

## NFPS District-Wide COVID-19 Protocols

### Protocols for Attendance

All students and staff will be expected to participate in instruction during the normal campus hours for the 2020-21 school year and follow the Student/Parent Handbook expectations (ACA page 15; ECHS page 11).

All teachers and staff will be required to report to campus regardless if they are assigned on-campus (Face-to-Face) or participating through Remote Learning. Students may be remote, but staff may be expected to work from their assigned campus.

### Protocols for Screening and Isolation

All students and staff will be screened for COVID-19 symptoms regularly and individuals with symptoms will be separated and sent home.

#### Screening Protocols

- Link for daily COVID-19 Quick Screen: <https://www.covidquickscreen.com> (NF link will be ready next week)
  - Staff are required to self-screen for symptoms prior to reporting to work each day
  - Parents/guardians are expected to screen their children for symptoms each day prior to sending children to school.
- Teachers will monitor students and refer them to the nurse if symptoms are present.

#### Student or Staff Displaying COVID-19 symptoms

- When a student displays COVID-19 symptoms, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and are expected to be picked up by the student's parent/guardian within 1 hour of being notified.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- District communication will be provided to the parents of students who came in contact with a student or staff member who has been lab-confirmed positive for COVID-19.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members. **(Isolation separates sick people with a contagious disease from people who are not sick.)**
- Students or staff who come into close contact with a lab-confirmed positive COVID-19 individual will be asked to self-quarantine for 14 days and may not return to campus during that time. The CDC defines close contact to include anyone living in the same household, caring for a sick

person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person. **(Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms).**

- Students and staff who have tested positive for COVID-19 **must meet all 3 criteria or must** submit a letter of good health from a physician's office prior to returning to school:
  1. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  3. at least ten days have passed since symptoms first appeared.

---

## Protocols for Face Coverings

NFPS developed protocols for the use of face coverings based on health guidance and what is considered age and developmentally appropriate. The CDC notes the following on its website: *"Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues."*

- As a result of this guidance and the input of NFPS staff, the District made the decision to have students under 10 and enrolled in grades K-3<sup>rd</sup> wear face coverings as feasible in hallways, common areas and during arrival and dismissal, but not in the classroom. Students 10 and older who are enrolled in 4-12<sup>th</sup> grades are required to wear masks at all times except during lunch and other teacher-designated situations. The District wants students to feel comfortable, safe, and supported at school and students are welcome to wear face coverings in circumstances where they are not required. Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Masks must be either disposable, cotton material, or clear face masks and must cover the mouth and nose. NFPS logos, college or university symbols or school appropriate sports team logos are also acceptable. Students are encouraged to bring their own masks. A paper mask will be provided if a student does not have a mask. Students who refuse to wear a mask will not be allowed into the building and a parent will be called.
- Face Shields will be provided to assigned teachers and students (K-3) to enable better communication and ventilation. These can be easily sanitized and reused.

## **Protocols for Campus Visitors**

Campuses will utilize virtual meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering over their mouths and noses at all times. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

- All visitors will be subject to screening and must apply hand sanitizer when entering the building
  - Visitors and staff will maintain physical distancing for in-person ARD and other meetings.
- 

## **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### **Hand Washing/Sanitizing Expectations**

- Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of NFPS-provided hand sanitizer:
  - Each classroom will be provided their own sanitization basket which includes a bottle of sanitizer, hand wipes/disinfecting spray. Sanitation podiums will be placed in hallways and teachers will remind students periodically during instructional day to sanitize hands.
  - NF recommends that teachers wipe down periodically to assist and mitigate COVID-19 exposure in the classroom.
  - All employees will sanitize their technology work area (keyboard, mouse, phone) at the end of each workday.
  - Thorough hand washing after recess, before and after eating, and following restroom breaks.

### **Disinfecting Expectations**

- Facilities staff will regularly sanitize high-touch and working surfaces and shared objects.
  - Staff will limit the use of shared supplies when possible.
- 

## **Protocols for Campus Cleaning and Disinfecting**

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff. Daily campus cleaning will consist of the following:

- All areas including classrooms, administrative areas, restrooms, common areas, cafeterias, etc. will be cleaned and sanitized daily (Mon-Fri); Custodial staff will increase the frequency of cleaning and disinfecting throughout the day; Custodial staff will frequently wipe high traffic surfaces, including handrails, door handles, countertops and other horizontal surfaces over the course of the day.

- ACA Campus schedule – 10am, 12pm, 2pm, after school; Razor Fog Machine will be used once a week.
  - ECHS Campus schedule – (TBD); Razor Fog Machine will be used once a week.
  - Additional hand sanitizer stations have been added throughout common areas, hallways, and entrances to campus.
  - Water fountains will be disabled; refillable water stations will be installed.
  - Buses will be disinfected after each trip. Windows will be left open as often as possible for ventilation. Bus drivers will be trained on COVID-19 safety protocols. Each bus will be limited to one student per seat when feasible or two students from the same household to encourage social distancing. Bus drivers will be required to wear masks except when the bus is in motion.
- 

## **Arrival and Dismissal**

NFPS is continuing to monitor health and safety practices and will update arrival and dismissal protocols.

