

Talbot County School District COVID-19 Guide

Start and Operation of School Safety Procedures and Protocols Manual

The Talbot County School District strives to make every effort possible to open schools while providing a safe and clean environment for everyone.

**Dr. James Catrett, Superintendent
Mrs. Cynthia Epps, Asst. Superintendent**

Introduction

The effects of COVID-19 have been widespread and created impacts like anything we have ever experienced before. Though uncertainty remains, one thing is crystal clear and at the heart of every decision we make - ensuring our students are safe upon returning to school. This manual gives detailed information on how the Talbot County School District will safely open schools for Fall Semester 2020-2021. In it you will find answers to many questions including the need for social distancing and types of recommended personal protective equipment. We have given attention to every detail possible with the information, data, and resources available. However, it is extremely important to note that the details, guidelines, and procedures in this manual will likely change as our data is updated.

Level of Community Spread as Determined During the Month June 2020

The level of Covid-19 Spread was determined by a school/district-based committee. We gathered information from various Talbot County leaders (Dorothy Bass - Family Connection, Sherlonda Walker - Commissioner's Office, Tony Lamar -Mayor's Office, Mindy Simpson -County Health Nurse, Bobby Gates, Jr. -Sheriff's Office, and LeighAnn Erenheim - Emergency Management Agency). On Friday, June 26, 2020, the committee determined that the consensus is that our level of community spread is at the Medium/Moderate Spread (Ref. GaDOE - Georgia's Path to Recovery for K-12 Schools).

Therefore, this manual was originally created using the baseline of Medium/Moderate spread of Covid-19 in our community.

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Central Elementary - High School COVID-19 Bus Transportation Protocol

1. Bus drivers will have a bus monitor to take students' temperatures before entering the bus and to ensure students are wearing a face mask as well as make sure students are following Bus Safety Guidelines. Bus drivers and monitors will be trained on how to take temperatures and how to properly sanitize and disinfect bus before and after each use.
 - If a student has a temperature and a parent or guardian is at home the student will be asked to return home.
 - If a parent or guardian is not at home the student will be given a face shield and gloves and placed in a designated section in the front of the bus. Once the student arrives at school he/she will be placed in quarantine and parents contacted.
2. Once the buses arrive on campus, only one bus at a time will be allowed to release students. Bus monitors will release students in 5 minutes increments to allow time for students to get their breakfast and report to their first period class. Monitors on the bus yard will make sure students maintain social distancing and escort them to the cafeteria.
3. Students will be released by grades levels after school to load the bus. Teachers will ensure students have their mask on and maintain social distancing while walking to the bus. Bus monitors will ensure students are following bus safety guidelines.
4. **Bus Safety Guidelines**- students must always remain seated on the bus, keep their mask on at all times, keep their hands to themselves and obey the bus monitor and bus driver at all times.

Students who refuse to follow the COVID-19 Pandemic Safety Guidelines will be subjected to review and disposition under the discretionary authority of the school administration.

Central Elementary - High School COVID-19 Cafeteria Protocol

Breakfast and lunch will be served according to grade level. All breakfast and lunch will be consumed in classrooms to promote social distancing.

1. Breakfast

a. Elementary

- Breakfast will be served in classrooms.
- Trays will be prepared and loaded on to carts by cafeteria staff.
- Carts will be delivered by assigned staff member (non-cafeteria staff).
- Carts will be returned to cafeteria and sanitized.

b. Middle\ High School

- Six feet markers will line the cafeteria and guide students to serving lines.
- Students will enter serving lines one at a time.
- Student's breakfast tray, milk, and juice will be placed on a counter by cafeteria staff.
- Students will proceed to their homeroom classroom with trays.

c. Hawk Academy

- Students will enter cafeteria with teacher.
- Students will enter serving lines one at a time.
- Student's breakfast tray, milk, and juice will be placed on a table by cafeteria staff.
- Students will proceed to Hawk Academy with trays.

2. Lunch

a. Elementary

- Lunch will be served in classroom.
- Trays will be prepared and loaded on to carts by cafeteria staff.
- Carts will be delivered by assigned staff member (non-cafeteria staff).
- Carts will be returned to cafeteria and sanitized.

b. Middle\ High School (**Modified Release Schedule**)

- Students will be released on a modified schedule allowing up to only two classes in the cafeteria at a time.

- Six feet markers will line the cafeteria and guide students to serving lines.
- Students will enter serving lines one at a time.
- Student's lunch tray, milk, and juice will be placed on a counter by cafeteria staff.
- Students will proceed to their homeroom classroom with trays.

c. Hawk Academy

- Students will enter cafeteria with teacher.
- Students will enter serving lines one at a time.
- Student's lunch tray, milk, and juice will be placed on a counter by cafeteria staff.
- Students will proceed to Hawk Academy with trays.

