



Shelby County Public Schools holds the safety of its employees and students as a top priority.

This guidance is a short summary of necessary actions in various areas of the school to maintain Healthy@School and Healthy@Work guidelines.

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<p>Safety Practices BEFORE Staff Arrive to work daily</p>	<ul style="list-style-type: none"> ● Take your temperature and answer protocol questions shared via google foom for your specific location. ● Bring & wear your mask as you enter schools daily. ● For more information visit the KDE Healthy@Work.
<p>Transportation</p>	<ul style="list-style-type: none"> ● Parents will be required to complete a Parental Assurance document (one-time requirement). SCPS Parent Assurance Document. ● Assigned seating on buses with no more than 2 students in a seat. ● All students will wear a mask on the bus (one will be available for those who may forget). ● Daily bus attendance will be taken. ● Hand Sanitizer will be used upon entry onto the bus. ● Family units will sit together. ● Buses will be sanitized between routes. ● Students will not be allowed to ride a different bus home with friends or other family members. ● For more information visit the KDE COVID-19 Considerations for Reopening Schools: Pupil Transportation.
<p>Arrival</p>	<ul style="list-style-type: none"> ● Temperature will be taken at car-if 100 or greater the student returns home with the parent.

<p>Car Riders</p> <p>Bus Riders</p>	<ul style="list-style-type: none"> ● Hand sanitizer will be available to be used upon entry into the building. ● Students will go directly to class. ● Students will have their temperature taken immediately upon arrival and before going to class. ● Those with a temperature of 100 or greater will be isolated and evaluated by a school nurse. ● Hand sanitizer will be available upon entry into the building.
<p>Dismissal</p>	<ul style="list-style-type: none"> ● Staggered afternoon dismissal to avoid crowded halls. ● All staff and students are expected to wear masks when moving. ● Maintain social distancing when possible.
<p>Cafeteria</p>	<ul style="list-style-type: none"> ● Cafeteria staff will follow guidance on food service delivery to students for breakfast and lunch. ● Students must be spaced 6 feet apart in all directions. ● Face masks can be removed once seated at the assigned table. ● Seating charts must be maintained. ● Students are not permitted to get up and walk around the cafeteria during meal time. ● Students are expected to place masks back on once the meal is complete prior to returning to the classroom. ● For more information visit the KDE COVID-19 Considerations for Reopening Schools: Food Service Operations – USDA School Meal Programs.
<p>Library</p>	<ul style="list-style-type: none"> ● Any books that have been checked out will be in quarantine for 72 hours prior to being replaced on a shelf or offered to other students. ● Same classroom expectations would be followed in the library.
<p>Gym</p>	<ul style="list-style-type: none"> ● Gym space may be utilized as additional space for tables for students to eat lunch outside of the classroom. ● Same expectations would be followed as eating in the cafeteria. ● Instruction could be provided in the classroom with focus on health. ● Outdoor physical activity would be permissible with principal approval-students must be spaced 6 feet apart in all directions during physical activity in order to allow masks to be removed. ● All physical activity must be done with 6 feet distancing between students and with students facing the same direction.

<p>Recess</p>	<ul style="list-style-type: none"> ● Students are expected to use hand sanitizers before exiting the building for recess. ● