

# Melba Elementary School



COVID-19  
Handbook 2020-2021



## Melba Elementary COVID-19 Handbook

The administration and staff at Melba Elementary 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 Mrs. Candice Hoagland or Mrs. Ashli Nelson in the elementary office. We cannot wait to see our students on August 19<sup>th</sup> 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, they 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 Southwest Central Health:
  - 10 days since symptoms first appeared  
and
  - 1 day with no fever (without the use of fever reducing medications)  
and
  - 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 COVID-19. 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 Elementary 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 elementary 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://msd136.org](http://www://msd136.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.

**Parent 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 Elementary 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 Cleaning and Sanitation-

The Melba custodial and maintenance staff will perform routine cleaning procedures. The district has purchased additional cleaning and sanitation supplies. The amount of cleaning and sanitation completed on a daily basis is increasing. Teachers will be provided additional cleaning supplies to be used during the school day. High traffic areas are cleaned throughout the school day.



### Face Masks/Shields-



Melba School District is not currently requiring students and staff members to wear any type of face covering. Students and staff members are welcome to wear a face covering if they prefer. Teachers will work with students to assist in the understanding of why some students may or may not wear masks.

## Back to School Night-

To minimize such a large group of people gathering, Back to School Night will only be held for incoming kindergarten students and new families to the district. For returning students, each teacher will upload a video and place it on the school's website ([www://msd136.org](http://www://msd136.org)). This video will contain a greeting from the teacher, a virtual tour of the classroom, and classroom expectations and procedures for the upcoming school year. Returning students will also receive a phone call from their teacher between the hours of 5pm-7pm, on August 11<sup>th</sup>.

New families to the district may come to the school August 11<sup>th</sup> between the hours of 5pm-7pm. We ask that only one parent be present with only the child/ren that will be attending school to meet their teacher. You will be given a map of the school so that you can find your child/ren's classroom. Physical distancing will be encouraged.

Kindergarten students with the last name starting **A-N** are asked to come August 11<sup>th</sup> between **5pm-6pm**. Those with the last name starting **O-Z** are asked to come between **6pm-7pm**. The student and only one parent will be permitted to go to the classroom and meet the teacher. We are asking that only 2 families in total be in the classroom at one time. Families waiting in the hallway to enter the classroom will be asked to physical distance.

## Bussing-

As per the recommendation of the Idaho Back to School Framework 2020, students will be grouped by families while riding the bus and physical distance will be provided on the bus as much as possible. Each student will be assigned a seat for the school year.



All students will remain in their classroom with their teacher until they are ready to load the bus. The teacher will arrange the students in their respective bus lines while in the classroom. Primary grades will be released after the walkers and riders. They will walk in a line one behind the other going down the hall in the same direction. Upper elementary grades will follow suit.

Each night busses will be sanitized to clean and disinfect frequently touched surfaces.

## Before School-

Upon arriving, students will go to specified grade level areas on the playground, or to the cafeteria to eat breakfast. If a student chooses to eat breakfast, they will follow cafeteria procedures and then go to the playground upon finishing. The morning playground areas will be marked, and are as follows:

- K-2: Upper playground equipment
- 3-4: Basketball courts
- 5-6: Lower grass/playground

When the bell rings, students will line up in specified single file lines with their class and will be walked to class by their teacher. Upon entering the school, students will sanitize or wash their hands.

### **After-School Pickup and Walkers-**

Students will be encouraged to leave school grounds as quickly as possible after school. This means students will not be allowed to play on the playground equipment. If your child waits for an older sibling from the junior/senior high to walk with, they will be asked to wait on the sidewalk. Students will be permitted to walk through the playground to waiting parents. Once students have exited the building, they will not be allowed to re-enter. Students who are picked up after school will be encouraged to physical distance while waiting outside the school.

### **Hallways-**

Routines and schedules have been established to encourage physical distancing between classes and grade levels. Classroom teachers will lead their classes through the hallways to ensure that students walk in single file lines. Students are required to walk quietly while keeping their hands to themselves.

### **Classroom Seating-**

Teachers will develop seating charts that encourage physical distancing to the extent possible given a certain classroom/area size.