Students who refuse to follow the COVID-19 Pandemic Safety Guidelines will be subjected to review and disposition under the discretionary authority of the school administration.

Central Elementary - High School COVID-19

Classroom Protocol

1. Each teacher will be provided with the following:
 - Face Mask
 - Face Shield
 - Gloves
 - Lysol Spray
 - Lysol wipes
1. The classroom will be disinfected prior to students entering each day. Teachers will be trained on the proper protocols for sanitizing and disinfecting **before** and **after** each class.
2. Seats will be placed 6 feet apart to ensure social distancing. All seating arrangements will be approved by the administration.
3. Students will be given assigned seats and must abide by the rules listed below:
 - Face Mask must always remain on.
 - Students must follow social distancing guidelines.
 - Students must remain seated at all times.
 - Only one student allowed out of seat at a time.
 - Must raise their hand to be called on by teacher.
4. The last 3-5 minutes of class students will wipe/clean their area.
5. Students will follow the hallway protocol to transition to their next class. Students will maintain proper social distancing by using the markers in the hall and by staying on the right side of the hall. Faculty and staff will monitor students during transition to ensure students are wearing a mask and maintaining social distancing at all times.
6. Any student who becomes ill in class will be escorted to the nurse by a staff member.

Students who refuse to follow the COVID-19 Pandemic Safety Guidelines will be subjected to review and disposition under the discretionary authority of the school administration.

Central Elementary - High School COVID-19

Restroom and Hallway Protocol

1. Restrooms will be closely monitored by staff and administration.
 - Only two students are allowed in the restroom at one time.
 - Face mask must be worn while in restroom.
 - Students must maintain social distancing (six feet or more apart).
 - Posters on how to properly wash hands will be displayed in every restroom.
 - Custodial staff will maintain the cleanliness of restrooms with the recommended **CDC** and **Talbot County School District** procedures.
2. Hallways
 - Face mask must always be worn in the hallways.
 - Social distancing must be maintained while in hallways.
 - All traffic should move on the right side.
 - Markers will be placed on floor in hallways to promote and assist in social distancing.
 - Custodial staff will maintain the cleanliness of hallways with recommended **CDC** and **Talbot County School District** procedures.

Central Elementary - High School COVID-19

Curriculum Protocol

Hawk Choice Options

Parents must choose a curriculum mode for their student(s) within two weeks of the start of school (2020-2021).

Mandatory: Students must remain in their chosen curriculum mode for the duration of a nine-week period.

Hawk Choice 1: In – Class Learning

This is the traditional face to face model where the teacher and the student meet in a set place for a set time for classroom instruction. Safety procedures and social distancing will be in place for parents choosing this option for their children. The following guidelines for in-class learning are as follows:

- Students who select In-Class Learning at the beginning of the school year will be required to stay with that option for the first nine-weeks grading period.
- Students may change their Hawk Choice after the first grading period.
- Students having extenuating circumstances before the end of the first nine weeks can request to change their option.
- Students will use the Coach Instructional Guide as their main curriculum.

Hawk Choice 2: At Home Learning

The Talbot County School District will offer Home-Learning from the same Coach Curriculum Guide as the In-class learning model for students at each grade. As the pandemic continues, the district will support families with information and resources to ensure academic engagement for all students.

The Home-Learning Instructional Guide will contain printed materials (lesson information and instructions, sample assignments, practice work, quizzes, and tests).

Parents of students who choose to do Home-Learning will pick up the guide and sign for it at the school office. Also, parents will return completed assignments to be graded to the school office. Teachers will include the due date for return of each assignment.

Instructional support will be provided via phone, email, mobile devices and other ways agreed upon by the teacher, parent, and student.

- Parents will be required to sign an At Home Learning Agreement.
- Teachers will communicate with students daily via digital communication (Zoom, Join Me or phone) and record students' attendance.
- Students will use the Coach Instructional Guide as their main curriculum.
- Students' work will be graded on a weekly basis.

Drop-off Procedures: Bins will be located outside of the High School Office for grades 6th – 12th and the Elementary Office for grades Pre-K – 5th.

Tips for Parents of at Home Learning

- Discuss the importance of on-going learning often!
- Set aside a time to discuss assignments.
- Designate and organize a student work area for your student.
- Encourage and assist your student in contacting the school for help if needed.

Distance Learning Program (DLP)

In the event of a total school closure, all students will follow the At Home Learning guidelines.

The Talbot County School District wishes to thank everyone for their input and cooperation as we open schools for the students of our community amid the Covid-19 pandemic.

Committee

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