

ROAD TO REOPENING

Addendum to the Stokes Handbook in Response to COVID-19



Stokes School

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STOKES SCHOOL MISSION STATEMENT

“Building a community of lifelong learners and leaders.”

STOKES SCHOOL VISION

“To build leadership skills that will inspire lifelong leaders to be global thinkers who are accountable to themselves and others.”

INTRODUCTION

As Stokes and schools across the state transition into the 2020-2021 school year, many unknowns remain in the educational world. However, in the midst of uncertainty, Stokes knows that families and communities need schools to be ready to reopen as soon as possible with guidance from local health officials and other experts. This is a moment when each of us – educators, students and their families, and communities – must unite with one another to ensure that students re-enter schools with safety as a top priority so that learning can continue and students can develop the social and emotional connections necessary for their growth.

These past several months have served as a great reminder of the role that schools play in ensuring an equitable education for all students. Schools create conditions that support students with their social/emotional needs, develop lifelong friendships, explore their passions, and channel their energy into productive pursuits and activities. Reopening our school in a manner that is responsive to the needs of families and communities will involve novel challenges with many undetermined factors. Stokes is prepared for any scenario that may arise.

As the world around us changes and evolves, it is imperative that we learn and grow, preparing our students to be successful and resilient regardless of the challenges AND opportunities that lie before them. We understand that there will be circumstances, those like we may never have experienced before, in which grace will be necessary to do what is in the best interest of our students, staff, and community. These circumstances will not be taken lightly, nor dismissed, in our efforts to ensure the enduring culture of high expectations that has been such an important aspect of the success of our students. Our collective commitment toward ensuring the health and well-being of our students is of utmost importance.

As we prepare to open our schools again, we plan to offer our families options to choose from that include face to face and virtual learning options. We look forward to working in collaboration with families and the community as our school begins for the 2020-2021 academic year!

Megan Newman, Principal

CENTER FOR DISEASE CONTROL GUIDANCE

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle or body aches
- Sore throat
- Congestion/runny nose
- Headache
- New loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Face Coverings

Cover your mouth and nose with a cloth face cover or plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they are at school. Cloth face coverings should not be placed on anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

Cover Coughs and Sneezes

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.

COVID Point of Contact-Cases of COVID

- When students are suspected of being sick in class, please call the office so that the correct staff can be notified. Mrs. Newman, Mrs. Bailey, Mrs. Barger, and Mrs. Leneave can all assist with determining if a student needs to move to the isolation room. When on campus, Nurse Kirby can assist as well.
- Positive cases of COVID will be reported to the health department-our school nurse will be assisting with this.

Guidance for Reopening:

[StrongSchoolsNC Public Health Toolkit](#)

[Lighting Our Way Forward](#)

[Infection Control and PPE Guidance](#)

[Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)

MONITORING FOR SYMPTOMS

Schools are required to:

- Enforce that [staff and students stay home](#) if:
 - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
 - They have recently had [close contact](#) with a person with COVID-19, until they meet criteria for return.
- Conduct [symptom screening of any person entering the building](#), including students, teachers, staff, and other visitors. Screening may be provided at the school entrance, prior to arrival at school, or upon boarding school transportation. Example screening tools:
 - Symptom Screening Checklist: Elementary School Students ([English](#) | [Spanish](#)). Designed to be administered to person dropping off a young child.
 - Symptom Screening Checklist: Middle and High School Students or Any Person Entering the Building ([English](#) | [Spanish](#)). Designed to be administered to any person middle-school-aged or older, including students, teachers, staff, families, or visitors.
 - The more narrow set of COVID-19 symptoms listed on the [Screening Flow Chart](#) and as well as the [screening checklists](#) reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.

Schools may choose to utilize a parent/guardian [attestation](#) of a symptom screening (Examples: [English](#) | [Spanish](#)) for their child in lieu of in-person screening for students who are boarding school transportation. However, a student whose parent/guardian submitted an attestation must be screened for symptoms and have temperature checked upon arrival at the school building.

What About Testing? The CDC does not currently recommend that universal testing through virology or serology testing be used to inform admitting students or staff into school. Viral tests can only determine potential infection at a single point in time and may miss cases in the early stages of infection. It is currently unknown whether individuals are protected against reinfection from SARS-CoV-2 following recovery from COVID-19 illness.

- As a required component of symptom screenings, conduct daily [temperature screenings](#) for all people entering the school facility or boarding school transportation (see note on optional parent/guardian attestation).
 - Fever is determined by a measured temperature of 100.4 °F or greater.
 - Individuals waiting to be screened must stand six feet apart from each other. Use tape or other markers on the floor for spacing.
 - The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
 - Use a touchless thermometer if one is available.
 - If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer. Use disposable thermometer covers that are changed between individuals.
 - Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
 - Staff person must wash hands or use hand sanitizer before touching the thermometer.
 - Staff person must wear gloves if available and change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves.
 - Staff person must clean and sanitize the thermometer using manufacturer's instructions between each use.

