mask, they will be given one—the office will notify parents when a child receives a mask from the office
- After three occurrences of a student not bringing a mask, an administrator will contact parents to discuss the situation
- If a student refuses to wear a mask after several requests have been made by the teacher, the student will be sent to the office to speak with an administrator; parents will be contacted and indicate that failure to wear a mask at school could result in being asked to attend school remotely

School Day Times

We will use the agreed-upon start and end times already approved through SIC, which is 8:00 am and 2:45 pm.

- Currently, Wednesday is the district's designated asynchronous digital learning day
- In-person instruction will occur Monday, Tuesday, Thursday, and Friday
- Wednesday will include a 1-hour block of online synchronous instruction; the remainder of the day will include grade-level PLC and teacher planning time (this day is now the designated "short day")

Visitors to North Star

One of the great strengths of North Star is its welcoming and positive environment. We want to continue to maintain a welcoming environment while still adhering to approved safety guidelines.

- All visitors must enter through the main entrance and go directly to the office
- Visitors must follow the floor markings both for spacing and traffic flow
- Visitors wishing to speak with a teacher in person must schedule an appointment
- All visitors will be required to wear face coverings; anyone not wearing a mask will be asked to leave and return with a mask (if not, masks will be provided if available)

Volunteers at North Star

In order to reduce the amount of exposure and adults in the building, we are encouraging no volunteers at this time. However, we understand the value that volunteers can bring to North Star, and volunteers will be permitted under the following guidelines:

- All volunteers must enter through the main entrance and check in at the front office
- Volunteers must receive approval from the principal
- Volunteers must adhere to all expectations for all adults in the building

Walking in Line or Standing in Line

Students should keep a safe distance between them and their classmates while walking or standing in line. Managing and maintaining a six-foot distance between every student while walking down the hallway would prove to be difficult and possibly unrealistic. As a general rule, students should be able to stick their arms straight out and not touch the person directly in front of them. For younger students, you could call this “zombie arms” or “superman arms.” Use what works best for you.

Morning Entry

Students will line up in front of their mudroom doors as done in the past. Students will need to maintain social distancing while waiting in line.

Each student may continue to use their individual student cubbies to store a backpack, coat, and/or lunch. Students should not bring any other items from home unless requested by their classroom teacher. Wherever possible, stagger and space student cubbies to avoid personal items contacting another student’s items.

Students will be admitted into the building in a manner that allows appropriate distancing while placing items in student cubbies. This means there should be no more than 2-3 students in the mudroom at a time. Classroom teachers will coordinate with their mudroom neighbor to facilitate this process.

Afternoon Pick Up/Dismissal

Students will line up in their classrooms and wait for their teacher to dismiss them from their mudroom doors 2-3 students at a time. Similar to entry into the building, teachers will coordinate with their mudroom neighbor to avoid crowding in the mudroom and ease traffic flow through the door.

All staff will assist in ushering students off school grounds and encourage students to go directly to their homes. We must be diligent in not allowing students to linger and create social gatherings after school has dismissed. Students need to go outside and wait for parents at their designated pick-up spot.

Please do not send students to the office to call parents. We need to limit the number of students waiting in the office as well as the use of the telephone as a common touch point. If students have waited for more than 15 minutes to be picked up, then they may come to the office to call home.

A letter will be sent to parents describing traffic patterns for parking lots.

Breakfast in the Classroom

Students will eat breakfast in the classroom that should take approximately 15-20 minutes. Cafeteria staff will deliver breakfasts to each classroom as students enter the building.

- Meals will be pre-sacked and delivered to your classrooms by 8:00 am
- Breakfast must be consumed on campus during the morning
- Late students may pick up a breakfast from the office
- Custodial staff will place a garbage bag in each classroom
- All garbage, including liquids, may be placed in the garbage bags; when finished, tie a knot in the garbage bag and place outside the classroom door
- Custodial staff will retrieve all garbage bags for disposal

Lunch

Lunch will be in the cafeteria. We will open the gym to create a larger space for proper distancing.

