

COVID- 19 STUDENT HANDBOOK ADDENDUM

With this health crisis in society taking place, the following policies will be adopted to preserve a healthy and safe learning environment for students and faculty here at The Gilbert School:

Masks

The usage of face masks has proven to be successful in stopping the transmission of the virus. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will be required to wear masks at ALL times in the building with only the exceptions of: eating breakfast/lunch & designated mask breaks throughout the day. (When eating students will be socially distant by either eating at individual desks six feet apart or eating outside six feet apart).
- Students walking to school must wear a mask once on school property;
- Students being driven to school must wear a mask before leaving the vehicle;
- Students taking the bus must wear masks upon entering the bus and must not take the mask off until completely off the bus;
- Students who remove a mask at any time during the day OTHER than the designated mask break times will be sent home for the day. If the behavior continues, severe disciplinary action will be taken including suspension;
- Students who enter the building without a mask will be given one but parents are expected to provide masks for students every day. If you are having difficulty supplying a mask for your child each day, please contact the school;
- Mask breaks will be determined by the schedule and communicated to the students and parents ahead of time. Such breaks will be the ONLY time permitted to remove a mask;
- If students are having breathing problems at any time while wearing a mask tell an adult immediately.

Social Distancing

The practice of social distancing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will not be permitted to congregate/gather in large groups at any point during the day;
- Students will keep a socially-distanced presence when speaking to other teachers/students/staff throughout the school day as much as physically possible;
- Students will not be permitted to enter the school building until 7:30 a.m. and must exit the building at the end of the day 2:16 p.m. A grab and go breakfast will be given to students at the end of the school day to be eaten at home the following day. Upon entering the school building students must go directly to their first period class, no congregating will be allowed in the building;

- Students must be in their first period class by 7:45 a.m. Students arriving to school before 7:30 must remain outside and socially distant;
- **Students will practice social distancing at all times.**

Hallway Directions/Traffic Flow

The practice of minimizing traffic flow has been widely accepted as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will be using certain stairwells for certain traffic directions only;
- Students will be instructed on maintaining social distancing while in the hallways and common areas in the building;
- There will be signs and markings throughout the school building to help with social distancing;
- While using the middle stairwell, the right side of the stairwell should be used at all times;
- The end stairwells will be used for one-way traffic only;
- Passing time between classes will be staggered to ensure social distancing;
- Class dismissal will be staggered from one period to the next to lessen the number of students in the hallways at a time. There will be monitors in the hallways as well as posters and floor markings to remind students to practice social distancing.

Hygiene/Hand-washing

The practice of frequent hand-washing and sanitizing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Certain classrooms have working sinks with hands free faucets;
- Throughout the building there will be hand sanitizing stations.

Eating/Drinking

We will be running three lunch shifts to keep our cafeteria numbers to a minimum. All cafeteria round tables have been removed from the cafeteria and instead individual desks will be used for lunch services. Hand-washing stations will also be in the cafeteria as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;

- Students will be socially distanced in the cafeteria at individual desks;
- Individual desks will be sanitized between all lunch shifts;
- Students will only be allowed to take off their mask while sitting at the individual desk while eating;
- Outdoor seating to enhance social distancing will be available weather permitting;
- Students will enter the cafeteria by using the center stairwell, and exit through the rear doors outside and enter the building through the main doors. (weather permitting).

Bathroom usage

All bathrooms have been updated with touchless faucets and dispensers as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:

- Bathrooms will be limited to 3 occupants at a time to maximize social distancing requirements;
- Bathroom stalls available to students will be clearly marked;
- All bathrooms have been updated with hands free faucets and hands free paper towel dispensers;
- Bathrooms will be cleaned 3 times a day by the custodial/maintenance staff;
- Bathroom monitors and electronic pass-monitoring services will be instituted to help track student movement and promote safety;
- The bathroom in the Nurse's office will NOT be accessible for students.

Health/Coronavirus Policy (for caretakers at home):

1. Each morning, students/parents will perform a self-assessment for COVID symptoms including fever, body aches, cough, difficulty breathing, headache, runny nose, nasal congestion, change in taste or smell, and fatigue. If a child has a symptom, they will stay home and the school nurse Kelli Gilbert, gilbertk@gilbertschool.org will be notified.
2. If a child experiences any symptom of COVID, the parent/guardian will contact their physician and have a medical note clearing them to return to school.
3. If a family member of a child or a child has been exposed to anyone with a diagnosed case of COVID, the parent/guardian will keep the child home and contact the school nurse, Kelli Gilbert gilbertk@gilbertschool.org
4. In the event a child experiences any symptom of COVID at school, the parent/guardian will have made arrangements for the child to be picked up at school in an expedient manner. Until the parent comes to get the child, the student will be quarantined in a designated isolation room.

5. In the event a child takes off his/her mask and is sent home, arrangements will be made for the student to walk/be picked up in an expedient manner. Students will NOT be allowed to stay in the building when mask violations have taken place; this is a safety hazard. If this behavior continues, disciplinary action will be taken and an alternative learning plan may be enforced.
6. Parents/guardians will provide children with masks for school. Each child will wear a mask on the bus if that is how they are transported to school. Fabric masks will be washed at home regularly. Any family having difficulty supplying a mask should contact administration.
7. Parents/guardians will have each child's temperature taken at home every morning before school. If a child has a temperature greater than 100.0 F, the parent/guardian will keep the child home and contact their physician and the school.

Technology Usage and Protocols

All students will be provided with a Chromebook for school/home use for distance learning so please adhere to the following:

*The Gilbert School's network usage agreement and Chromebook policy terms as outlined here:

https://docs.google.com/document/d/12PHqh2lliKL9posd_kj5vGn8s51jqwG44jIwOrzsm8/edit?usp=sharing

<https://docs.google.com/document/d/1uXC8ZFewJreCINCqtYvMT-RMpHADOGUyR08QZ13IYLo/edit?usp=sharing>

- All computers will be monitored 24-7 through Go-Guardian to maintain professional usage;
- Students are reminded that devices and email addresses through gilbertschool.org are property of The Gilbert School;
- Whether at home or in the school building, students must follow Gilbert School technology policies.

****Students need to be aware that whether on campus or working remotely at home or anywhere else that they are subject to adherence to The Gilbert School policies, rules, and regulations and may be subject to disciplinary action.****