See Appendix A for Screening Checklist
See Appendix B for Screening Flowchart

SOCIAL DISTANCING AND MINIMIZING EXPOSURE

Schools are required to:

- Provide social distancing floor/seating markings in waiting and reception areas.
- Mark 6 feet of spacing to remind students to stay 6 feet apart in lines and at other times when they may congregate.
- Mark 6 feet of spacing to remind teachers and staff to stay 6 feet apart at times when they may congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Limit nonessential visitors and activities involving external groups or organizations.
- Have teachers and staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Discontinue the use of any self-service food or beverage distribution in the cafeteria (e.g. meals and/or snacks served at school should be individually packaged and served directly to students; milk or juice may be available separately and should also be served directly to students). As always, ensure the safety of children with food allergies.
- Mark 6 feet of spacing to remind school nutrition staff to stay 6 feet apart throughout food distribution.
- Choose physical education activities that limit the use of shared equipment, and any close contact between students during those activities is limited and brief.
- Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.)

Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- Limit the total number of students, teachers, staff and visitors within a school building to the extent necessary to ensure that 6 feet distance can be maintained when people will be stationary (e.g., when seated in classrooms, waiting in lines, in restrooms and locker rooms, in cafeterias, other indoor school settings where people congregate.)
- Ensure at least 6 feet between teachers and staff when they congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- Ensure at least 6 feet social distancing in any outdoor setting when students, teachers, staff and visitors are stationary (e.g., waiting in line for transportation, sitting in a group.)
- Arrange furniture or block off seats, such as desks, chairs, or other seating in classrooms, break rooms, reception areas, and cafeterias, so that students, teachers, staff and visitors are separated from one another by at least 6 feet.
- Provide frequent reminders for students, teachers, staff and visitors to stay at least 6 feet apart from one another.

FACE COVERINGS

Schools are required to:

- Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors, wear face coverings when they are or may be within 6 feet of another person, unless the person (or family member, for a student) states that an exception applies, is eating, or is engaged in strenuous physical activity and able to maintain 6 feet distance from other people. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- Visit [NCDHHS COVID-19 response site](#) for more information about the [face covering guidance](#), including information about exceptions, and to access sign templates that are available in English and Spanish.
- Share guidance and information with teachers, staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings, such as [CDC's guidance on wearing and removing cloth face masks](#) and [CDC's use of cloth face coverings](#).

It is recommended that schools:

- Provide cloth face coverings for staff, other adults, and students. Ask them (and families, if applicable) to properly launder cloth face coverings using hot water and a high heat dryer between uses.
- Provide disposable face coverings for staff, visitors, or students who do not have a cloth face covering when they arrive at school.
- Consider building in time throughout the school day when students, teachers, and staff can take short breaks from wearing cloth face coverings at times and in settings where risk for transmission is lower (e.g. outside, when air circulation is increased by opening windows, and when people are consistently 6 feet apart).



Check out more information on cloth face coverings, including how to order them, in the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#)

PROTECTING VULNERABLE POPULATIONS

Individuals who are considered high-risk for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
 - chronic lung disease or moderate to severe asthma
 - heart disease with complications
 - compromised immune system
 - severe obesity – body mass index of 40 or higher
 - other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

More information on who is at higher risk for severe illness due to COVID-19 is available from the [CDC](#) and [NCDHHS](#).

Schools are required to:

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students and/or their families, teachers, and staff to self-identify as high-risk from COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.

- Implement remote or other learning options for the subset of students whose families decide the student needs to remain at home because the student and/or their family member(s) are at high-risk from COVID-19.

It is recommended that schools:

- Enable teachers and staff who self-identify as high-risk from COVID-19 to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that minimize exposure risk, or to telework if possible.

PRESUMPTIVE OR POSITIVE CASES

Schools are required to:

- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter. Examples of signage such as [Know Your Ws/Stop if You Have Symptoms](#) flyers (English: [Color, Black & White](#); Spanish: [Color, Black & White](#)).
- Educate students, families, teachers, and staff about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to continue isolating.
- Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility.
 - Cloth face coverings should not be placed on:
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
 - Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.
- Require school nurses or delegated school staff who provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Refer to the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#) for more information.
- Implement cleaning and disinfecting procedure following [CDC guidelines](#).



- Notify local health authorities of confirmed COVID-19 cases among children and staff (as required by [NCGS § 130A-136](#)).
 - Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with [local health officials](#) to notify staff and families while maintaining confidentiality in accordance with FERPA, [NCGS § 130A-143](#), and all other state and federal laws.
 - If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- Have a plan for how to transport an ill student or staff member home or to medical care.
 - Adhere to the following process for allowing a student or staff member to return to school.
 - If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
 1. Has it been at least 10 days since the individual first had symptoms?
 2. Has it been at least 3 days since the individual had a fever (without using fever reducing medicine)?
 3. Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?
 - A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - If a student/employee who has been diagnosed by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.
 - If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.
 - Provide remote learning options for students unable to be at school due to illness or exposure.

TRANSPORTATION

Schools and Local Education Agencies are required to:

- Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings when they are or may be within 6 feet of another person on a bus or other transportation vehicle, unless the person (or family member, for a student) states that an exception applies.
- [Clean and disinfect](#) transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- Ensure [safe and correct use](#) and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Follow the symptom screening protocol outlined in the [Monitoring for Symptoms](#) section above for any person entering a school transportation vehicle, which could be using the option of a parent/guardian attestation. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
 - Note: Upon arrival at school, students do not need to be rescreened if screening was followed prior to entry into the vehicle. However, as noted above, if a parent/guardian provided an attestation only, students do need to be screened upon arrival at school.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- Enforce that if an individual becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.
- If a driver becomes sick during the day, they must follow protocols outlined above and must not return to drive students.
- Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
 - Hand sanitizer should only remain on school transportation while the vehicles are in use.
 - Systematically and frequently check and refill hand sanitizers.

Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- No more than one passenger can be seated per school bus seat (considerations for family members to share one seat).
- No more than two passengers can be seated in a contracted vehicle.



Sanitation logs will be turned in by bus drivers to the assistant principal after completing their last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

[See Appendix E](#)

School buses will have a limited number of students

Normal Capacity 72/60/48

Covid-19 Capacity 12 rows/ 2 seats = 24 passengers

Normal Capacity 66/54/44

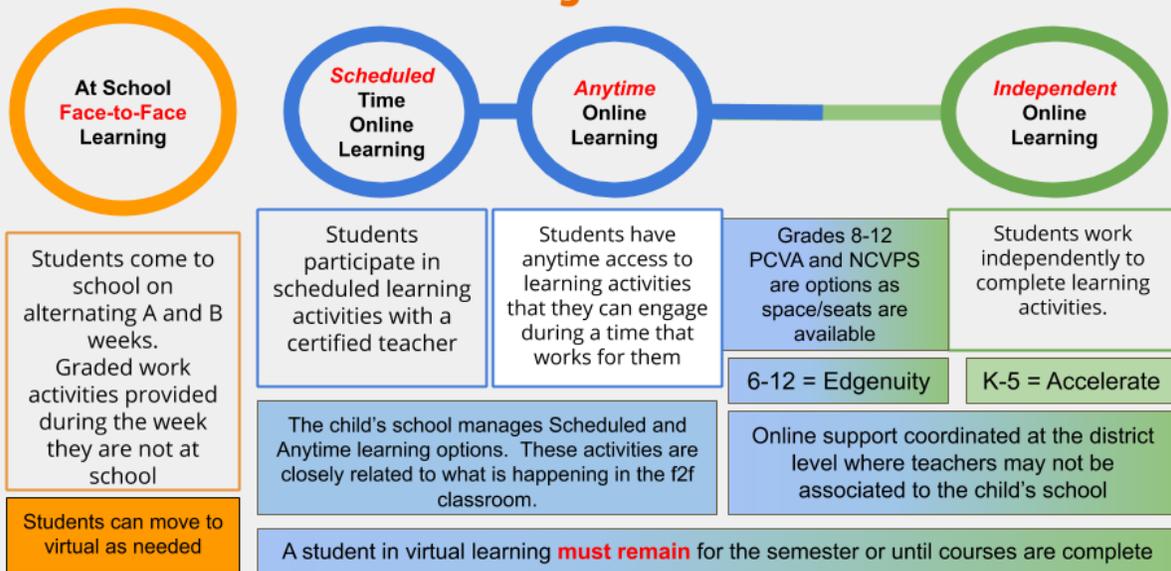
Covid-19 Capacity 11 rows/ 2 seats = 22 passengers

- It is highly suggested for parents to wait with their child at the bus stop.
- Bus drivers will collect attestation forms at the bus stop.
- The driver and monitor will have a list of parent phone numbers in the event that a student attempts to load the bus with no attestation form, and no parent is present.
- If no parent can be reached, students will be brought to school, and parents will be contacted again while the student waits in the isolation room.
- Signs will be posted on several bus windows to indicate Week A/B.
- Students will have assigned seats on the bus that are labeled, for both week A and week B.
- All students will be let out of the bus at the cafeteria doors. Staff will be available to assist with social distancing upon unloading. Temperatures will be taken as students exit the bus.

Attestation Form

Stokes School will use an Attestation Form in conjunction with daily screenings. It is recommended that the Attestation Form be completed by the parent/guardian before arriving at school daily. **See Appendix C**

Educational Programs and Services



Learning Zones A and B Example

Susy Q, is in third grade and has been assigned to Learning Zone A. Learning Zone A, is in their assigned week of Face-to-Face instruction. Susy Q, is in the classroom for five days, the standards and learning targets for the week are on multiplication facts. The teachers has created activities in the classroom centered around learning multiplication facts.

Shania K, is third grade and has been assigned to learning Zone B. Learning Zone B, is in their assigned week of Virtual Learning at home. While Shania K, is at home for five days, the standards and learning goals for the week are on multiplication facts. The teachers has created online activities, centered around learning multiplication facts.

K-5	6-8
7:30-8:00 AM Students enter the building (temp. checks, breakfast)	
90 minutes of ELA	At least 60 minutes of ELA
75 minutes of Math	At least 60 minutes of Math
75 minutes of Sci/SS	At least 60 minutes of Science/SS
Lunch 25 minutes	
Encore 30 minutes daily	
Social Emotional Learning 30 minutes daily	
1:30 PM Staggered Dismissal for Students	
1:30-3:00 PM Planning for teachers, communication with remote students, PLC, etc. SEL=social emotional learning	

Remote Learning

[Pitt County Schools Remote Learning Plan](#)

Beginning the 2020-21 school year Pitt County Schools will utilize the following Learning Management Systems: K-2 (SeeSaw) and grades 3-12 (CANVAS).

Designing Remote Learning

Teachers are to complete the Canvas course “Designing Remote Learning” by **August 14, 2020**. K-2 teachers are responsible for completing SeeSaw PD while 3-8 teachers are responsible for completing Canvas PD. Mrs. Roberts will be your contact for these courses.