### **Library-**

After students return their books to the library, the librarian will wait three days before checking the books back into the library. High traffic areas within the library, will be cleaned throughout the day.

### **Lunch-**



Lunch will be served in two sessions to reduce the number of students in the lunchroom at one time. Students will enter the lunchroom after sanitizing or washing their hands with their class while being encouraged to practice physical distancing. After grabbing their lunch items, students will sit at the designated table with their teacher and class members. Traffic patterns have been established in the lunchroom to encourage students to walk one direction and in a single file fashion. Students will remain seated with their class until the end of the lunch period. When their class has finished eating, their teacher will escort them out of the lunchroom.

### **Snacks-**

As with lunch, the priority will be in handwashing/sanitizing before the students eat. When parents send snacks for the entire class, it is requested that **store bought, individually wrapped, and pre-packaged items** be sent. Only the classroom teacher will dispense to the



students. Personal snacks are acceptable, but students will only be allowed to eat them during their specified snack time. Students will not be permitted to share snacks.

### **Drinking Fountains-**

Drinking fountains have been shut-off at this time. Students are encouraged to bring a personal water bottle. Water bottle fill stations will still be available for students to refill their water bottle as needed throughout the day. Students should only be filling their water bottles with water. Please no juice, soda, etc.



### **Recess-**

Grade levels will have assigned areas before school on the playground. Physical distancing will be encouraged. Students will sanitize on the way in from recess. Grade levels will have split recesses to minimize exposure. The playground area **will not** be available after school.

### **Specials (P.E., Music, Library)-**

When weather permits, an attempt will be made to create opportunities for outdoor games and activities for P.E. Minimal contact games will be emphasized. Physical distancing & strict adherence to assigned seating will be the norm. Students will sanitize going in & out each time they attend.

### **Computer Lab-**

Students will sanitize coming in and out of the computer room. Seating assignments will be adhered to, as well as no shared equipment or supplies. Students will use their own headphones and bring their own pencils and scrap paper.



### **Classroom Computers/iPads:**

Students will wash their hands or sanitize before and after each use. In classrooms containing 1:1 devices, students will be assigned a device for sole use. Routine cleaning procedures will occur.

### **Restrooms-**

Restroom hygiene procedures and rules will be taught by all classroom teachers and will encourage Physical distancing and proper handwashing. Students will only be allowed to leave class one at a time from their classroom when necessary. Students are encouraged to use the bathroom on the way to recess. **Three** students at a time will be the maximum allowed in at one time to encourage physical distancing.

### **Shared Supplies**



Students will not share school supplies (crayons, scissors, glue, etc.). Each student will keep his/her own personal items in their desk or cubby.



## **Special Services-**

Face shields will be encouraged for use by students and teachers attending special services. Physical distancing will be encouraged. Students will remain in the same group as much as possible to minimize exposure risk.

## **Volunteers/Visitors:**

We absolutely love the support we receive from our parent and community volunteers! The positive impact this brings upon student learning is tremendous, and we want to ensure that we do not lose this partnership. At this time, Melba Elementary will allow a limited number of volunteers. Room and art moms will be permitted to organize and conduct monthly parties and art lessons. Every volunteer must fill out a health screening form before entering the building. Volunteers will not be allowed to bring in other children. Volunteers will be organized by teachers and will only be allowed in the building if this has been prearranged with the teacher.



Due to the safety concerns with COVID-19, we are not allowing parents and community members to visit our school. This includes parent visitors during monthly birthday and seasonal parties. Room and art moms are permitted as mentioned above. Visitors are important to us and want to ensure that this is a temporary practice during this time!

## **Assemblies-**

At this time, NO assemblies will be held combining multiple classrooms or grade-levels.

## **After-School Activities-**

Students will be encouraged to go directly home after school, minimizing physical contact. Playground play will not be permitted during after school pick-up time as well as organized activities including, choir, homework club, media group, etc.

## **Health/Nurse Station-**



Melba Elementary School has designated two separate areas for students seeking health services. Students who need basic first aid will be assigned to a specified area for medical attention. Students who are not feeling well and display any symptoms of COVID-19 will be placed in a different specified area within the school. This area is isolated and will be cleaned thoroughly after each use.