

# COVID-19 DKES Student/Parent Guidelines (Handbook Insert)

## Screener:

- All staff will be screened daily using the Barry-Eaton Health Department  [Screener](#).
- [Process for COVID-19 Case at School](#).
- All students will be screened by parent each evening using a google form. Parents will report symptoms such as a fever, cough, diarrhea, vomiting or sore throat to the office secretaries when reporting an absence.

## Student Illness:

- Students that are sick will be sent to the elementary office.
- Secretaries will follow normal procedures for sick students, take temperature & assess symptoms.
- If a student has a temperature, excessive cough, diarrhea, or vomiting parents will be notified to pick up immediately.
- Student will be quarantined away from other students until parents arrive.
- Please follow up with your primary physician as needed if symptoms worsen.

## Positive COVID-19 Case:

- If a student or staff tests positive with COVID-19 we will start contact tracing with support from the Barry-Eaton Health Department.
- Any other students or staff that have been considered in close contact would be quarantined for 14 days and switch to e-learning as long as the teacher and or students are asymptomatic.

## Masks:

- Students will wear a mask that covers their mouth and nose, touching both and not hanging away from their face.
- Students will wear a mask when entering the building, while in the hallways & classroom.
- Students will be issued two masks from the school.
- Students will wear a mask from home on the first day of school.
- Students will be allowed to wear their own mask versus the school mask at any time.
- A disposable mask may not be worn for more than one day.
- Masks lanyards are available upon request and must stay at school each day.
- Cloth masks need to be washed daily.

## Classroom:

- Students will need to bring their own supplies such as crayons, pencils, scissors, coloring pencils, erasers, & glue sticks.
- Students will not share any school supplies.
- Students will be in pods of 2-3 and will be socially distanced from another pod.
- Personal water bottles are encouraged. Filling stations will be installed at current drinking fountains.
- Drinking fountains in the classroom will be disabled.

## Sanitization:

- Students will practice scheduled proper hand washing several times a day for at least 20 seconds.
- Students will assist in sanitation as much as possible within their own space with teacher guidance.
- Students will utilize sanitizer stations often throughout the school building and in classrooms.
- The classrooms will be disinfected daily, while students are at recess and each evening.

## Food:

- All meals will be delivered to the classrooms in the morning and at lunch time.
- Breakfast and lunch will be pre-ordered the day before.
- Breakfast and lunch for all students is free.
- Students will not share any food with other students.
- All classroom snacks & birthday treats must be store bought, in original packaging, & individually wrapped if possible.

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## Recess:

- Students will have one 20 minute recess daily.
- Students will NOT need to wear a mask on the playground.

## Technology:

- Students in grades 1-4 will be allowed to take their electronic device home nightly.
- Parents must fill out a usage form and pay the insurance fee of \$25.00 before they can take their device home.
- The device will need to be charged nightly, classroom charging stations will not be utilized during the day.

## Transportation:

- All students will wear a mask while on the bus.
- No bus passes, to ride an alternate bus, will be allowed this year.
- Students will have assigned seats.
- Students will use hand sanitizer upon entering the bus.
- Drop offs will be staggered to avoid large groups.

## Drop Off/Pick Up

- Preschool & GSRP will drop off and pick up in front of the elementary building. (Drop off 7:50AM & pick up is at 3:00PM).
- K-4 students will use the back parking lot drive thru between the Middle School and Elementary as a morning drop off starting at 7:40AM. [Diagram of drop off and pick up area](#)
- K-4 Parents will use the drop off lane for pick up as well using both lanes, starting at 2:45PM. Parents will remain in their vehicles & their child will be hand delivered to their vehicles.

## Specials Teachers (ART, P.E. STEM and MUSIC)

- Specials teachers will push into your classroom during your special time. P.E., and STEM may utilize large outdoor or indoor spaces when possible, weather permitting.

## SPED, OT, PT, Speech, Title I

- Special education teachers will push in when possible and pull out as needed to meet IEP goals.
- All IEP (Individual Education Plan) & CST (Child Study Team) meetings will be conducted virtually.
- Title I Reading Support will be push in only. (WIN Time)

## Visitors:

- No visitors will be allowed beyond the office at any time.
- All office visitors will need to wear their mask when entering the office area and social distance from other visitors.
- Celebrations & Assemblies will be held virtually.
- No parents will be allowed to attend Holiday celebrations while we are in Phase 4 of the MI Safe Return to School Recommendations.
- Parents may schedule an in-person or virtual meeting with a teacher or principal through the office secretaries.

## Field Trips:

- No field trips will be planned while we are in phase 4.

## After School Activities:

- There may be additional screening of students who attend after school programs such as God Squad, Truth Explorers & Daycare.

## Counseling:

- Counseling staff will be available to assist with Social Emotional needs of students attending in-person or online with virtual meetings upon request.