- Course enrollment link: <https://pitt.instructure.com/enroll/6PDJ6K>
- Additional Online PD Options ([Optional](#))

Lesson Planning

- [PCS Remote Learning Lesson Guidelines](#)
- Teachers are to use the [Learning Focused Template](#) when planning for instruction.
- Instruction is to be recorded daily for synchronous or asynchronous learning. The lessons are to be uploaded to Canvas or Seesaw daily (by 3PM).
- Explicit simple instructions for each assignment are to be given in both oral and digital text format. Each assignment should include specific instructions for successful completion.

Online work

- Remote instructional time is approx. half of face to face time.
 - ELA: 45 Mins
 - Math: 40 Mins
 - Science/Social Studies/SEL: 40 Mins
- Teachers need to plan for students to be able to participate and complete all their work within that time frame.
 - Independent Practice is to be assigned using student device
- Resources for Digital Learning
 - [PCS Virtual Engagement Strategies - K-2 Document](#)
 - [PCS Virtual Engagement Strategies - 3-12 Support Document](#)
 - Best practice checklist ([Remote learning teaching strategies](#))
 - [Teacher Remote Learning Resources Website](#)
- Students without internet access
 - Will be provided learning packets (or documents uploaded for offline usage on the Chromebook) prepared by teacher for specific learning support
 - Will have regular contact with their teacher ([communication log](#))
 - Will be provided a device to access offline items

Seesaw (K-2)

- Add Admin and IC's to your class
- Teacher's must post in Seesaw:
 - Class Schedule
 - Office Hours
 - Contact information
 - Daily announcement with assignment overview
- Resources that are needed for your class are required to be linked or embedded within the Seesaw assignment.

Canvas (3-8)

- Teachers are to develop a Canvas course for each class they are teaching.
- Add Admin and ICs as a student in your class.
- Make courses inviting and personable.
- Each teacher's Canvas course must include the following:
 - Class Schedule
 - Office Hours (1:30-3:00) (One night a week we can swap)
 - Contact information
 - Daily announcement with assignment overview
 - All assignments due by 11:59 PM
- Teachers are to create a navigation bar that includes:
 - home, announcements, modules, and grades
- Resources that are needed for your class are required to be linked within your Canvas class or embedded within the assignment.

Encore

- Coming soon

Success for all students

- Teachers are to answer emails and return phone calls within 24 hours.

- Teachers are to keep a communication log which indicates contact and receipt of contact by parents. Contact is required of attendance and noncompletion of assignments. See attendance section for more information on when to contact.

Social/Emotional Learning

The outbreak of COVID-19 has created many stressful situations for our students. Our teachers and support staff will be providing lessons that will help students cope and build resilience in order to support the well-being of our community.

How will the social/emotional health of my child be addressed when classroom instruction resumes?

Support staff (Counselors and Social Workers) and teachers will work to do the following:

- Provide support for staff regarding typical childhood reactions to stress and trauma.
- Collaborate with teachers on activities to address student mental health upon return to school.
- Collaborate with community agencies on best practices.
- Provide classroom lessons on school expectations and structure around health safety and social distancing practices to help students re-adjust to a full school schedule.

In addition, teachers will be teaching social/emotional skills throughout their lessons. They will be utilizing a number of social emotional learning programs such as Sanford Harmony.

- Employees and students are encouraged to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

[Staff Wellness](#)

Grading Policy

Waiting for DPI guidance

Attendance

PCS student attendance will be tracked by student progress as evidenced by logging into our learning management systems (Canvas or SeeSaw), submission of assignments by due dates, and individualized participation in face to face or online work settings. In cases where a student is not engaging daily, that student will not be counted present.

Students should log in daily by 11:59 pm. Schools will follow a 2, 4, 6, 8 day protocol when students are not engaging. Ranging from a parent phone call, to a school counselor referral, social worker referral, principal support, etc.

Numbers of Days Missed	Protocol
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2	At 2 days - the teacher will document in school spreadsheet and make parent contact via phone/ClassDojo/Email
4	Teacher will touch base, Principal will follow up and check for issues/concerns/documentation.
6	School Counselor will reach out and offer support/problem solve and contact Social Worker if needed.
8 (or more)	Social Worker will reach out/home visit and discussion for mediation will take place.

Technology

Our district will be moving to 1:1 this year. K-2 students will receive iPads, and 3-12 students will receive black Chromebooks.

- Students will need to return a signed Student Device Agreement Form before receiving their device.

First Week of School (August 17-21)

Device distribution - Students will need to return the student device agreement form prior to taking the device home.

Discuss expectations / procedures this school year for the following:

- Social distancing
- Meals (cafeteria)
- Technology
- Face masks
- Bathrooms
- Cleaning and Hygiene

MEALS

Breakfast

- Breakfast will be served to the students as they enter the school. After the students get their temperature checked, they will grab their breakfast and head to their classrooms.
 - PreK, IDMO, Kindergarten, and first grade students will have their breakfast delivered to their classrooms.

Lunch

- All of the 2nd-8th grade students will go through the cafeteria line in order to get their lunch. They will return to their classrooms to eat. Classes will be spaced out in order to properly social distance. Signs to show the flow of students and proper distancing will also be present.
- PreK, IDMO, Kindergarten, and First Grade students will have their lunch delivered to the classroom.

