

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

Health Guidelines

Pre-Arrival Screening

In accordance with the Parent Healthy and Safety Agreement, parents/guardians will be responsible to perform daily temperature checks and symptom screenings on their students. Students exhibiting fever above 100 F or who are experiencing symptoms of COVID-19 need to be kept home and their medical provider contacted for further evaluation. Parents will be responsible to notify the school of an absence due to illness.

Exclusion Guidelines

Students experiencing COVID-19 symptoms need to remain home from school. Students **MUST** follow-up with a medical provider for a clearance note.

Symptoms of COVID-19 include any of the following:

- fever greater than 100 F, persistent cough, shortness of breath, or new onset lack of smell or taste

Or 2 or more of the following:

- vomiting, diarrhea, sore throat, congestion, chills, muscle pain, fatigue, or headache

Other illnesses requiring student absence are:

- Active vomiting or diarrhea
- The first 24 hours of antibiotic therapy for bacterial infections (i.e., Strep throat, conjunctivitis, ear infection etc.)
- Undiagnosed, new, and/or untreated rash or skin condition
- Doctor's note requiring an individualized plan of care to stay home

In-School Illness

Students and staff **MUST** stay home, if sick. If an individual presents at school with any of the above-mentioned symptoms, he/she will be excluded from school until clearance criteria for school return is met.

When to Seek School Health Services

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

Well Visits

Students may ambulate independently to Nurse's Office for a variety of individualized needs such as:

- Daily scheduled medications
- Daily scheduled procedures
- Diabetic care
- Personal hygiene needs
- Injury care

Sick Visits

- School Nurse **MUST BE NOTIFIED** by school staff prior to a sick student being sent to the health office.
- Students may then ambulate independently or with an accompanying instructional assistant/teacher to Health Office for a variety of individualized problems such as but not limited to:
 - Respiratory issues (i.e. cough, SOB, sore throat, runny/congested nose, etc.)
 - GI issues (i.e. active vomiting/diarrhea, etc.)
- Temperature checks will be made on every student who visits due to illness. Interventions & decisions will be made on a case-by-case basis in regards to appropriate exclusion criteria & communication with parent/guardian, if necessary.
- Students presenting to the Health Office with signs of illness that require exclusion from school will be kept in a designated area in the district health office until the parent or guardian arrives. Students should be picked up promptly. Superintendent will be notified of any significant delays in the student being picked up from school. Parents picking up students from the health office will sign them out directly from the designated health office outside door.

Return to School

If **diagnosed** with COVID-19, a doctor's note is required stating that you are safe to return to school and are at no risk of spreading the virus.

When to return for other illnesses:

- Active vomiting or diarrhea – 24 hours since last episode

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

- Fever – 24 hours fever-free without use of fever-reducing medication
- After 24 hours on antibiotics for a bacterial infection (strep throat, conjunctivitis, ear infection, etc.)
- Doctor's note of clearance for any other condition

Staff and students returning to school after illness will report to the school Health Office for evaluation prior to return to the classroom. **Staff and students absent for 3 or more days or have been referred for evaluation by a medical professional will require a doctor's note to return to school.**

Emergency Information

You are required to provide the school with the name, address, and telephone number of a relative, friend, or neighbor who we may contact in case you cannot be reached should there be an emergency or your student is being sent home sick from school. The telephone number of your place of employment should also be on this form. If you have a cell phone, that number would be helpful as well. **Please help the school keep this information current by letting the secretary know of any changes.**

Attendance

Absences

At this point in time, students are only allowed to use 10 parent notes per year according to the state regulations. We understand that there may be times you will be keeping your child home this year when in the past you may not have done so due to increased safety precautions. While we will continue to require excuses to be turned in to the office for any student absence, we will be asking you to report absences to us prior to returning to school and are going to be documenting some absences reported to the nurse differently than we have in previous years. See below for more information on this.

Reporting an Absence

If your student is absent from school, the school should be notified with the reason for absence.

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

If a student is referred to consult a healthcare provider either by the school nurse or by symptom screening or is absent for 3 or more days, the student will be required to provide a doctor's note to return to class.

Remote Learning

Attendance for those using Cardinal Academy will be based on students logging in to their classes daily and completing their work. If students do not log in on scheduled school days, they will be marked absent. If teachers see that students are not completing their work online, the school will have to reevaluate how the student is going to meet their educational requirements for the school year. We understand that students will not all be able to log in during school hours-we just ask that students working remotely log in daily. Assignment due dates will be set by each classroom teacher, who will also keep track to determine if students are working and meeting their classroom requirements.

Google classroom will be the platform most teachers will use for instruction. If a student does not have access to a computer, is in need of a device, or has technical difficulties, please contact Amanda Brown (abrown@frsd.info) or your child's classroom teacher and someone will get in contact with you to help.