- All lunches will be pre-sacked and contain a hot lunch option; most lunches will include chocolate milk, but there will be regular milk options
- Students will not need to enter their lunch ID; lunches will be ready for immediate pick-up and students can go directly to their assigned locations
- Tables will be spaced
- Individuals will be spaced and, in most cases, face a single direction
- 12:30 – 1:00 lunch will be served for remote learners and to the public
- Individuals picking up lunch during the remote pick-up time will follow already established procedures for lunch pick-up
- Beginning lunch times will be staggered for grades and dismissal will be staggered as well
- Hand sanitizing station located right outside the cafeteria entrance

Cafeteria Procedures

- **Students must wear their mask until seated at their assigned table. When finished eating, they must put it back on.**
- Tables will be set up in rows in the cafeteria and gym. All tables will face the same direction.
- Blue and yellow floor decals lead the way from the outside courtyard to the south cafeteria doors. Decals are six feet apart and will show students where to stand as they wait for their lunch.
- Wendy Norton and the cafeteria staff will serve lunches in a paper bag from a long table located at the front of the cafeteria.
- Students will walk through the line, pick up their lunch, and proceed to their assigned table.
- Students do not have to enter their student ID in order to receive school lunch.
- If you have students that bring a lunch from home, please see Adrienne for additional instructions.
- All table benches have been marked with three red dots. Students will sit at the ends of each table first. We will use the center dot as overflow seating when needed.
- Adrienne will assign tables to classes and teachers will assign students to those tables. Adrienne will also provide teachers with a seating chart template.
- We will keep a copy of all seating charts in the cafeteria and main office for contact tracing purposes.
- Basilio, Joel, and all other adults assigned to supervise in the cafeteria will clean and sanitize the tables each day. Students may not do this type of cleaning.

- Students are responsible for leaving their eating space as clean as possible before they leave the cafeteria. There should be no major spills and no food or wrappers on the floor.
- Students will place all garbage in their lunch bag. Upon teacher arrival and teacher direction, students will stand up together and proceed to the garbage cans in a socially distanced and organized fashion.
- As students exit the cafeteria, they will dump their milk at the appropriate station and throw their lunch bags in the garbage can.
- If your students sit in the cafeteria, they will exit through the center cafeteria doors. If your students sit in the gym, they will exit through the gym doors.
- Hand sanitizing stations will be placed by the cafeteria and gym doors.

Recess

Students will still attend a daily lunch recess. Outdoor playground equipment will not be available for students.

There is a hand sanitizing station installed outside in between the green and yellow pods.

One additional outside recess will be scheduled for all grades. It is not mandatory to attend this scheduled recess. Unscheduled outdoor recesses will not be allowed at this time. Indoor recesses and/or brain-breaks are appropriate as needed at the teacher's discretion.

Student Restrooms

Students should be sent to the restroom one at a time from your classroom (please do not send groups). Teachers may organize class restroom breaks, in which case, it is permissible to have three students enter the restroom at a time. Additional guidelines include:

- If custodial staff is performing a mid-day cleaning, students should not be using the restroom
- Masks are still required while in the restroom
- Students must wash hands after restroom use
- A physical hall pass for restrooms is discouraged (this is to avoid passing a frequently touched object from student to student)
- Only send one student at a time (this enables students in the restroom to distance appropriately)

Classroom Layout

Due to the number of students and physical space available in each classroom, we understand that it will always not be possible to maintain 6-foot spacing for every student. We will use the following guidelines for creating a layout that is safe and comfortable for

- Create 6-foot spacing as much as possible between students
- Desk barriers will be provided and encouraged for every student
- Students must use assigned seating for contact tracing
- For small group instruction or activities that require movement, students will need to use assigned seating locations within the classroom (e.g., number the seats at tables and have students always use their assigned seats for small group)
- Classroom doors remain open to support better air flow (no open windows; we have been informed that this will disrupt the air flow that has already been engineered when facility services updated and adjusted each school's ventilation system)

Classroom Sanitizing

We understand the importance of maintaining clean, sanitized surfaces throughout the day. Sanitizing procedures within the classroom with students include:

- Disinfectant spray is provided for each classroom
- Shared learning spaces should be sanitized in between each use
- Disinfecting desks after lunch/recess or when you feel it may be appropriate; desk sanitizing needs to occur at least once a day
- Custodial staff will use large disinfectant sprayers each night to sanitize each classroom in preparation for the next day

General Sanitizing

Custodial staff will have to adapt to many new responsibilities throughout the day. We understand the importance of keeping common areas and touch points sanitized and clean throughout the day.

- Custodial staff will routinely sanitize common touch points throughout the day
- Restrooms will be routinely checked and sanitized throughout the day
- Hand sanitizing stations will be checked and filled as needed
- Custodial staff will provide general whole-school cleaning at the end of each day, which will include: general disinfecting of surfaces and touch points, garbage collection, sweeping, floor cleaning/buffing

Shared Items

Students should not be sharing items at this time, which includes classroom supplies (e.g., pencils, erasers, etc.). Students should also not share food of any kind.

Birthdays/Class Parties

We are always happy to recognize student birthdays or whole-class success with classroom celebrations. We can continue to celebrate these events in the classroom, but we will not be allowing any outside food for classroom celebrations. While many people traditionally celebrate an individual's birthday with some sort of treat, we want to maintain a safe environment for all individuals by limiting the number of times students remove masks and control outside items that enter the building.