The following procedures will be used for meal delivery:

- Each meal will be bagged/self contained, except for the milk at breakfast and at lunch the milk and a fruit will be offered outside of the bagged/self contained meal.
- Each meal and any other meal items will be handed from the server directly to the student. No 3rd party.
- All meals have to be accounted for, but keypads will not be used. The cashier will ask each student their name or their meal number.
- Prek will have meals brought to the door by a delivery person, passed out by a server directly to each student, and then a cashier will go to each classroom to account for each meal.
- For kiosk service, Child Nutrition staff will have a delivery person and server to bring meals to that kiosk for set up; The server will serve and the cashier will cashier.
- Students getting their meals from the cafeteria, will enter from the door closest to their classroom and will follow the flow of traffic. Markers will be placed on the floor and/or wall to indicate where students should stand.
- Each hallway will have gray trash cans that are to be used to place trash from breakfast and lunch.

Meals for students - “At home learning”

- Students will pick up Monday, Tuesday, and Wednesday breakfast with Monday and Tuesday lunches when they are exiting at the end of their week at school (Friday). It is not mandatory for a student to take the meals, but they will be offered.
- On Wednesday they are at home there will be a mid-week meal pick up that will have Wednesday lunch, Thursday and Friday breakfast and lunch.

VISITORS

What should I do if I need to come to the school for any reason?

We strongly encourage you to do as much communication and business as you can via email or the phone, without coming to the school. If you need to come into the school for any reason you must have an appointment. You will be asked to stay outside or within the secure corridor. The Front Office phone number is 252-752-6907. Email requests may be sent to any office staff member or administrator.

- Lisa Barger- bargerl@pitt.k12.nc.us
- Andrea Leneave- leneava@pitt.k12.nc.us
- Georgia Olsen-olseng@pitt.k12.nc.us
- Amanda Bailey- baileya2@pitt.k12.nc.us
- Megan Newman- newmanm1@pitt.k12.nc.us

My child takes medication and I’m required to give it to the nurse, how do I bring medicine to school?

Continue to do what you have done in the past and get the documentation completed by your physician. When you have the medicine and the consent form, please arrange a time to meet with the school nurse or Ms. Leneave. Someone will meet you outside the building to get the medication and the form.

How do I pick my student up early from school?

Please ring the buzzer at the door when you arrive at school and let the office know that you need your child to be checked out early.

The school day has started and my child is late. Should I walk him/her into the office?

If you are bringing your child to school after the start of the day you should walk up to the school and ring the buzzer. A staff member will allow you to enter the secure corridor where you will be asked to check them in and complete COVID related questions before they can be allowed in school.

Can I attend school parties or have lunch with my child?

Unfortunately, to limit the number of adults in the building/classroom, we will temporarily discontinue allowing parent volunteers or visitors at school parties. Nor will visitors be allowed to eat lunch with students. Meals will be served in classrooms with limited space. We look forward to returning to our normal procedures once we are through the pandemic.

I have an IEP/504/Other parent meeting; can I come to the building to attend?

- In **Option A**, IEP meeting will be held virtually or by phone with the parent. Staff members may be in person or within the school but following CDC guidelines. This is the option that is highly recommended.
- In **Option B**, IEP meetings may take place in person. This will likely take place in the media center where all members can properly distance themselves from one another. Sanitation will occur before and after the meeting.

In most scenarios, the preference is to conduct virtual meetings whenever possible to ensure the safest environment and least likelihood of disease contraction.

Will my child's class go on field trips or have guest speakers?

Teachers will work to provide rich experiences through virtual trips and online guest speakers to limit potential exposure to COVID-19 during the pandemic.

STAFF REQUIREMENTS

To support the work of our custodial staff and their efforts to disinfect and maintain a safe building for the students and staff, we will have the following guidelines in place for school access after the school day and during weekends.

- We ask that staff leave their classrooms by 4:30 p.m. each day.

PERSONAL WORKSPACE/CLASSROOM

Stokes staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Staff must complete a daily classroom cleaning checklist and turn it in to Mrs. Barger daily (See Appendix F). No rugs, pillows, etc are allowed in the classrooms due to the potential of transmission of viruses.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Stokes has alcohol-based hand sanitizers throughout the school and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Pactolus custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office- Stokes will be monitoring the number of employees in the offices to reduce exposure.

Conference Rooms- The use of the conference rooms must be requested. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings will utilize social distancing when appropriate or will take place via Zoom.

Common Areas (Media Center, Cafeteria, Gym)-These areas should be used in moderation. Signs will indicate the flow of traffic and indicators will be placed on the floor to show appropriate 6 feet distancing.

Copier Room/Work Room-These spaces will be regulated. Refrigerators, microwaves, and copiers will still be operational but time spent in these spaces must be limited. Only one individual is allowed in these spaces at a time. The coffee maker in the office will not be in operation.

Water Fountains- Water fountains will be cut off. Students and staff are encouraged to bring their own water bottles.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

General Recommendations

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use

General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

SIGNAGE

Signage will be placed throughout the school to help with social distancing and traffic flow.



RESTROOM USAGE

Pactolus will establish a maximum capacity for each bathroom that allows for social distancing. That maximum capacity will be posted on the entrance of the bathrooms.

MODIFIED ARRANGEMENTS

Space seating/desks will be placed at least 6 feet apart. The desks will face the same direction, or the students will sit on only one side of the table, spaced apart.

Physical guides, such as tape on floors and signs on walls, will ensure that staff and children remain at least 6 feet apart in lines and at other times.

ARRIVAL AND DISMISSAL

In order to help with distancing our students, the arrival and dismissal of our students has been altered.