- Students and Staff will be given a disposable face mask, if they do not have their own, before entering the building.
  - Students should not arrive on campus prior to 7:30 am. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
  - All staff will help maintain a line of sight in hallways and distancing of hallway cohorts.
  - Parents will not be allowed in the buildings.
  - Where possible for dismissal, separate exits will be utilized for car riders, walkers and day-cares. \*\*Parents are expected to pick up students by 3:30pm to minimize loitering on the ACA campus and 4:00pm at the ECHS campus. (See your campus Student/Parent Handbook for more information.)
- 

## **Work and Learning Environments**

Classroom Configurations and Procedures

- Desks or tables will be socially distanced as much as instructionally possible.
- All Teacher and Nurse desks will have plexiglass installed.
- Assigned classrooms will have plexiglass placed on student desks and/or kidney activity tables.
- Computer Labs will have plexiglass installed, leaving two seats empty in between each student.
- When possible, classrooms will eliminate communal supplies. Shared supplies will be sanitized by the teacher between use.

- Remove blankets, pillows, and other shared non-essential items from the classroom.
- Group or pair work can be implemented while maintaining physical distancing.
- When possible, technology will be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of students specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.
- NF recommends that teachers wipe down periodically to assist and mitigate COVID-19 exposure in the classroom.

#### Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Equipment will be disinfected by the Coach after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

#### Common Areas

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus library, conference rooms and other meeting rooms. In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

- **Meeting Spaces:** Meetings will be limited to video conferencing when possible. If meetings must be held in person, all social distancing protocols will be implemented.
  - Facial coverings or masks will be utilized.
  - Social distancing will be followed.
  - Limit the sharing of materials/supplies.

- **Administrative Spaces:** When possible, meetings will be conducted virtually. If the need arises to meet in-person, campus guidelines must be followed:
  - Facial coverings or masks will be utilized.
  - Hand sanitizer and plexiglass has been provided/installed in front office spaces.
  - Distances of 6 feet will be provided between all occupied seats and workspaces.
- **Flexible Learning Spaces:** The number of students in these areas will be limited as driven by available space and social distancing guidelines. Common spaces and supplies in these spaces will be disinfected frequently.
- **Elevators:** Only students and staff with a physical impairment or the need to move large/heavy equipment will be able to use the elevator. No more than 2 people will ride in the elevator at the same time. Masks will be worn when on the elevator.
- **Library:** Visual reminders will be added, and furniture rearranged to help students maintain social distancing while in the library. Students and staff will wash/sanitize hands upon entering and after visiting the library. High touch surfaces (i.e. tabletops, chairs, door handles) will be disinfected regularly. Occupancy will be limited.
- **Restrooms:** Proper hand-washing techniques will be taught to all students and consistently reinforced. Efforts will be made to limit the availability of toilets, urinals and sinks to certain times to comply with health agency recommendations and social distancing. A campus system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing. Plexiglass will be placed between each sink and between urinals. After a restroom break, students and staff will be required to use hand sanitizer before re-entering the classroom. All restrooms will be sanitized every two hours, to include restrooms in each portable classroom.

## Transitions

- Where possible, one-way traffic throughout campus corridors will be established: Entry/Exit doors for students and staff will be limited to the back door (facing pavilion). The building front doors will be used only for parents/guardians with appointments and for student emergencies.
- Walking pathways throughout the building will be designated “**stay to the right.**” This includes the entrance and exit doors. The floors will be marked to indicate walking direction.
- When possible, it is recommended that students make transitions outside of the building.
- NFPS has weighed the feasibility of keeping students in the same classroom all day, along with many other strategies being considered or implemented in various school systems. NFPS is currently planning the master schedule for campuses, which directly impacts the movement of students and teachers. At the elementary level, it may be possible for specialized content teachers to move to students. This is not feasible in circumstances that require specialized classroom equipment or instructional settings.

---

## **Cafeteria**

Depending on the number of students in the school, students may have meals in either the cafeteria or classrooms. Cafeteria capacity will be based on current guidelines.

- Breakfast will be served in the classrooms
- Lunch will be served in the cafeteria following guidelines and 6ft apart will be marked on the floor. Meals will be provided in closed-hinge trays.

---

## **Recess**

Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed. All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground. Playground equipment will be sprayed with disinfectant after each scheduled recess. Brain breaks will be implemented as needed, at the discretion of the campus/teacher. "Mask breaks" will be implemented as needed.

---

## **Specials**

PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed. Students will use their own art supplies. Music and PE equipment will be sanitized and wiped down after each use. Having specials in the classroom or outdoors is recommended.

---

## **On- and Off-campus Student Activities**

- Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements. Virtual field trips will be considered as often as possible. School-wide events will be live streamed and/or occur virtually when possible. Small group meetings will be conducted virtually when possible. If conducted in person, social distancing guidelines will be followed, and masks will be worn.
- In-person Assemblies: No in-person assemblies will be held in the fall. Meet the teacher, open house, parent conferences, etc. will be held virtually.
- Extra-curricular Activities: No sports for the Fall Semester. National Honor Society (NHS) and Student Council will be available remotely.