

Northeast Scranton Intermediate School

Building Covid Plan

1. Students Entering/Exiting the Building

a. AM Procedures

- i. All staff must be in their assigned station promptly at 8:45 AM
- ii. Homeroom teachers will station themselves at the classroom door and direct students to report to their homeroom.
- iii. Staff members not assigned to a homeroom will be assigned to supervise the busses and stairwells.
 1. Staff members supervising the busses will communicate with each other to ensure that the busses are releasing the students in a staggered manner.
 2. All staff members will direct students to remain social distant in the bus area and the stairwells

b. PM Procedures

- i. Dismissal will be staggered to reduce the number of students in the hallways and stairwells at any one time.
 1. All dismissals will be conducted by announcement. Approximate times of dismissal are as follows:
 - a. Grade 6: 2:15 PM

b. Grade 7: 2:20 PM

c. Grade 8: 2:25 PM

- ii. Teachers will escort their classes to the busses and remain outside to direct the walkers to maintain social distancing while they are leaving the property.
- iii. Teachers with a period 9 plan will be given supervision assignments to begin at 2:25 PM

2. Lunch Procedures

- a. Students will be assigned lunch tables based on their cohorts in order to limit interaction outside of the cohort.
- b. All attempts will be made to ensure 6ft of social distancing between students as long as space permits.
- c. Students will be seated facing the same direction as long as space permits.
- d. Students will immediately be directed to their tables as they enter the cafeteria, where they will remain seated until their table is directed to pick up their lunch.
- e. In between each lunch maintenance will sanitize the entire seating area of each cafeteria.

3. Visitors

- a. All visitors must sign in to the main entrance in order for us to maintain records for contact tracing.employees
- b. Visitors will be limited to SSD on official business, service workers hired by the SSD, or any other person approved in advance by the administration.
- c. All business that can be conducted virtually is to be done so in order to reduce the need for anyone to enter the building. Examples of this would include, but is not

limited to, IEP meetings, parent conferences, and guest speakers.

4. Late Arrivals/Early Dismissals

- a. Students arriving late to school will enter through the cafeteria doors.
- b. Students being dismissed from school early are to provide a written note to their teacher during homeroom.
 - i. Parents will report to the cafeteria doors when picking up a child early.
 - ii. Picture ID will be required to be shown to the attendant using the camera/intercom system.
 - iii. The parent will remain outside of the building until the student is escorted to meet them.

5. Students/Staff Reporting Feeling Ill

- a. Any student or staff member feeling ill is to report to the school nurse.
- b. The school nurse will follow all medical and SSD protocol as it relates to COVID when evaluating the individual.

6. Notification of Covid Positive

- a. Any person in the building that has tested positive for Covid-19 must report that to the principal upon receiving confirmation of the diagnosis.
- b. Any person that has been in close contact with someone that has tested positive for Covid-19 must report that to the principal immediately upon becoming aware of the situation.
 - i. COVID-“**CLOSE CONTACT**”
 1. **CDC-CLOSE CONTACT** with COVID cases-within 6 ft & 15 minutes **over a 24**

hour period.

7. Traveling throughout the Building
 - a. Student travel will be limited as much as possible to entering and exiting the school, reporting to/from lunch, specials, and the restrooms.
 - b. Students homerooms will be their assigned classrooms throughout the day, except for students reporting to ELL and Special Education classes.
 - c. Every staff member must do their best to supervise our students in order to ensure that they are socially distant when traveling in the building.
8. Cleaning
 - a. Maintenance will be sanitizing each classroom, the restrooms, the stairwells, the hallways, and the copy machines on a daily basis.
 - b. Classrooms identified as being used by students from multiple cohorts will be identified and sanitized in between classes as often as possible.
9. Teacher Coverage - TBD