- **Arrival**
 - Entrances

- K-2 students will enter the building down by the PreK playground.
 - PreK and 3-5 students will enter the building by the PreK entrance
 - 6-8 students will enter the building through the gym.
 - Buses
 - Students riding the bus will enter through the cafeteria. Temperatures will be checked before entering the building.
 - Car Riders
 - Car riders will enter through the entrance at the front of the school. Temperatures will be checked before parents leave campus.
 - Pre-K students will enter at the Pre-K door. Temperatures will be checked before they may leave campus.
 - Presumptive Cases
 - Any student that displays a symptom will be directed to enter through the front of the school and will enter the isolation room (STEM lab). The staff members will radio to inform if there are siblings that need to be identified as well. Once in the isolation room, staff members will contact the parent/guardian.
- **Dismissal**
 - Buses
 - Students riding the bus home will be walked by a teacher to the bus while maintaining distance.
 - Car Riders
 - Car riders will dismiss from their classrooms. Their names will be called over the intercom as their ride arrives, and they will walk to the front entrance to leave.

STAFF TRAINING

The goal is to provide initial and ongoing COVID-19 education and training for teachers and staff.

- 1. Teacher Workday Training**
 - i. At least 1 hour training during teacher workdays to include education and training
- 2. Pactolus COVID-19 Orientation**
 - i. Align local protocols and procedures with Stokes. Familiarize staff with those expectations
 - ii. Provide [training](#) to staff
 1. Behaviors that reduce the spread of COVID-19
 2. Maintaining Healthy Environments
 3. Maintaining Healthy Operations
- 3. Ongoing Training**
 - i. Allot time throughout the week and month to debrief and provide ongoing staff education
- 4. COVID School Contact Training**
 - i. Provide detail training for the COVID contacts of Stokes at the beginning of the year and throughout
- 5. PPE Donning and Doffing**

- i. Provide training to help staff to know how to properly put on and remove PPE
- 6. Screening Process and Documentation**
 - i. Review screening process and how to accurately document
- 7. Cleaning Protocols**
 - i. Disinfection methods, comprehensive cleaning training

COMMUNICATION METHODS

To stay updated on the most up-to-date information, please visit these areas:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website <https://www.pitt.k12.nc.us/>
3. Visit our school's website: <https://www.pitt.k12.nc.us/stokes>
4. Follow our social media platforms <https://www.facebook.com/StokesSchool92>
5. Phone calls-please make sure you are receiving our weekly phone calls. If you are not please call the school for assistance.
6. SeeSaw K-2; CANVAS 3-8 class websites

FAQs

What kinds of PPE (personal protective equipment) will be available in the school?

- PPE (gloves, masks/shields, gowns) will be provided for staff and employees who work in very close proximity to students to assess them. All staff members and students will have access to 5 cloth face coverings
- A limited number of face shields will be provided to those individuals who are working closely with presumptive/positive cases.
- Touch-free thermometers are available for school use.
- Sanitizers/cleansers, hand soap, and tissues are provided throughout all buildings.
- There will be a designated room for students/staff that exhibit symptoms of COVID-19 that will be disinfected regularly and modified to avoid contamination. That room is located in the main office.
- New hand-sanitizing stations, water dispensers and Plexiglass barriers have been installed.

What happens if a student or staff member tests positive for COVID-19 or was in close contact with someone that has?

As you can imagine, the fall and winter will present some challenges as COVID-19 symptoms may be similar to other cold and flu symptoms. Therefore, the school staff, in collaboration with health officials, will determine if the symptoms meet the criteria for a possible case of COVID-19. In the case that it is determined that the symptoms may be COVID-19 related or if a student or staff tests positive:

- A staff member will determine if symptoms meet the criteria for a concern of COVID-19.
- Students or staff will be separated from other students and adults.
- Parents will be contacted immediately to pick their child up from school. Siblings or others living in the same household and attending a Pitt County School will also be screened.
- Information about testing locations will be provided to the family.
- We may ask the individuals and families not to return to campus until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.

- All staff and students that may have been in contact with an individual that tested positive will be identified and will be assessed. If, at that point, the individual(s) has not shown any signs or symptoms of COVID-19; they may return to campus. Staff members who test positive for COVID-19 will be asked to not return until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.

***Guidance for all cases will come from [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)

Will we be safe at school?

Based on guidance from the CDC, Pitt County Health Department, the North Carolina Department of Health and Human Services, and other medical professionals involved in leading the fight against COVID-19, Stokes has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. Additional safety measures beyond the daily and hourly classroom checklist include:

- Presently, all staff members will be required to wear face masks throughout the school day (must be worn when in a room or space with others). Students will also be asked to wear a cloth mask during the school day. Students are welcome to provide their own appropriate masks. They must meet the requirements set forth by the district and the CDC.
- All students and staff will be checked for body temperature status upon entry to the school each day. If they are in the normal range, they will be allowed to enter the building based on established procedures. If a student or staff member registers a temperature that reaches the CDC defined level of concern (100.4 degrees or higher), they will be directed to a designated holding area away from others. The student or staff member will then be given a second temperature screening with a different thermometer. If the second temperature check is also 100.4 degrees or higher, the student or staff member will not be allowed to stay on campus. In the case of students, a parent will be contacted and asked to come and pick up their child to be taken home. The student should be picked up by a parent as soon as possible. Staff members will be directed to leave campus
- To the extent possible, students will be spaced throughout the classroom to promote social distancing.
- Additional hand-sanitizing stations have been installed to accommodate frequent hand sanitizing.
- There will be no assemblies or large group meetings allowed during the school day.
- Students will remain in their classrooms for the majority of the day.
- Signs will be posted to remind of social distancing and frequent handwashing.

