

RSU 73 Returning to School
 Training and Information for Parents and Students

Needed Content	Training
General Health and Safety	
What will school be like? What is COVID 19?	Coronavirus and school How to protect Coronavirus and school yourself against COVID-19
Hand hygiene procedures	Handwashing For Kids 101 PK-5 6-12 HANDWASHING 6-12
Mask Wearing Procedures and protocols	For Kids — Wearing Masks PK-5 How to wear a fabric mask safely 6-12
How to clean a mask.	How to wear a fabric mask safely 6-12 CDC Recommendations for Cleaning Your Face Covering
Daily Symptom Screening Protocol	Student At Home Health Screening Tool.docx
What to do if you feel sick (before and at school) protocol	Students/parents will complete the “At Home Health Screening Tool for Students”: Student At Home Health Screening Tool.docx Sick while at school: https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Feels%20or%20Appears%20Unwell%20Flowchart_4.pdf MAAP algorithm for returning to school after illness with no known exposure to COVID 19: https://mail.google.com/mail/u/0/#search/Emily.Poland%40maine.gov?projector=1 Maine DOE Returning to School During Pandemic https://www.maineaap.org/assets/about/Return-to-School_v2_8-14-2020.pdf#asset:6925:url
Social Distancing Protocols	Students must keep a distance of 3 feet between each other at all times in every area of the school. When eating, students must keep 6 feet between each other.

	<p>Adults in the building must keep 6 feet distance between each other and between them and any students.</p>
<p>COVID Isolation Room Protocol</p>	<p>Sick while at school: https://www.maine.gov/doi/sites/maine.gov/doi/files/inline-files/Child%20Feels%20or%20Appears%20Unwell%20Flowchart_4.pdf</p> <p>Procedure for sending students to the Nursing Office & isolation room: https://docs.google.com/document/d/1Dve7TysXCyFu0xBZzq2FVwRAXNbAB906SuqNfvqipDs/edit</p>
<p>Bus loading, riding, and unloading protocols</p>	<p>Loading: Students will use the hand sanitizer getting on and getting off the bus. The bus driver will direct the students onto the bus one at a time. Students will sit one person to a seat unless in the same family and directed to sit together by the driver. It is very important for students to sit quietly in their seats and face forward to be as safe as possible.</p> <p>Unloading: Students will be directed off the bus 1 at a time and will proceed to their entrance at their school.</p> <p>PS: Students will enter off the bus through the front doors of the building. Parent drop-off students will enter through the lobby door.</p> <p>ES: Students riding the bus will enter the school through the front doors. Students arriving by car will be dropped off by back doors. Parents will remain in vehicles.</p> <p>MS: Students leaving the bus will proceed to the following entrances. Grade 6 will enter at the gym doors. Grade 7 will enter at the center lobby doors. Grade 8 will enter at the science wing doors.</p>
<p>Water bottle use protocol</p>	<p>Water fountains will be turned off. Students K-8 will be provided with a water bottle from the school. 9-12 students will need to bring a water bottle. Students will use classroom faucets and/or water bottle filling stations for water at the discretion of their teacher.</p>
<p>School visitor/entrance protocol (vendors, contractors, etc.)</p>	<p>All must wear masks. If not feeling well, any visitor should not enter.</p> <p>PS: Visitors must wait in the lobby until they are</p>

	<p>allowed to enter. Parents are required to make an appointment with staff members before entering the building.</p> <p>ES: Visitors must communicate with the office through the intercom. Parents are not allowed past the office unless they have a scheduled meeting.</p> <p>MS (Visitors/Vendors/Contractors): These people must wait in the outer lobby until they are allowed in by the secretary to enter. Once in, the vendor must answer the screening questions posted. If there is no concern, the vendor will continue with his/her duties.</p>
Building Specific Training	
Building specific hallway passage protocols	<p>PS: Students will be trained how to keep social distance when in line. Student traffic in hallways will be discouraged by staff, and only for passage for the communal bathrooms. Intervention/Sped staff will pick-up and drop-off students.</p> <p>ES: Students will be trained on new and acceptable hallway procedures. Student traffic in hallways will be scheduled for bathroom use. If a student needs to leave the classroom they will have to sign in/out with their classroom teacher.</p> <p>MS: All will stay in lines 3ft to 6ft apart depending if a student is in line or staff, and all will keep to the right of the hall. Communities will discuss how to use “keeping right” to move from class to class.</p> <p>HS:</p>
Parent Drop off Pick up protocol	<p>PS: Parents will drive up to the lobby via the roundabout and let their student out of the vehicle when it is safe to do so. For pick-up, parents will wait along the sidewalk with social distancing. Students will be called down from classrooms and escorted out the lobby doors by a staff member.</p> <p>ES: Two busses will be called at a time and all students will exit through the front doors. Parent pick-up will be by the back doors near the library exit. Students will wait in the library- distanced. Parents will remain in their vehicles and a trained staff member will be signing out students and taking</p>

