



Melba Jr/Sr High School

Covid-19 Procedures and Practices for the 2020/21 School Year

The administration and staff at Melba Jr/Sr High School are committed to providing students with a positive and safe learning environment that encourages educational success. This handbook works in partnership with our Parent-Student Handbook to develop routines and procedures that will provide the blueprint and guidance staff and students need to help us achieve our goals.

The COVID-19 handbook was developed by staff and administration to specifically address routines and procedures our learning community will follow to promote our desired atmosphere. As we all know, the effects and response to COVID-19 are constantly changing; therefore, the procedures and routines in this handbook will need to be revised throughout the year to better respond to these changes and are always subject to change.

We are committed to providing the most effective and timely communication that we can and will work hard to communicate any revisions with our parents and community. If at any time you have any questions, please feel free to contact the Jr/Sr High School Office. We cannot wait to see our students on August 19th and begin the 2020-2021 school year!

Preventative Measures:

Parent Screening-

We need your help! To continue to run our day to day operations and keep our staff and students healthy, we will heavily rely on your commitment to keeping our school as healthy and safe as possible. Before sending your child to school each day, you should screen your child for the following symptoms of COVID-19 that are NOT attributable to another condition:

- New onset cough, shortness of breath, or difficulty breathing by themselves

Or at least 2 of the following:

- Fever of 100.4 or higher
- Chills
- Muscle pain
- New loss of taste or smell
- Sore throat
- Nausea, vomiting, or diarrhea

If your child displays a new symptom such as new loss of smell only with no other diagnosis to explain it, he or she should stay home. Please contact a local health professional for direction on what to do next.

Hand Hygiene and Respiratory Etiquette-

Prevention is key! Keeping our staff, students, and families healthy is our priority. We know that this will take the participation of every member of our learning community. To prevent the spread of COVID-19, we also ask your help in teaching your child good hand hygiene and respiratory etiquette. Good hand hygiene consists of:

- Using soap and water to scrub all areas of the hands for 20 seconds or more. Students should be encouraged to wash their hands as frequently as possible.
- Following respiratory etiquette by covering all coughs and sneezes with a tissue, and then throwing the tissue directly into the trash.
- After throwing the tissue in the trash, students should wash their hands.
- If a tissue is not readily available, students are encouraged to sneeze into their elbow and then immediately wash their hands.
- When handwashing is not available, students will use a hand sanitizer that contains at least 60% alcohol.

Teachers will also teach hand hygiene and respiratory etiquette to students upon returning to school. Teachers will help to monitor and encourage students to participate in these techniques throughout the school year.

Additional Measures for Prevention of COVID-19-

In addition to good hand hygiene and respiratory etiquette, we encourage all Melba families, community members, and staff members to follow the guidelines set forth by the CDC:

- Understand and know how the Coronavirus spreads
- Avoid close contact and maintain a 6ft physical distance from individuals outside your home
- Cover your mouth and nose with a cloth face cover when around others
- Clean and disinfect frequently touched surfaces
- Monitor your daily health and be alert for symptoms of COVID-19

Action Steps:

Close Contact with a COVID-19 Positive Individual Outside of School-

If your child has had close contact (within 6 feet for more than a period of 15 minutes) within the last 2 days of any person who has displayed symptoms or tested positive to COVID-19:

- Do not send your child to school!
- Please have your child quarantine for 14 days from the last contact with that individual and until the child experiences no COVID-19 symptoms.
- Call the office to inform school officials.
- Students who are in quarantine will participate in the Melba Online Learning Environment. As the student completes the daily assignments, they will be counted in attendance for those days missed from school due to being in quarantine.

Close Contact with a COVID-19 Positive Individual at School-

If the school becomes aware of a confirmed case of COVID-19:

- School and district officials will coordinate efforts to communicate to staff, students, and parents the possible exposure to COVID-19 while maintaining confidentiality as required by law.
- School officials will notify Southwest District Health Department (SWDH) and assist SWDH with contact tracing and investigation.
- Students who are asked to quarantine will participate in Melba Online Learning Environment until the student meets requirements to return to the school building.

Testing Positive for COVID-19-

If your child tests positive for COVID-19 or is directed by a health care professional to stay home:

- Please call the school office immediately to inform school officials!
- We ask that your student does not return to school until they have met the following criteria recommended by the CDC:
 - o 10 days since symptoms first appeared and
 - o 1 day with no fever (without the use of fever reducing medications) and
 - o symptoms improved

Our number one priority is to promote the health and safety of our students. Please make sure your child receives the care and support they will need to recover if they contract the Coronavirus. Your student is welcome to participate in the Melba Online Learning Environment if they choose while recovering from COVID-19. Please let us know how we can support you and your child during this time.

**School officials and staff members will also follow the above procedures and guidelines asked of parents, students, and community members.

Communication:

Communication with Families-

As we make our way through COVID-19, we know there are many unknowns and many changes to come. The staff at Melba Jr/Sr High School is committed to providing the most clear and efficient communication that we can with our parents and community members. Our two main modes of communication will be through email and our website. Information from the district office and the school will be transmitted using these two delivery methods. Please be sure to continuously check our district website, district Facebook page, and the email account you provided in the Back to School packet. Our website address is: www.msdl36.org.

Transitioning between onsite and distance instruction- The decision to move between onsite and distance instruction will be made by the district administrators and Melba Board of Trustees using the advice and guidance of SWDH. This type of information will be communicated at the district level.

Changes with curriculum and academic instruction- If the need arises to change the type of curriculum or academic instruction being delivered, this will be communicated with parents and community members at the building level.

Student assignments and instructions- Student assignments and instructions both online and on-site will be communicated with you through your child's teacher or grade level team teacher. If you have any questions regarding your student's assignments, please contact their teacher.