On the first day of school and throughout the first two weeks, these new safety procedures will be taught and practiced in all of our classrooms. Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for our students. We appreciate your assistance.

Will our students be safe at breakfast and lunch?

Students will not eat in the cafeteria since maintaining social distancing and ensuring the wearing of a mask is difficult, ultimately increasing the risk of students and staff exposure. As an alternative,

breakfasts and lunches will be served to students who are on campus and delivered to classrooms. Child nutrition employees will continue to be intentional with their selection of food and communication with teachers to ensure students with food allergies are not exposed to foods to which they are allergic. Please ensure that you are following any guidelines set forth by the school and classroom teacher as they relate to student allergies. Child nutrition employees will also limit that handling of food and exposure to students.

I do not feel comfortable sending my child to school, what are my options?

If you do not feel comfortable sending your child back to school this fall, there will be a 100% Virtual option offered. The goal is to partner with families to develop the best possible instructional delivery plan for students during this pandemic period.

How will my child learn some of the important standards that may have been difficult to learn through virtual education last spring?

Teachers will be collaborating to determine which standards that were taught in the spring of 2020 that are crucial to student success at the next grade or course level and develop plans to ensure mastery and understanding during the first few weeks of school, re-teaching and reinforcing these standards when necessary for student learning progression. Pitt County Schools has purchased a new Learning Management System (LMS) called Seesaw for K-2 students in order to improve the quality of the on-line learning experience and will use Canvas for 3-8 students. It is important to distinguish between online school and the emergency virtual learning that families experienced last spring. Our 100% Virtual Option will reflect rigor, time commitment and format of traditional online courses. Students will experience a greater level of engagement with in-depth material and instruction more reflective of a traditional in-person model. These programs will not feel similar to the flexible schedules and limited scope associated with the emergency lessons our teachers were asked to provide students last spring during state-mandated school closures. All staff will be trained in the use of the Seesaw and Canvas. We will also provide training for families on how to access these online resources as well.

SYMPTOM SCREENING CHECKLIST: Elementary School Students

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or school transportation vehicle. If no person accompanying the child during drop-off, use your best judgment if the child can respond on their own.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

2. Do any of the children you are dropping off have any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a child has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?

- Yes | If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.
- No

Returning to School

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

A child can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

SYMPTOM SCREENING CHECKLIST:

Middle and High School Students or Any Person Entering the Building

The person conducting screenings should maintain a six-foot distance while asking questions. Ask each person entering the building the following questions prior to entering the facility or school transportation vehicle.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- No > The person can be at school if they are not experiencing symptoms.

2. Since you were last at school, have you had any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

3. Since you were last at school, have you been diagnosed with COVID-19?

- Yes
 - No
- If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

Returning to School

A person can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a person has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

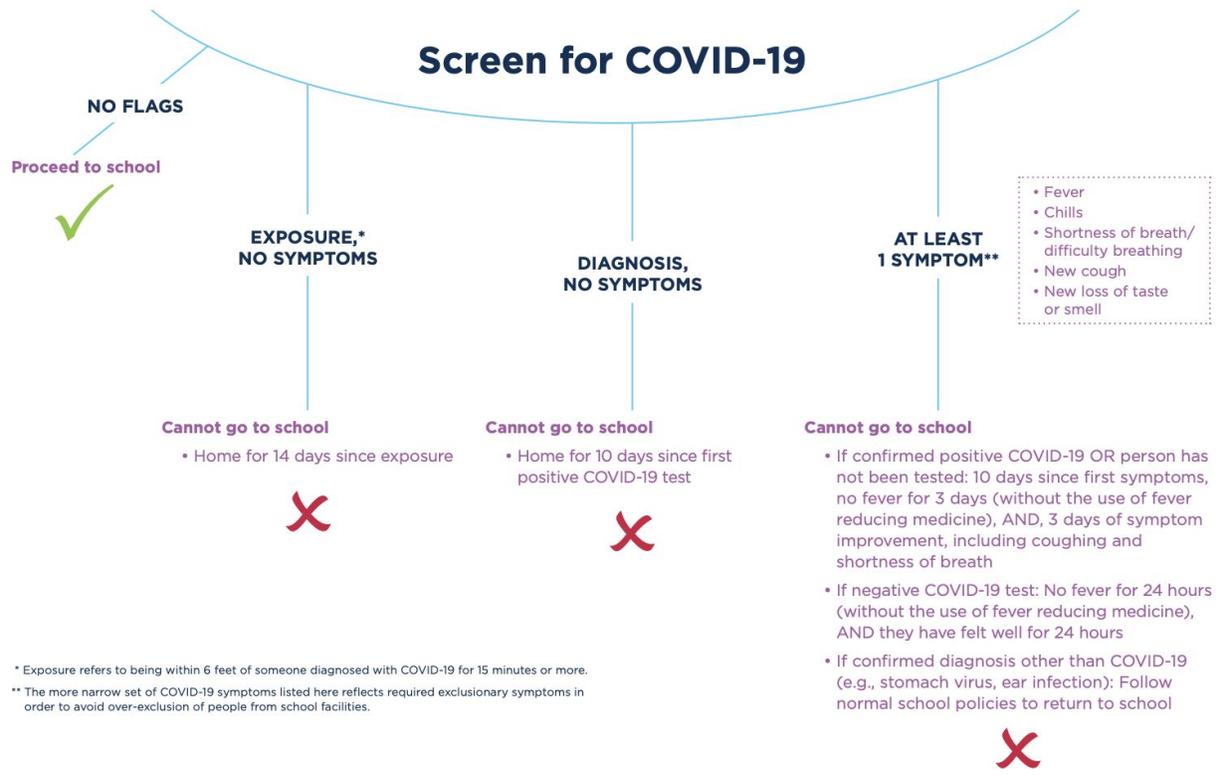
A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Appendix B