PE/Playworks

All students will have a scheduled structured recess time that lasts 25 minutes. Both the PE and Playworks Coach will facilitate these recess times as well as lunch recess. The playground will be sectioned off for each class, and students will remain in their designated zones for play.

The Playworks coach will rotate through zones and provide instruction on positive and healthy play, much like a normal school year when classes have class game time.

Art/Library

- Library and art will be taught via Zoom based on the time and day listed on the master schedule (for example, Ms. Ekins would have art on Monday at 12:35 and library on Thursday at the same time; these sessions would both be taught via Zoom)
- Teachers will be given a classroom webcam and tripod and join the Zoom meeting link provided by the specials teacher; teachers can then project the Zoom call onto the Smartboard
- Remote teachers will also participate in art/library instruction via Zoom
- Classroom teachers and specials teachers will work together to deliver art/library instruction (i.e., it may be difficult for the specials teachers to see everyone in the class, especially with masks on, so the classroom teacher may help facilitate potential engagement issues like asking questions)

Specials will also occur with in-person instruction on a limited basis. Each grade-level will have a 2-week window to attend art and library in-person. This is reflected on the master schedule at two separate times: 8:20 - 9:00 and 2:00 - 2:40.

Computer Lab

We are not assigning a computer lab rotation as we have in the past. Students will continue to have a digital asynchronous learning day in which they can participate in any learning activities that will require a computer. Both computer labs will be available to schedule for use on in-person instruction days.

- Students need to have assigned seating in the computer lab and use the same seating each time they visit a computer lab; assigned seating should follow classroom seating as much as possible for contact tracing
- Seating should be staggered as much as possible (e.g., every other computer)
- Disinfectant spray will be available in each lab and each space must be cleaned after use

Home Visits

No employee will be required to conduct home visits. If an employee decides that a home visit is necessary, and chooses to do a home visit, we will observe the following guidelines:

- Go in a team of two or more
- Do not enter the home
- Wear personal protective equipment
- Provide advance notice to the family

Re-Entry and Classroom Shifts

We believe it is important to offer parents the choice to have their children return to in-person instruction or continue remote instruction. As a result, this will create shifts in current classroom rosters.

Our plan is to provide one teacher per grade level as a designated remote-learning teacher. All other teachers will provide in-person instruction.

Students that have opted for in-person learning will remain with their current teacher unless they were with the newly assigned remote-learning teacher. Those students will be reassigned to one of the in-person teachers, and students that chose the remote-only option will be reassigned to the remote-learning teacher.

Sick Students

Students experiencing any COVID symptoms should not come to school. If any student is experiencing COVID symptoms, they must report to the office immediately. Symptoms include:

- Fever or chills
- Cough unrelated to asthma or different than normal
- Shortness of breath or difficulty breathing
- Muscle or body aches not explained by exercise
- New loss of taste or smell
- Sore throat
- New runny nose or congestion
- Nausea or vomiting
- Diarrhea

Students coming to the office with these symptoms will be placed in the health-care room and parents will be contacted for them to be picked up. Administration has been trained on a process that will be used to keep students safe and quarantined while parents are coming to pick up their child. Parents will be asked to follow up with a healthcare provider.

Students in Quarantine

Students may return to school when:

- At least 10 days have passed since the first symptom appeared, symptoms have improved and there has been no fever for at least 24 hours without the use of fever reducing medication **OR**
- Students have a note from a healthcare professional containing another diagnosis **OR**
- If there was no known exposure, students may return if they have a negative COVID test, symptoms have improved, and there has been no fever for at least 24 hours without the use of fever reducing medication
- Students in quarantine will be excused from school but may still participate in Wednesday digital learning days

Students that test positive for COVID-19

If a student tests positive for COVID-19 must stay home until:

- At least 10 days have passed since the first symptom appeared, symptoms have improved, and there has been no fever for at least 24 hours without the use of fever reducing medication
- If a student is asymptomatic, the student will stay home until 10 days have passed since the positive test
- Individuals who are exposed, and have previously tested positive for COVID-19 within 90 days of exposure, do not need to quarantine or be tested again during the 90-day timeframe as long as they do not have symptoms
- Students that test positive for COVID-19 will be excused from school

General Quarantine Guidelines

Nate will act as the school point of contact (POC). When dealing with contact tracing and general case investigation, we will follow the guidelines created by the school district in conjunction with the local health department (presentation and training emailed to all staff).

Students, teachers, or employees who were exposed to someone with COVID-19 at school may continue to attend school during their quarantine if all of the following conditions apply:

- The school can verify that all exposed individuals were wearing face masks properly
- The exposed individuals do not have any symptoms of COVID-19

While individuals exposed at school may continue to attend school, they must quarantine from the rest of the community.

