



# Milford Elementary Safety Measures Plan 2021-22 School Year

(August 11, 2021)

**Reminder that the first step in the screening process starts at home. Students with a temperature of 100 degrees or higher must stay home. No temperature checks will happen at the front door as the students enter in the mornings.**

**Please make sure that your contact information with the district is updated through Skyward! Important notifications will be sent through our system, so please help us ensure that you are receiving our messaging!!**

TOPIC	PROCEDURES
Arrival	<ul style="list-style-type: none"><li>• All staff and students, as mandated by the Board of Education, will wear masks while in the building.</li><li>• All students will enter the building through the front door of the school.</li><li>• Upon entering the school, staff and students will use hand sanitizer.</li><li>• Students may enter the building at 7:30 am and proceed to the multipurpose room for breakfast and then join their classmates at their assigned grade level spot.</li></ul>
Assemblies	<ul style="list-style-type: none"><li>• School assemblies will occur this year and masks will be required by all staff and students.</li></ul>
Buses	<ul style="list-style-type: none"><li>• Students will load the bus from the back to front.</li><li>• Students and staff will wear face masks while on buses.</li><li>• Windows will be open when possible.</li><li>• Students will exit bus front to back.</li></ul>
Breakfast	<ul style="list-style-type: none"><li>• Breakfast will begin at 7:30 am in the multipurpose room.</li><li>• Students will get their breakfast and eat in the multipurpose room prior to joining their classmates at their assigned grade level spot.</li><li>• Hand sanitizer will be used prior to and after eating breakfast and depositing trash into trash can.</li><li>• Students will face the same direction while eating.</li><li>• Masks will only be removed while eating and social distancing will be in place while eating.</li></ul>

Building Use	<ul style="list-style-type: none"> <li>• Parents will be welcome to come into the office.</li> <li>• Parent involvement activities will resume this school year.</li> <li>• All visitors will be required to wear a mask while in the building during all school functions.</li> <li>• To not interrupt instruction, parents will not be able to go to the classrooms during the school day. Please make an appointment with the teachers if you need to speak with them during the school day.</li> </ul>
Classroom Environment	<ul style="list-style-type: none"> <li>• Students and staff will wear masks while in the classroom and social distance.</li> <li>• Staff will sanitize/clean as many areas throughout the day as possible.</li> <li>• Our custodian will clean the classrooms at least one time during the day, in addition to normal cleaning.</li> <li>• Students and staff will sanitize when entering and exiting the classroom.</li> <li>• Seating charts will be created and maintained to assist with contact tracing if necessary.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• The district will supply each classroom with cleaning supplies that will be safe to be used in the classrooms.</li> <li>• Students and staff will wipe down materials throughout the day.</li> <li>• Our custodian will continually clean high touch surfaces throughout the building all day.</li> <li>• Special cleaning methods that will mitigate all germs will be performed once per week.</li> <li>• HVAC system will be equipped with a system that will make it possible to purge all air from the building if necessary. This will happen once per day.</li> <li>• Cleaning will be completed with microfiber cloths that will be used for cleaning as they are more effective in collecting and capturing surface contaminants.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• All parent communication will be through Skyward (email) or BlackBoard Connect (text).</li> <li>• Please make certain that you have the correct email listed in Skyward and that your cell phone is listed as the primary phone number.</li> <li>• There will be a Parent Notification System for positive COVID cases at schools. Close and indirect contacts of positive cases will be notified by the school nurse.</li> <li>• If a student is deemed a close contact, there will be a process that will allow them to “test to stay”. If a student tests negative each day that quarantine would otherwise be required, they will be allowed to stay at school. If you prefer that your student not be tested for COVID, they can still do the quarantine instead. Our school nurse has been trained to administer the COVID tests.</li> </ul>
Computers	<ul style="list-style-type: none"> <li>• Students have been issued new computers this year. Due to the high cost of computer repair, each student will receive only one free repair.</li> </ul>

