



## General Classroom Procedures for Safely Reopening of School with Face-to-Face Instruction

Student and staff safety is our primary concern over anything else. Emotional well-being comes second, and learning is third. We must be safe and emotionally regulated to be ready to learn. We are working from a Maslow before Bloom model when considering what is best for the whole child. We are in uncharted territories that are just as confusing, frustrating, and anxiety-producing, to our students as they are to us. The great majority of our students will acclimate and work flexibly with us. However, some will struggle. For these students we need to listen to them, try to understand the what and why of their struggle, remain compassionate and problem solve creatively with them. As needed, bring families into the discussion, using a proactive, strengths-focused, problem solving, approach. By modeling mask wearing, regular hand washing/sanitizing, and proper social distancing we will set the tone for our students. We will need to work together to educate our students on the importance of these procedures. Through modeling, education, and compassion, we will guide our students through this school year with empathy and grace.

### General Suggestions

- When planning, allow for extra time needed for transitions, student handwashing/sanitizing, and cleaning/sanitizing of high touch surfaces.
- Handouts will be made available electronically whenever possible.
- Maintain and remain consistent with student seating charts.
- Limit sharing of supplies/materials whenever possible, especially those that are difficult to disinfect.
- Provide class praise and rewards for students wearing masks and engaging in proper social distancing.
- Teach healthy habits such as covering nose and mouths when coughing and sneezing, avoiding touching of one's own face, and engaging in regular handwashing.
- Establish routines, model, and be consistent with mask wearing, handwashing, and social distancing instruction
- Teaching students ahead of time to use alternative greetings with friends that allows for social distancing such as air-fives, elbow bumps, and waves.
- Use of communal materials should be minimized as much as possible, but if used these materials must be disinfected between each use
- When masks are on students and teachers/staff will not be able to see full facial expressions which are a vital component to communication. Misinterpretation of communicative intent is likely to happen so ask for clarification, and be aware that word choice, volume and tone are more important now more than ever.
- Younger students will struggle to maintain wearing of their masks and social distancing. Remain patient and do your best to enforce this to the best extent possible. We must be practical when it comes to masks and social distancing with younger children.

### Entering and Exiting the Building/Classroom

- Students must have a mask in order to enter the school building. Students who do not have a mask will not receive disciplinary action. Schools will consult with their parent and problem solve barriers to obtaining a mask.
- Students or teachers/staff will write the student's name on their mask in permanent marker so lost masks can be returned for proper washing and re-use.
- Students must wear masks during transitions in the buildings.
- Teachers will greet students as they enter their classroom with a warm hello and a spray/dab of hand sanitizer
- Students will keep their masks on as they store backpacks, lunch boxes, and move to their assigned areas.
- Students will be reminded to keep their masks on until everyone in the room is seated and social distancing is established.

### Small Groups

- Any services required by a students' IEP or 504 will be provided. If students need to leave the classroom for these services, they must wear their mask and hand sanitize when leaving and before returning to the room.



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- Masks will be worn during carpet time, circle time, circle discussions, centers, and partner-and-small group-work whenever social distancing cannot be maintained.
- Creating and utilizing virtual learning for collaboration and sharing virtual dialogue is a way to have small groups while maintaining social distancing.

### Transitions/Communal Area use

- Principals have developed site plans to limit student movement.
- Plans for recess, PE, locker use, and implantation of directional hallways are site based.
- It is best practice for students to sanitize their hands before entering and when exiting a playground, cafeteria, or other communal school area.
- Students must wash their hands prior to exiting any shared restroom.

### Cleaning:

- Teachers and staff will be provided adequate supplies for handwashing/sanitizing and maintaining a healthy classroom/office.
- It is suggested that table tops, chairs, door handles, and high frequency touch surfaces be sanitized regularly throughout the day.
- Teachers will build time into their schedule for cleaning/sanitizing at teacher's discretion and comfort level.
- Teachers, paras, and students can work together collaboratively to ensure a clean and sanitized classroom.

### Working with Struggling Students to Implement Procedures:

Misbehavior is usually a student's way of communicating a problem or emotion that they cannot or are unable to put into words.