- If the exposed individual does not develop symptoms, they should get a COVID-19 test seven days after exposure. If the test is negative, the individual may resume community activities
- They should continue to monitor for symptoms until 14 days after the exposure, and resume quarantine and consult a healthcare provider if symptoms occur. All tests may be a PCR or antigen test, not an antibody test

If individuals develop symptoms within 14 days after exposure, they should isolate and get tested.

Outbreaks in School

An outbreak is when a disease occurs in higher numbers than expected. An outbreak can happen in one area, like a classroom or extend more widely, like a school.

When a school meets the outbreak thresholds (15 cases for North Star), the LEA (in consultation with the local health department) can decide to either:

- Move all students and staff to virtual or remote learning for at least 10 days **OR**
- Offer rapid antigen testing for all students and staff

As cases are identified in a school, the school should consider notifying parents, teachers, and employees about the situation and remind them to take extra precautions, including checking for symptoms of COVID-19 every day and staying home when sick.

The following COVID-19 information is a summary of the previously written information; for complete details, please read the above information or call the front office (801-578-8448):

Students with any of the Following Symptoms will Stay Home:

- Fever (100.4) or chills
- Cough unrelated to asthma or different than normal
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Runny nose or congestion
- Nausea or vomiting
- Diarrhea



Students May Return to School When:

- At least 10 days have passed since the first symptom
- Symptoms have improved **AND**
- Fever free for 24 hours without fever reducing medication

OR

- Student has a note from a healthcare professional with another diagnosis

OR

- There was no known exposure and have a negative test
- Symptoms have improved **AND**
- Fever free for 24 hours without fever reducing medication

Students that Test Positive for COVID-19

Student is symptomatic and not previously exposed then student must stay home until:	<ul style="list-style-type: none">• 10 days have passed since first symptoms• Symptoms have improved AND• Fever free for at least 24 hours without fever reducing medication
Student is asymptomatic and not previously exposed then student must stay home until:	<ul style="list-style-type: none">• 10 days have passed since positive test
Student has previously tested positive within 90 days of exposure	<ul style="list-style-type: none">• As long as no symptoms are present, student does not need to quarantine or be tested again• Take temperature before school• Check for symptoms every day• Wear a face mask• If symptoms develop, isolate for at least 10 days and get tested

Exposure and Quarantine

- Exposure occurs when someone is closer than 6 feet to someone who tested positive for COVID-19 for 15 minutes or longer
- Quarantine means you have been exposed (see definition for exposure) and must go home and stay home

Guidelines for Exposure and Quarantine

10-day quarantine without testing	<ul style="list-style-type: none">• If the person exposed to COVID lives with the person who is positive, that person must quarantine for 10 days• Quarantine begins from the last date there was contact with the positive person• After 10 days, if there are no symptoms, they may leave quarantine• Continue monitoring for symptoms for 14 days after the exposure• Resume quarantine and consult a healthcare provider if symptoms occur
7-day quarantine with testing	<ul style="list-style-type: none">• If the person exposed does not live with the person who is positive and has no symptoms, that person may be tested after 7 days• If COVID test comes back negative, that person may return to school• Continue monitoring symptoms for 14 days after the exposure

	<ul style="list-style-type: none"> Resume quarantine and consult a healthcare provider if symptoms occur
Additional Guidelines	<ul style="list-style-type: none"> All tests must be a PCR or antigen test Students returning to school must present a copy of their results People that kept a 6-foot distance will not need to quarantine All people awaiting testing must quarantine

Specific School Quarantine Guidelines

Students, teachers, or employees who were exposed to someone with COVID-19 at school may continue to attend school if all the following apply:

- The school can verify everyone was wearing face masks properly
- Exposed individuals do not have COVID-19 symptoms
- Exposed individuals monitor symptoms for 14 days after exposure

School Outbreak Guidelines

Where is the outbreak?	How many people tested positive within the previous 14 days?	What are the recommendations to protect students, teachers, and employees?
Classroom	3 people connected by setting is considered a classroom outbreak	<ul style="list-style-type: none"> People who tested positive should isolate People who were exposed follow school quarantine protocols Classroom is cleaned School will decide to either move all students and staff in the classroom to remote learning for 10 days OR offer rapid antigen testing for all students and staff in the classroom to “test to stay”
School	If the school has less than 1,500 students and staff, then the outbreak threshold is 15 cases	<ul style="list-style-type: none"> People who tested positive should isolate People who were exposed should follow school quarantine protocols The whole school is cleaned School will decide to either move all students and staff

		in the school to remote learning for at least 10 days OR offer rapid antigen testing for all students and staff in the school to “test to stay”
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