	<ul style="list-style-type: none"> <li>• Due to these new guidelines, students will only take computers home in the evenings when there is a classroom need. Please check with your child's teacher on specific grade level guidelines.</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>• Dismissal will be at 3:15 pm.</li> <li>• All students will exit the building using the east door and proceed to their grade level line.</li> <li>• After exiting the building, students and staff may remove their masks.</li> <li>• Bus students report to the gym and sit on assigned spots. Bus students will keep masks on while in the gym and during the ride home.</li> <li>• Students being picked up by parents will be released by teachers and staff from the playground.</li> <li>• Students walking will be led across the street after bus is loaded and other students have been picked up.</li> </ul>
Face Coverings	<ul style="list-style-type: none"> <li>• Face masks will be required for students and staff while in the school building unless eating or drinking or participating in physical education class.</li> <li>• This district mandate will be reviewed at the end of the first quarter.</li> <li>• The school will have extra masks in case a student's mask gets dirty or lost.</li> <li>• Face coverings must cover the nose and mouth.</li> </ul>
Library	<ul style="list-style-type: none"> <li>• The library will be used for library lessons and checkout.</li> <li>• Students and staff will wear masks during library lessons and checkout.</li> <li>• The library will be sanitized between classes.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Students will only remove masks when eating lunch.</li> <li>• Students will sit 6 feet apart facing the same direction.</li> <li>• Students will be able to bring their own lunch or eat a prepackaged school lunch.</li> <li>• Students will wash/ sanitize before entering the lunchroom and when exiting to recess.</li> </ul>
Nurse	<ul style="list-style-type: none"> <li>• Students will not be sent to the nurse unless sick, major injury or taking medications/inhalers.</li> <li>• We will have a different space for students that are sick, so that they can be quarantined and distanced from each other.</li> <li>• Classroom teachers will have first-aid kits and ice packs in the classrooms.</li> <li>• Please do not hesitate to contact our nurse with questions.</li> </ul>

Parents/Guardians and Visitors in Building	<ul style="list-style-type: none"> <li>• Parents will be welcome to come into the office. Masks will be required.</li> <li>• To not interrupt instruction, parents will not be able to go to the classrooms during the school day. Please make an appointment with the teachers if you need to speak with them during the school day.</li> <li>• All communication that can be done without in-person contact within the building will be conducted this way. Virtual meetings will occur as much as possible and upon request.</li> <li>• Staff will all be available to parents through phone calls, emails and Zoom meetings.</li> <li>• Parents will not be able to volunteer in the building at this time. This will be reevaluated at the end of the quarter.</li> <li>• Family members will not be able to eat lunch with students in the building. We all look forward to allowing this again soon!!</li> </ul>
Parent Meetings (SPED/SIT)	<ul style="list-style-type: none"> <li>• Students will receive all IEP services.</li> <li>• As IEP or SIT meetings are needed, in-person meetings at the building will be an option as well as Zoom meetings.</li> </ul>
Physical Education/ Music	<ul style="list-style-type: none"> <li>• Students will not wear masks in PE while exercising.</li> <li>• Masks will be required during Music classes.</li> <li>• Materials will be sanitized between classes.</li> <li>• Weather permitting, PE class is encouraged to be held outside.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>• Students and staff will not be required to wear masks during outdoor recess unless this is your preference as a parent.</li> <li>• During inclement weather days, students and staff will be required to wear masks during indoor recess.</li> <li>• Equipment will be sanitized throughout the day.</li> <li>• Students will sanitize when they return from recess.</li> </ul>
Remote Learning	<ul style="list-style-type: none"> <li>• Remote learning will not be a possibility this year.</li> <li>• If your student is quarantined, work will be sent home or uploaded to their Schoology page for completion.</li> <li>• State guidance does not allow staff to remote in with your child during the school day this year. Zoom classes will not be allowed to occur.</li> </ul>
Safety Drills	<ul style="list-style-type: none"> <li>• Fire drills will continue to take place as normal</li> </ul>

	<ul style="list-style-type: none"> <li>• Tornado drills may take place on grade level at a time so as not to crowd all of the students in the basement at once.</li> <li>• ALICE drills will resume this year.</li> <li>• During inside drills, students and staff will wear masks.</li> <li>• If drills require exiting the building, at this time students and staff may remove masks.</li> </ul>
Snacks	<ul style="list-style-type: none"> <li>• Students will not share snacks.</li> <li>• Snack time should not last any longer than 10 minutes.</li> <li>• Sanitizing will be done before and after snack time.</li> </ul>
Student Supplies	<ul style="list-style-type: none"> <li>• Teachers will collect supplies and distribute as needed.</li> </ul>
Water	<ul style="list-style-type: none"> <li>• Students will be asked to bring a filled water bottle daily.</li> <li>• Students will utilize water bottle filling station.</li> <li>• Water fountains will not be used because of safety and have been shut off.</li> <li>• Water bottles should be cleaned at home daily.</li> </ul>

**All COVID mitigation guidelines will be reevaluated at the end of the quarter by the school board and district leaders.**

**Thank you for your patience as we continue to help protect your child's health and safety!**