Educational Trips

No educational trips will be approved at this time. Any trips taken will be counted as illegal absences and will be subject to those policies. Parents will be notified if acceptance of educational field trips resumes during the school year.

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

STUDENTS DAILY SCHEDULES:

Day of an Elementary Student (in person classes):

Morning Arrivals:

Students will arrive off their buses beginning at 8:00am and report directly to their classroom. Masks must remain on students throughout the school day unless the teacher states they can be removed (mask breaks). Face shields are also permitted at this time.

Students who regularly eat breakfast will be provided this option within their classroom. Students will be able to remove masks to eat their breakfast, as well as during lunch time.

Daily Classroom Procedures:

Students will work in their homeroom classrooms as much as possible. If students have more than one teacher for their subjects, that teacher will come to their classroom to provide instruction. *Teachers will give students "mask breaks" through the day for 10 minutes at a time when it is appropriate to do so.*

Lunch Schedules:

Students will be eating in their classrooms at this time. Lunches in the elementary will start with Redbirds eating at 10:50 and continue by grade level until all classes are served. At this time, we cannot allow parents to come in and eat with their child due to health and safety restrictions.

Special Classes:

Special classes will not be the same as they have in the past. Students will have art projects to work on in their classroom as well as gym activities but they will be modified to meet safety requirements set by the state. Music class, guidance, and library will not be meeting during this time.

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

Recess/Breaks:

Students will still have recess. They will be allowed to go outside with their homeroom at a scheduled time and must wear their mask as they leave the building. Teachers on duty to help supervise if they are necessary for the students' safety. Teachers will also give breaks throughout the school day as needed.

Homework:

Homework will be kept a minimum this year. Students will have time given to complete homework during the school day, so little to no homework should be coming home with students who are attending in person classes.

Student dismissal:

Student dismissal will also look different this year. We will start parent pickups dismissal at 2:45 starting with Redbirds. Dismissal of bus/van students will begin around 2:55 with students being called by bus number.

Water bottles:

Water bottles are permitted this year due to water fountains being turned off for safety reasons. Only water is permitted in these bottles. Students can refill their bottles within the classroom as needed.

Transportation

Switching Buses: No switching of buses will be permitted.

Behavior : Needs reported directly after the run in which the incident happened. No mask -3 strikes = virtual learning.

Health and Safety: Students will spread out to the maximum extent possible while wearing an approved face covering.

Cafeteria Procedures/Meal Program

Students will eat in their classrooms or assigned area.

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

Students will have one choice for breakfast each day along with their choice of Milk.

Students will have three options for lunch they can choose from. They may pack, choose a hot option or a brown bag option for lunch. The hot and

brown bag options cannot be customized unless there is a dietary restriction.

Students or parents will submit their choices on Friday for the next week either by email or paper form.

Classroom Procedures

Recess/Breaks-

Elementary students will have scheduled breaks throughout the day. See section titled “Day of an Elementary Student” for more information.

Field Trips

All field trips are cancelled at this time.

Classroom Parties

Classroom parties will be kept to a minimum this year. Students will only be allowed to bring in store-bought, individually packaged items to share with the class. However, teachers may choose alternative options for classroom parties that are not food related. Parents will not be able to attend.

Technology

Students may use devices they already have at home to complete their remote learning. If a student is choosing to work remotely and needs a device, they should contact the school immediately to do so.

Cleaning Procedures

High touch areas and restrooms will be sanitized throughout the day. Classrooms will be sanitized during recess periods. Teachers will be

Forbes Road Elementary

Daily Procedures/COVID-19 Handbook

supplied with Disinfectant and towels for any sanitizing that needs done while the rooms are occupied.

Clothing

Dress Code with Regard to Face Coverings

All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth while riding the school bus or van, and inside or outside the school.

Face coverings are not required while eating or drinking or during tasks that would create an unsafe condition.

Students will be given regular 10 minute breaks throughout the day, in which they can remove their face coverings while maintaining social distancing (6 ft).

PDE defines face coverings as "a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face."

This includes:

- Homemade or store bought masks
- Improvised cloth coverings
- (bandanas, tea towels, scarves etc.)
- Neck Gaiters
- Face Shields

The district requires that cloth face coverings are made of a solid material and do not contain words, phrases or pictures that are vulgar or profane

Other Practices, Procedures, and Rules

Any practices, procedures or rules not addressed in this manual are subject to the Elementary School handbook which is available for review online at www.frsd.info.

Forbes Road Elementary
Daily Procedures/COVID-19 Handbook

Please sign below to confirm that you have read and understand the practices, rules and procedures that have been put in place for the start of the school year and return this page to your child's teacher. Thank you for supporting our efforts to keep your child and our staff healthy and safe during this pandemic.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Date: _____