- Students must be given time to fully reach a calm state prior to engaging in problem solving.
- Once calm try to determine what the student's struggle is about by asking them, "I can see that you are upset. What do you need?" Avoid asking, "What is wrong?" or "Why?" questions as those are often problem-focused versus solution-focused.
- Students may be aversive to masks because masks may be: hot, uncomfortable, makes face break out, reminder/trigger of past trauma, embarrassed (mask is dirty, generic), sensory issues, fear, and asthma and/or other breathing issues.
- Remind students that if they need a break from their masks to come and talk to you about it and empathize/relate to them that you need a break too.
- Compassionate problem-solving with the student will be conducted one-on-one.
- If unable to problem-solve with the student contact the parent to collaborate on the concern together. Always remember to start the conversation by using the student's strengths.
- If after parent contact the problem still persists, follow your school's progressive discipline plan and never stop trying to work with the student to problem-solve the issue.
  - The same process will be followed for students who struggle with social distancing. Impulsivity and the need for social contact after a long period of isolation will be the leading cause for struggles with social distancing. For younger students who do not yet understand the concept of "space" and "distance" using airplane arms is a good visual and physical learning tool.
- Students will need to be reminded about the purpose and importance of wearing masks and social distancing. On-going modeling and education will go a long way in preventing negative behaviors associated with these new procedures.



## Frequently Asked Questions Safely Re-Opening Schools

### Health and Safety

**In MCSD's Guidebook for Safely Re-Opening Schools, there are three levels of exposure (minimal, moderate and substantial). What and who determines movement between these three levels?**

Several factors go into that decision and exposure level will be determined by the State and our local Department of Health. MCSD works closely with both entities to assess exposure level on a regular basis.

**Will staff receive training on all of the new procedures and expectations?**

Yes, staff will receive training on procedures for re-opening prior to the start of the school year.

**Are staff required to wear N95 masks?**

N95 masks are only required for medical personnel.

**What if a student says that they have breathing issues and cannot wear a mask?**

Principals will be immediately notified and problem-solve with families.

**Will there be COVID tests in the schools?**

No, the schools will not provide COVID testing. AHEC may provide testing based on their procedures and protocols. This information may change so check with your direct supervisor for updates.

**Will parents and/or teachers be notified if a specific classmate/student in their class or school has a positive test?**

A communication plan is in place for schools and the district, which includes internal and external stakeholders. Teachers and parents are included in the stakeholder groups. Specific names will not be released.

**What will actually happen if a student or staff member tests positive?**

School-based administration will activate the communication plan and work with ABM on sanitization procedures. The Department of Health will organize contact tracing and communicate with those who will need to quarantine. Specific follow up for instructional changes will be determined on a case-by-case basis.

**What safety precautions will be in place for staff who fall into a high-risk category?**

Any employee who falls into a high-risk category should follow guidance from their health care providers and the CDC. Any concerns about returning to work must be discussed with your direct supervisor.

**Will students and staff get their temperature checked before they are allowed to enter campus?**

Temperature checks will not be conducted. If a student or staff member is exhibiting signs or symptoms of illness they will be referred to the clinic.

**What happens to a teacher who gets COVID or has to quarantine due to exposure at work? Do they have to use sick time? Will they lose pay?**

Employees should always consult the most current Memorandum of Understanding (MOU) as updates can change. The most current MOU from June 2020 contains the following language:

If an employee needs help or guidance they should contact Human Resources at 305-293-1400 x53330. The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Generally, the Act provides that covered employers must provide to all employees:



## Frequently Asked Questions Safely Re-Opening Schools

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a health care provider), and/or experiencing COVID-10 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of bona fide need to care for an individual subject to quarantine ((pursuant to federal, state or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

### **What symptoms are considered those that would require a student to stay home? How do we enforce this?**

According to the CDC, people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. School administrators, school health personnel, and/or the local health department are responsible for enforcement.

### **Will there be enough mental health professionals in the buildings?**

The same amount of mental health professionals that were available to students prior to the pandemic are available to students now. Students will continue to have access to mental health professionals (school counselors, school social workers, Guidance Care Center therapists, Military Family Life Counselors, etc) in person, while following social distancing and mask protocols, or via a virtual platform if meeting in person is not possible.

