

# Henrietta Elementary School

## COVID-19 Procedures and Protocols

### 2020-2021

#### Masks

Henrietta Elementary staff and students in 5<sup>th</sup> grade and above will be highly encouraged to appropriately wear masks, especially in hallways, common areas, on buses, and during arrival and dismissal. At any point that Clay County should have 20 or more active COVID-19 cases, masks will be required for staff and students in 5<sup>th</sup> grade. HES has a full supply of masks available for students to wear.

Face masks must be school appropriate, not displaying inappropriate pictures, emblems or writing that is offensive, vulgar, or obscene. Masks may not advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Masks must not contain innuendos, gang references, or double meanings. Mrs. McClure will make the final decision on what is school appropriate.

#### Hallways

Students will be asked to stay to the right when walking down the hallway.

#### Lockers/Cubbies

Students will have a place to store their items within the classroom. Teachers will monitor students in this area.

#### Entry

Doors will open at 7:30.

Head Start students will be dropped off in the front driveway on the far-right side. Mrs. Moore will be there to meet students.

PreK, Kindergarten and 1<sup>st</sup> grade will be dropped off on the west parking lot. Teachers and aides will be there to meet students and walk them in the building.

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade will enter through the main entrance.

Bus students will enter the building from the main entrance. Students will proceed directly to their designed hallway/classroom.

Kindergarten – 5<sup>th</sup> Grade: Students wanting to eat breakfast will be allowed to pick it up from the commons area once they arrive at school.

Head Start and PreK: will have breakfast delivered to their classrooms.

## **Exit**

PreK will exit the building at 3:27. They will be come out the front of the school and stay

Kindergarten, 1st and 2<sup>nd</sup> will exit the building at 3:30.

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> will exit the building at 3:35.

Bus riders will wait in their classrooms until the buses arrive.

## **Lunch**

Each grade will have a separate lunch schedule this year. Students will be spaced with an empty seat between them while in the cafeteria. All students will still have a recess time before or after their designated time in the cafeteria.

In an abundance of caution, visitors will not be allowed to eat with students. Staff and 5<sup>th</sup> grade students will wear their masks until they have gotten their food and sat at the table. Specific cafeteria procedures will be discussed the first day of school.

## **Item Drop-off**

If an item needs to be brought to school during the school day, there will be a drop off location inside the front door. Items will need to be labeled with the student's name. We ask that you call or email the office letting us know the item has been left. We will make sure your child knows to stop by and get their materials.

## **Student pick up and return during the school day**

Parents wanting to sign out their child early will do so in the foyer inside the front door. There will be a sign in sheet

## **Students Displaying COVID-19 Symptoms**

Students who are displaying symptoms of COVID-19 will be isolated in the sick room. Their parent will call in the office and we will send the student to the foyer where parents can pick up their student.

## **Outside Guest – Parent Meetings**

Outside visitors will be limited at this time. All necessary visitors to campus will have their temperature scanned and complete a health screening. Parent meetings will be conducted virtually whenever possible.

## **General Cleaning Protocols**

All students and staff will be trained the first day of class on proper hand washing expectations. Commonly touched surfaces, such as door handles and restroom sinks, will be cleaned after each transition. Classroom desks and computers will be cleaned continuously as well. Hand sanitizer and soap will be readily available throughout the campus.