



Covid-19 Staff Handbook

Diedrichsen Elementary School

2020-2021



What's 6 feet apart?



Imagine two large dogs standing nose to tail.
Keeping space between yourself and others
helps avoid spreading illnesses.



Safety Expectations Must Be Implemented

Morning Entrance/Student Arrival

- Back playground gates will be unlocked at the times below. While you are waiting for your bell to ring, we expect that you will need to keep your social distance from your friends and peers.
- The first week of school, kindergarten parents will be allowed on the campus to help provide guidance on social distancing on our playground. After the first week of school, parents will not be allowed on the playground in the morning or the afternoon to help prevent the spread of Covid-19.
- When the bell rings for your particular grade level, students will need to go to their designated classroom line and space out 6ft apart. There will be a dot where each child will need to stand to help keep your distance. We will do this the first week, then students will just go straight to class in the morning. We are doing this to avoid students gathering outside.
- Kinder and 1st grade students will be let in and released out the gate on the North side of the school. The front primary playground.
- 2nd and 3rd grade students will be let in and released out the gate on Blossom View, the east side gate.
- 4th grade students will be let in and released out the gate on Whitewood Drive, the south gate.
- 5th grade students will enter their classroom through the outside door to their classroom. These doors are located in the front of the school. They will not need to go through a gate.
- We will make exceptions for students with siblings. For example, if a 5th grader needs to walk their younger sibling to their classroom, they will be allowed to do so.
- Kinders will be let in the north gate starting at 8:35AM
- 1st grade will be let in the north gate starting at 8:40AM
- 2nd grade will be let in the east gate starting at 8:40AM
- 3rd grade will be let in the east gate starting at 8:35AM
- 4th grade will be let in the south gate starting at 8:40AM
- 5th grade will be allowed in their classroom at 8:40AM.
- Teachers will be expected to be on time picking up their students or opening their doors at their grade level bell. Being on time is pertinent to our safety plan.
- Start each morning with the proper hand washing protocol.
- Students will be expected to keep 6ft distance outside the gate, while they are waiting for the gate to open.



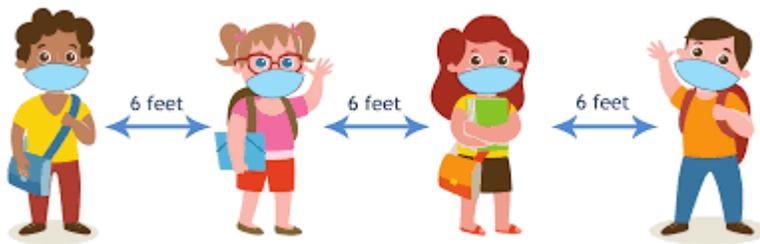
Breakfast

- Students will need to enter through the front door starting at 8:25. Students will get their breakfast by getting in line, 6ft apart.
- Dots will be put on the lunchroom floor to help guide the social distancing.
- Students will need to space out on the cafeteria tables. Social Distancing designated spots will be provided to help guide where to sit.
- When the student is done eating or if their bell rings, student will need to go through the hall to their classroom.

Before School Program

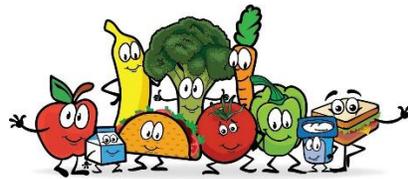
- Students will need to enter the building through the front door.
- The program will open at 7AM
- Students will need to keep their Social Distance while waiting for the door to open.

Hallways during the day



- If a student must go to the office for any reason, he/she should come with a pass. Students must walk on the right side of the hallway no matter where they are going in the building. The Students should not be touching walls, doors, boards, etc.
- The pass must be either a disposable paper pass or the student's personal clip. A communal class pass will not be allowed.

- Dots on the floor will be provided in the office and the hallway to help guide social distancing.
- A reminder to only send students to the office only when necessary.



Lunch



- Before starting lunch, students will be expected to wash their hands. Teachers, please remind students of the proper washing of hands protocol.
- Students will be escorted to the lunchroom using social distancing to get hot lunch. Those students will then return to the classroom to eat their lunch.
- Students bringing their own lunch, will need to come to the MPR with the hot lunch students or teachers will figure out how to watch students with cold lunch while the other takes students to the cafeteria.
- Once the duty teachers get to the MPR, classroom teachers can then go to lunch.
- Students eat in the classroom. Trash cans will be provided in the classroom.