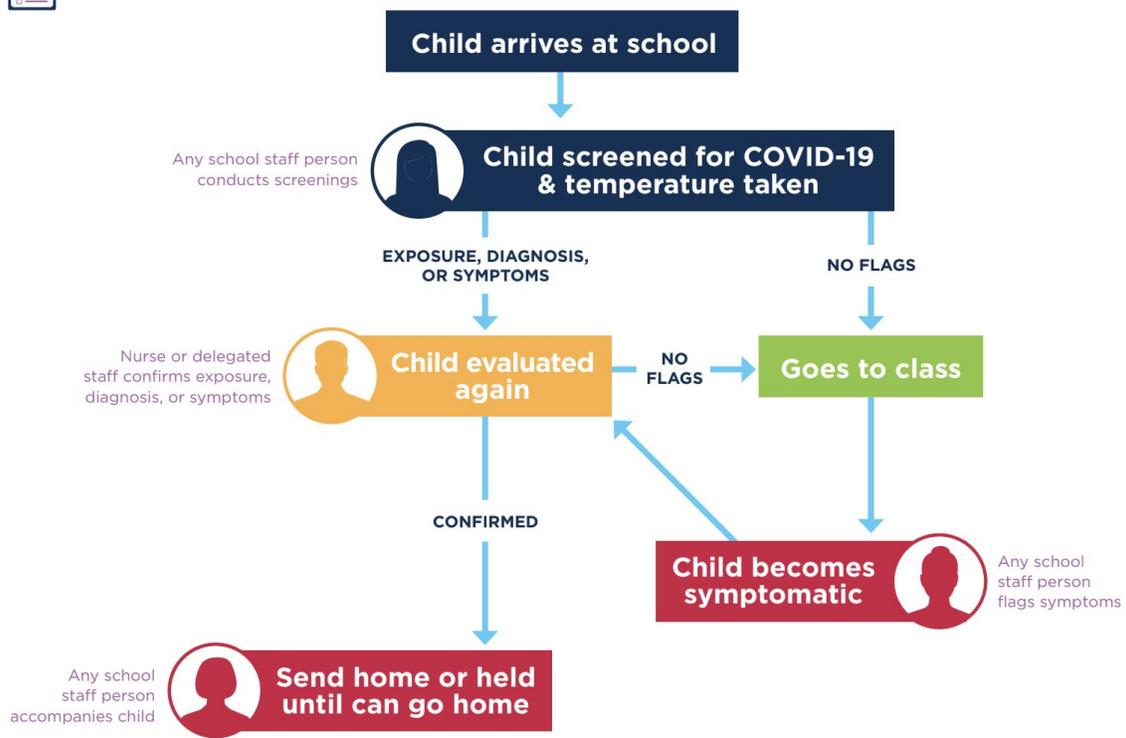


Screening Flow Chart

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)



Staff Roles Flow Chart



K-12 SCHOOLS SYMPTOM SCREENING: Parent/Guardian Attestation

Child's First Name: _____ Child's Last Name: _____

Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____

1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

2. Does your child have any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a child has any of these symptoms, they should stay home, stay away from other people, and you should call the child's health care provider.

3. Since they were last at school, has your child been diagnosed with COVID-19?

- Yes | If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.
- No

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

I attest that the following information is true to the best of my knowledge as of:

_____/_____/_____, ____:____ AM PM Signature: _____
MONTH DAY YEAR TIME CIRCLE ONE

PACTOLUS TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST				
Driver Name: _____				
WEEK OF: _____				
	TASK		NOTES, if needed	DATE
	YES	NO		
Is there hand sanitizer?				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Aisle				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Stairs				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Rails/Windows				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Seats & Seat Belts				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER RESPONSIBLE				
SIGNATURE: _____				

Sanitation logs will be turned in to Ms. Mabery after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are to wear masks at all times.

STOKES DAILY CLASSROOM CLEANING

Beginning of Day

- Ensure that that classroom is arranged according to social distancing practices
 - Ensure that surfaces are visibly clean, if not, take time to use the provided cleaner/disinfectant to clean the surface
 - Check the hand sanitizer supplies ensure you have adequate supplies
 - Ensure that students maintain social distancing when arriving to classroom and getting to their workstation
 - Ensure that students keep their personal items in their personal workspace.
-

Lunch

- Allow students to sanitize their hands and workstations **before** the lunch period begins.
 - Monitor students during the lunch period to ensure that they maintain social distancing.
 - Allow students time to sanitize their hands and workstations **after** the lunch period ends.
-

End of Day

- Ensure that students maintain social distancing while departing the classroom.
 - Check the hand sanitizing supplies in the classroom and ensure that you have adequate supplies.
 - Ensure that that classroom is arranged according to social distancing practices for the following day.
 - Read and complete the End of Day Checklist at the bottom of this document.
-

End of Day Checklist

- Desks/Chairs
- Door Handles
- Light Switches
- Shared Objects
- Hand Sanitizing Stations

Name: _____ Date: _____

Classroom Number: _____