	<p>note of who is picking them up.</p> <p>MS: Parents will need to follow the signage for drop off and pick up. The area for this will be at the Community Building gym area.</p> <p>The video shows where and how to do this.</p> <p>Parents must keep their child in the car with them until 7:30 am. Their child should enter the school by the door designated to his/her grade level.</p> <p>Parents can also park at the gym area for pick up while waiting. On dismissal children will travel the sidewalk to get to their parent's car.</p>
Bathroom protocol	<p>PS: Pre-K and Kindergarten bathrooms are within the room (minus 2 kindergarten rooms). Communal bathrooms in the downstairs and upstairs will allow no more than 2 students per bathroom at a time. At recess, students will enter the exterior door between Mrs. Lambert's and the music room. The duty teacher will keep a log of bathroom usage by students for contact tracing. This is the ONLY bathroom that is communal building-wide.</p> <p>ES: For classrooms with bathrooms, students will only use their class bathroom. A bathroom schedule has been created for classes that do not have personal bathrooms so that the communal bathrooms are not used at the same time. The hallway bathroom down by Life Skills will only be used for Title 1, life skills, and behavior room students only.</p> <p>MS: There should be no more than 2 students per bathroom at any time. If a student sees that there are already 2 students in the bathroom, he/she will return to the door of their room and wait until someone leaves. There will be signage which states that only 2 people should use the bathroom at any one time. It is extremely important for all students to wash hands thoroughly after using the bathroom.</p> <p>HS: There should be no more than 2 students per bathroom at any time. If a student sees that there are already 2 students in the bathroom, he/she will return to the door of their room and wait until someone leaves. There will be signage which states that only 2 people should use the bathroom at any one time. It is extremely important for all students to wash hands thoroughly after using the bathroom.</p>

<p>Breakfast/lunch protocols</p>	<p>PS: Students will come directly through the front/lobby doors and breakfast will be handed to them by a staff member. Teachers will mark off who has had breakfast each day. Students will eat in the classroom at designated spots that have 6ft of distance. Eating surfaces will be cleaned after students eat. Lunch will be delivered via cart to the classroom and the same protocols will be followed for eating and clean-up.</p> <p>ES: Students will receive a bagged breakfast at the intersection. Classroom teachers will mark off who got breakfast. Students will sit 6ft apart while they eat breakfast. Teachers will roll large trash cans from hallway to their doors so students can dump.</p> <p>MS: Breakfast will be provided by carts to rooms during Phoenix time each day. A roster of who takes breakfast each day will be marked and given to the cafeteria worker providing the breakfast. Teachers will make sure 6ft distances are maintained as students eat. The eating space will be cleaned when students finish.</p>
<p>Classroom arrangements (seating, shared items, new rules.)</p>	<p>PS: Classrooms will be set-up for students to keep 3ft distances. Students will have individual supplies.</p> <p>ES: Classrooms are set up so students are no less than 3ft apart. Classrooms will minimize shared items and sanitize after use if shared items are needed. Students are encouraged to have individual items.</p> <p>MS: Classrooms will maintain 3 feet distances for students. Classrooms will minimize sharing of common items in the class and will make sure that items are cleaned between cohorts.</p> <p>HS: Classrooms will maintain 3 feet distances for students. Classrooms will minimize sharing of common items in the class and will make sure that items are cleaned between cohorts.</p>
<p>How to clean desks, items, etc.</p>	<p>PS: Custodial staff will clean rooms and use protocols which they will follow in accordance with CDC and DOE requirements.</p> <p>ES: Custodial staff will clean rooms and use protocols which they will follow in accordance with CDC and DOE requirements. Students in each cohort will make sure any personal items of theirs are stored so that the other cohort has a clean desk</p>

	<p>free of any materials. No students will leave their personal items in shared desks or spaces.</p> <p>MS: Items that are to be used between cohorts should be cleaned or sprayed with a disinfectant. Custodial staff will clean rooms and use protocols which they will follow in accordance with CDC and DOE requirements.</p> <p>HS: Items that are to be used between cohorts should be cleaned or sprayed with a disinfectant. Custodial staff will clean rooms and use protocols which they will follow in accordance with CDC and DOE requirements.</p>
<p>Procedure for Sending Students to the Nursing Office</p>	<p>https://docs.google.com/document/d/1Dve7TysXCyFu0xBZzq2FVwRAXNbAB906SuqNfvqipDs/edit</p>
<p>Training for parents on rules for entering the school.</p>	<p>All must wear masks. If not feeling well, any visitor should not enter.</p> <p>ES: All visitors will communicate with the office through the intercom.</p> <p>PS, ES, MS, HS: (picking up a child during the school day): If a parent is picking up their child in the day, they will call the school first. Once at school the parent should enter the outer lobby, wait, and make visual contact with the secretary before the child is allowed to join them in the outer lobby.</p> <p>PS, ES, MS, HS:(parent visit to school): Parents should schedule an appointment to come into school. In the outer lobby, the parent should go through the screening questions before being buzzed. Once in, the parent should wait by the main office door for someone to assist them.</p>
<p>Training for Parents and Students on learning how to use Google Classroom.</p>	<p>Overview of several Google features: Primer/FAQ on Tech</p> <p>Any School: How to use Google Classroom Video: Google Classroom for Students & Parents (Google Classroom Tutorial 2020)</p> <p>Any School: How to receive summaries of your child’s work on Google Classroom (this lets you check what they are doing): Video:https://www.youtube.com/watch?v=y-XPMUeobvY</p> <p>Step by step sheet: Get Classroom email summaries</p>

	<p>(for guardians) - Classroom Help How Google Meets works so that your child can meet live with his/her teacher: https://www.youtube.com/watch?v=rg3YC0P80LM HS: https://sites.google.com/rsu73.com/smhs-hybrid/students</p>
<p>Training on how students add a picture to Google Classroom</p>	<p>Overview of several Google features: Primer/FAQ on Tech Any School:(Student video on how to add a picture to Google Classroom): https://www.youtube.com/watch?v=xjrJvMiTRgw</p>
<p>Training on how to set up and use the Remind App</p>	<p>Any School: Parent help with joining Remind https://help.remind.com/hc/en-us/articles/203179887-Join-a-class</p>
<p>Information on how to use Power School</p>	<p>Go to the school website and find the PS Parent Portal Guide in green at the top of the page. You will need to check with the school your child attends to get your username and password for this.</p>