- Students, duty teachers, and custodial staff will need to clean the tables/desks after lunch.
- When possible, students will need to exit their classroom door out to the playground.
- 5th grade, Bibby, Ellison, Hurst, Awrey, and Jordan will have to exit out through hallway doors.

Lunch Recess and Extra Recess

- Exit: If you have an outside door, please exit that way.
- Exit: If you do not have an outside door, please exit the hallway, remembering to stay on the right side of the hallway with 6ft distancing.
- Entrance: Students should be in line outside on their assigned classroom line. Students should be an arm's length apart while in line. Use the dots on the ground to help you line up with social distancing.

Recess Rules



- Students should not be closer than 6 ft apart.
- Social distancing in place for the recess time.
- Social Distance games will be taught.
- Students will need to be in their Recess Zone for the day.
- They may not leave their Recess Zone.
- Face Masks are required at recess.
- 10 Dolphins will be placed in each Zone. These Dolphins are where students can go to take of their mask and get fresh air. Only one student per Dolphin.
- Students will not be allowed to use shared playground equipment.

- Bathroom access: Every recess, we will need a door monitor. This student will have gloves and cleaning spray to wipe down the doors and/or open the doors when students need to go to the bathroom. All water fountains are off limits. Students shouldn't have passes for the restroom due to cross contamination.
- If you take an extra recess, please pick a zone and stay in it, so that if another class comes out, they will pick their own zone.

Bathroom Visits



- Please limit students going to the bathroom to the greatest extent possible.
- Two students at a time. If someone is in the bathroom, the student should stand out in the hall and wait for his/her turn. Dots will be provided to help guide students.
- Students need to practice their "arms length apart" at all times.
- Students should wash their hands before returning to class.
- Do not use community passes. Just send the student.

Clinic Visits

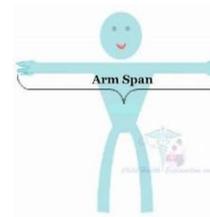


- Students MUST have a disposable paper pass with notes as to what the student says is wrong. Please make sure you put their first and last name on the note. This is essential so we know how to assess when they enter. We will have the clinic and a Covid Room for students showing Covid-Like Symptoms.

- If you have a student who suspect could have Covid, call the clinic and clinical aide, secretary, or admin will come to the classroom.

Dismissal

- We will have staggered release times. This will allow for fewer students to rush out for pick up.
- Kinders will exit at 2:45Pm
- 1st grade will exit at 2:40PM
- 2nd grade will exit at 2:40PM
- 3rd grade will exit at 2:45PM
- 4th grade will exit at 2:40PM
- 5th grade will exit at 2:40PM
- Teachers walk their classes outside to their assigned gate to ensure social distancing.
- Students will be released to their assigned gate.
- Parents will need to pick up their child outside the gates. Kinder is the only exception during the first week.
- The gates will be locked before and after school to discourage social gathering at the school.



Handwashing/Sanitizing

Water Fountains

- Water Fountains will not be open.
- Students will be encouraged to bring their own filled water bottle.

Preventing COVID-19



Wash hands.



Stay home if sick.



Clean surfaces.