### **Is there any support for staff that is or becomes anxious/overwhelmed or just needs more support with all of the new procedures and changes taking place?**

Teacher support groups will be provided by our district school social workers. These can be accessed by emailing Erin Williams at [erin.williams@keysschools.com](mailto:erin.williams@keysschools.com). Involvement in these groups remains anonymous. An [employee self-care drive](#) is also available. The MCSD employee assistance plan (EAP) provides resources as well: <http://monroe.acieap.com/>

### **Can internal doors be propped open so students and staff do not have to touch several doorways to move through the building?**

No, these doors must remain closed due to requirements by the fire marshal.

### **How will lockdowns and fire drills be handled?**

In the event of an actual emergency, all appropriate procedures will be followed.

## Cleaning and Sanitation

### **Will there be enough hand sanitizer, wipes, soap, paper towels and other cleaning supplies for each teacher?**

Yes. All supplies will be provided.

### **How often will classrooms be disinfected? Restrooms? Frequent touch points?**

These areas will be cleaned daily by ABM. The amount of cleaning throughout the school day in individual classrooms will depend on the comfort level of the teacher. It is recommended that high touch surfaces be disinfected regularly.

### **What should teachers do who may be allergic or sensitive to soaps and sanitizers purchased for use by the school district?**

Please see your building level principals for alternatives and solutions.



## Frequently Asked Questions Safely Re-Opening Schools

### Operations and Instruction

#### **How many students are allowed to be in each classroom?**

This depends on the level of exposure, building facilities, and which instructional plan the school is implementing.

#### **What is the best classroom management practice for addressing students who do not cover their mouths/nose when sneezing or coughing?**

Model and teach healthy habits and hygiene etiquette. Educate students on how COVID is spread.

#### **Is there a place and a protocol for storing excess furniture?**

There is no dedicated space for storage of external furniture. Maintenance and ABM will work with each principal to use any available space within the school to store or reassign furniture.

#### **Will there be plexi-glass dividers in the classroom, such as on tables and large desks to break up spaces?**

No. If available use cardboard dividers to assist with small groups and sanitize before after use.

#### **Will we provide IEP and 504 accommodations with these new procedures in place?**

Accommodations contained within a student's IEP or 504 are legally required will be provided.

#### **Will students be able to see their therapists (OT, PT, Speech, counselor, social worker) or will these service providers need to come into the classroom?**

Student services documented in an IEP or 504 must be followed. It will be up to the individual therapy/service providers to determine locations and best practices. Services do not need to be provided in the classroom as long as mask, hand washing, and social distancing protocols are followed as students enter and exit locations.

#### **Are students still allowed to run messages to other classes or to the office?**

Yes, they must hand sanitize before and after leaving class, wear masks, and practice social distancing.

#### **The following requires discretion of the school-based principal and on on the capacity of each building:**

- Classroom Parties/Food in classroom
- Lunch Procedures
- Shortened Bell Schedules
- Directional Walking in Hallways

#### **I have a question that was not answered here or in the *MCS D Guidebook for Safely Re-Opening Schools*. Who do I contact?**

Contact the building principal or district supervisor.

# Masks Hand Washing & Social Distancing



Elementary  
Grades K-5

## Help slow the spread



Wear a mask



Wash or sanitize  
your hands often



Stay 6 feet  
from others



### MASKS

- Model and educate on the purpose and importance of wearing a mask
- Masks are expected to be worn whenever social distancing cannot be maintained such as in hallways, walking in line, small groups, cafeteria, communal restrooms, one-on-one close work, and running errands.
- If a student forgets a mask, problem solve with them, not against them
- Masks are not to be worn by individuals who have trouble breathing and/or are unable to remove their mask independently.

### Hand Washing

Hand washing or sanitizing should occur:

- Before and after eating/handling food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After handling class pets and pet supplies
- After touching garbage
- Before entering and exiting the classroom



### Social Distancing



- Maintain social distancing of 6 ft whenever possible
- Social distancing may not be possible or realistic in the classroom setting, such as during circle time, partner or small group work, centers and rotations, or even as students move around the room.
- When social distancing is not possible masks should be worn
- Students may access communal areas, such as the cafeteria and communal restrooms, as long as masks are on at all times
- An easy reference to help younger children understand social distancing is to teach them "airplane arms" (arms stretched out on both sides without touching another person)

# General Classroom Procedures

## Elementary



Student safety and emotional well being are our primary concerns.

Students who do not feel safe and are not emotionally regulated, are not ready to learn.

Modeling and education are the keys to student success with these new expectations.