Parents support and questions- We are all here to support you! If you have any questions or need any support, please feel free to contact us. We want every member of our learning community to have a safe and positive 2020-2021 school year. Let us know what we can do for you!

Revised Routines and Procedures to Address COVID-19

We know that this time of uncertainty and change can be a scary time for many. It is our goal to communicate with you as much as possible regarding the procedures and preventative measures we are taking to promote the safety and well-being of our staff and students. We have utilized the recommendations set forth by the Idaho State Board of Education, Idaho State Department of Education, the governor's office, Southwest District Health Department, and the responses taken from the Melba Community Survey to develop the following procedures. Below we have included brief explanations of these revised procedures we will be following in response to COVID-19 during the 2020-2021 school year. Keep in mind that these procedures are subject to change at any time. The staff of Melba Jr/Sr High School will strive to do the best we can in developing and implementing the strategies and procedures we feel meet the needs and safety of our learning community. Please let us know if you have any questions regarding these action steps and procedures.

School Sanitation- The entire school will be sprayed by an electrostatic sprayer every 30 days. The day that the school will be sprayed will be put on a calendar and shared with staff. In addition to this monthly spraying the school will continue to be cleaned each night. Neither teachers, nor students are obligated to wipe down desks and/or chairs after use. High touch areas like door handles will also be sprayed monthly and cleaned nightly.

To help alleviate the spread of germs: Each classroom and lab will be sprayed monthly with an electrostatic cleaner.

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at. For awkwardly shaped objects or hard to reach places, cleaning staff only have to point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

Face Masks/Shields- Face masks and shields are not required for students, staff, or visitors. However, anyone who wants to wear one can provided they do not break existing dress code as far as what is portrayed on them. The decisions of anyone to wear or not wear a mask should be respected at the school. The office, library, and counselor's office will all have Plastic shields in place.

Bussing - There will be assigned seats on the bus. Families will sit together. When possible all students that are members of the same family will enter and exit the bus together.

Lunch - Students will make effort to maintain physical distancing during lunch time. This will include lunch lines which will be marked to help students maintain as much distance as possible. To reduce the number of students in the cafeteria lunch will be separated into two lunch periods depending on 5th period teacher. Students will sit with their grade level at the identified tables. High School students may continue to walk to off campus businesses and Jr. High students will remain on campus.

Break – Students will have break in the room of their 2nd period class . After 1st period students will go to the commons to get break food and then go directly to 2nd period.

Hallways/class transitions – Students are encouraged to walk with traffic on one side of the hallway. Students should transition to the next period as quickly as possible and not spend unnecessary time in the hallways.

Back to School Night - Back to school night has been canceled for the upcoming year. The school is preparing a 7th grade welcome video presented by Mr. Forsgren and Mr. Lincoln that will be shared on Teams and social media.

Before School- Students should not be in the school more than 10 min before school. Exceptions can be made when arranged with the office and a teacher. Doors to the school will not be unlocked until 7:50.

After School - Upon the completion of the school day, teachers will direct students to quickly leave school and return home to minimize large gatherings on the school grounds. Students who ride the bus will promptly go to the bus and go to the assigned seat on the bus.

Drinking Fountains - Students and staff will use personal water bottles and water bottle filling stations instead of classroom/hallway drinking fountains. The fountains will be disabled.

Changing classes - There will be no requirement to clean classrooms and desk after each class period, there will be hand sanitizers in the hall and cleaning material in the classroom if cleaning is desired.

Seating Chart - Teachers will create and maintain a seating chart for every class. The seating chart will need to be printed so that substitute and replacement teachers can see it. Seating charts will also be used in computer labs. As much as possible student desks will be in rows and lines facing the same direction. Desks, tables, and chairs will not be put into groups. Students should also use the same computers, Ipads, or other devices each time they are used.

Special Education/Speech - Special Education / Speech teachers will be provided face shields to use when working with students. Speech Therapy students will also be assigned their own shield to be used during therapy. The shield will be disinfected after each session.

Volunteers/Visitors - All volunteers or visitors should check into the office. Until further notice no volunteer or visitor will be allowed in any other part of the building except the office.

Restrooms- No more than one student from each class may go to the restroom at a time. Students should use the restroom as soon as possible and exit and return to class. Students will not be required to carry a hall or bathroom pass.

Students who need to see the nurse – Students who need to see the nurse should go to the office. There will be two categories; Students who require first aid will be taken care of in the Nurse's Office. Students who feel sick will be given a mask and directed to an isolation room. Parents will be notified and asked to come pick up the student. *Students who feel sick should not come to school.*

Attendance policy – The attendance policy is being modified to take into consideration situations involving Covid-19.

Assemblies - Until further notice assemblies and other large gatherings during the school day are canceled.

M.O.L.E and Lesson Plans - Lectures and instruction must be accessible from home; teachers will continue to use Microsoft Teams in order to upload lectures notes, instruction, and classroom work for students once every two weeks or for those who are absent from class. Lesson plans will communicate how Teams is being used with each lesson. Per District Framework for Reopening if school goes into red category students will receive online instruction and practice via M.O.L.E.

Alternate Schedule – Per District Framework for Reopening, if school goes into yellow category students will be divided by district plan for a Mon/Wed and Tues/Thurs schedule. Teachers will provide instruction on in-class days and practice will take place on at home-days. Students are responsible for attendance and participation on home-days. Attendance will be taken by completing at home assignments.

After school programs will be affected in the following manners:

Athletic programs will adhere to any guidelines set by the IHSAA which is the governing body for all high school athletic events.

FCCLA, BPA, Honor Society, and FFA will adhere to any guidelines set by their respective governing bodies.

All in school clubs will be suspended until further notice.