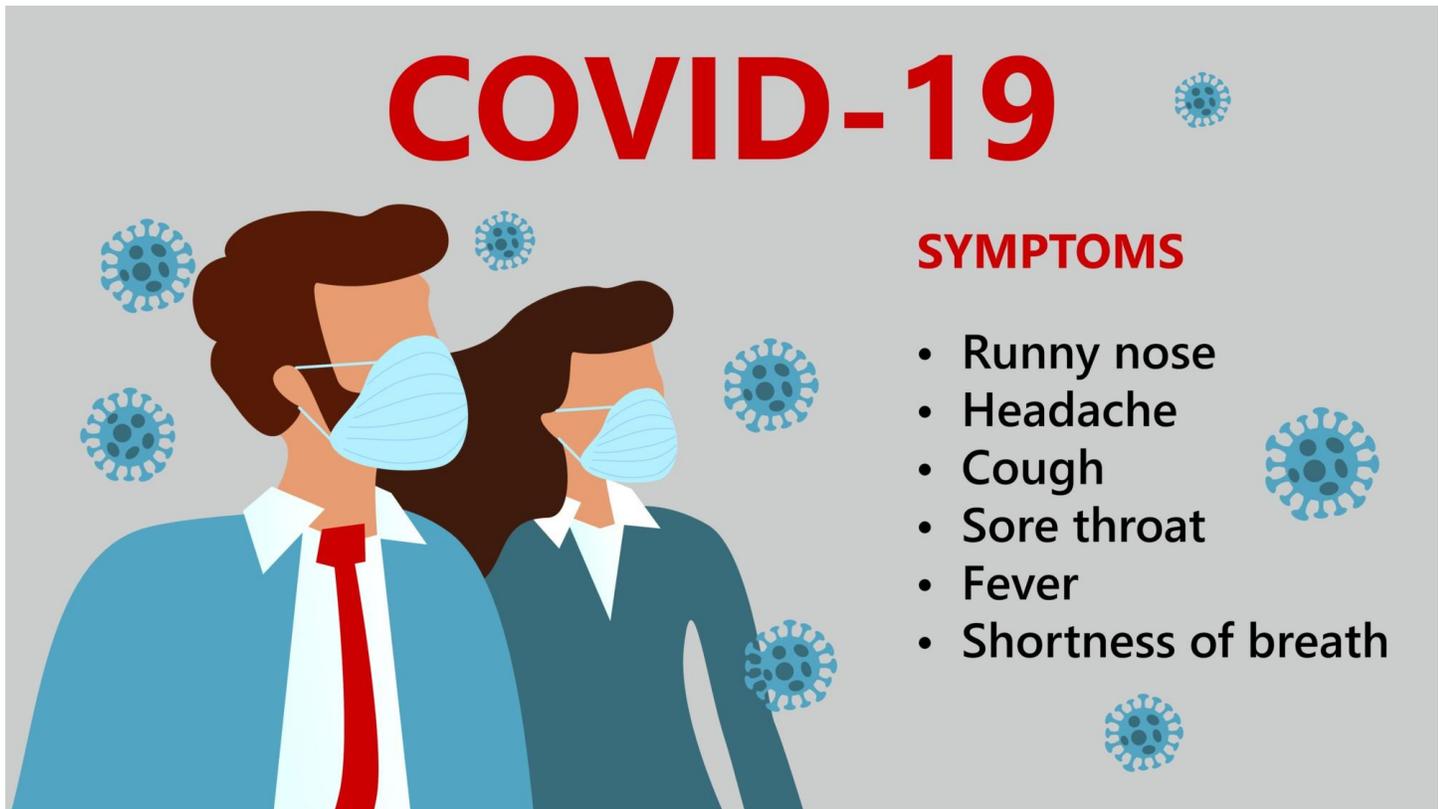


No close contact.

How to wash your hands

1. Wet hands with running water
2. Apply enough soap to cover wet hands
3. Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds
4. Rinse thoroughly with running water
5. Dry hands with a clean, dry cloth, single-use towel or hand drier as available

*Staff and teachers need to know symptoms to look out for, mentioned in vulnerable population subcommittee meetings...with special attention to the younger students who are not able to articulate these symptoms or indicate that they do not feel well...



See Health and Safety Documents for more info on Covid Procedures.

Face Masks

- Students are required to wear a face mask all day even at recess unless standing on a Dolphin 6ft away from everyone.
- Students can take the mask off to eat or drink.
- The District has provided one cloth reusable mask for the whole year.
- I recommend buying and/or sending extra with your child. You can choose any style or design as long as it is not disruptive to the learning environment.
- No child will be allowed in the school without a facemask unless they have a Dr.s note. A face shield is recommended at that point.



WCSD Reopening

How to Safely Wear and Take Off a Cloth Face Covering

A face covering should fit snugly and entirely cover your mouth and nose.

Wearing a Face Covering



Wash your hands before putting on your face covering. Put it over your nose and mouth and secure it under your chin. Try to fit it snugly against the sides of your face. Make sure you can breathe easily. Don't put the covering around your neck or up on your forehead. Don't touch the face covering, and, if you do, clean your hands. Do not place a mask on a child younger than 2.

Removing a Face Covering



Untie the strings behind your head or stretch the ear loops. Handle only by the ear loops or ties. Fold outside corners together. Wash your face covering after each use. Wash your hands with soap and water.