Show compassion and flexibility when working with students who may be struggling.

### Entering and Exiting the Classroom/Transitions

- Masks on and hands sanitized as students enter/exit rooms
- Principals will be developing plans to limit student movement as much as possible.
- Specifics will be determined at each site regarding recess, PE, lockers, directional hallways, etc.



### Cleaning (at teacher comfort level)

- Adequate supplies will be provided to each teacher/staff member
- Teachers, paras, and students can work together collaboratively to ensure a clean and sanitized classroom.
- Classrooms and common touch points will be sanitized daily



### Small Groups

- Masks should be worn during circle time, circle discussions, partner and small group work, and whenever students are not able to practice social distancing.



### General Suggestions

- When planning, allow for extra time needed for transitions and cleaning/sanitizing
- Handouts should be made available electronically whenever possible
- Maintain and remain consistent with student seating charts
- Limit sharing of supplies/materials whenever possible, especially those that are difficult to disinfect
- Provide class praise and rewards for students wearing masks
- Teach healthy habits that involve, covering nose and mouths when coughing and sneezing, and avoiding touching of ones own face
- Model, establish routines and be consistent with social distancing and mask wearing expectations

# MASKS HANDWASHING, AND SOCIAL DISTANCING SECONDARY



## WEARING A MASK

- Model and educate students on the purpose and importance of wearing masks.
- Wear mask whenever social distancing cannot be maintained.
- If a student forgets their mask problem solve with them, not against them
- Use compassion for students who are struggling with wearing their mask. Listen, problem solve together, and if needed, call the student's parent to garner additional support.
- Masks are not to be worn by individuals who have trouble breathing and/or are unable to remove their mask independently.



## SOCIAL DISTANCING

- When social distancing of at least 6 ft is not possible, wear a mask
- Airplane Arms are a good practice if one is unsure if they are social distancing properly
- Movement and mixing of student groups will be minimized to the best extent possible, but masks should be worn during transitions
- Desks should be facing forward at least six feet apart if possible.
- Distancing parameters will be three to six feet in the classroom.



## HAND WASHING AND HAND SANITIZING

- Hand sanitizer should only be used when hand washing with soap and water cannot occur.
- Staff and students should wash their hands regularly following CDC guidelines.
- Teachers may utilize timers or other strategies to encourage students to spend at least 20 seconds washing their hands.
- Hand washing or sanitizing should occur:
  - Before and after eating/handling food
  - Before and after caring for someone who is sick
  - Before and after treating a cut or wound
  - After using the restroom
  - After touching garbage
  - Before entering and exiting the classroom



# GENERAL CLASSROOM PROCEDURES

## Secondary



Students well being and emotional wellness are our primary concerns. Students who do not feel safe and who are not emotionally regulated will not be ready to learn. Modeling and education are the keys to student success with these new expectations. Show compassion and flexibility with students who may be struggling.

### CLASSROOM ENTRY/EXIT

- Students will enter and exit the classroom with masks on
- All teachers will wear masks during student entry/exit
- Teachers will dispense sanitizer to students at the door upon entry/exit



### TRANSITIONS

- Students will be required to wear masks as they transition between classes
- Allow extra time in your class schedule for students to mask-up and sanitize during transitions
- Locker protocols will be a site level decision

### CLEANING/SANITIZING

- Students may bring personal water bottles to limit communal use of public water fountains.
- Hand sanitizer is to be used before and after class.
- Classrooms, restrooms, and touch points will be sanitized daily
- Teachers are not required, but are encouraged to sanitize commonly used areas and touch-points in their classrooms on a regular basis
- Teachers, paras, and students can work together collaboratively to ensure a clean and sanitized classroom.



### SMALL GROUP WORK

- Students are permitted to work in small groups as long as masks are worn when social distancing cannot be maintained
- Furniture spacing, creating and utilizing virtual learning for collaboration and sharing virtual dialogue are ways to engage in small group work while maintaining social distancing
- Maintain seating charts as much as possible

### GENERAL SUGGESTIONS

- Handouts should be made available electronically whenever possible
- All shared equipment should be limited when possible and properly sanitized between users
- Limit sharing of supplies/materials whenever possible, especially those that are difficult to disinfect
- Students should wash their hands before and after handling class pets and their supplies
- Model, establish routines and be consistent with social distancing and mask wearing procedures

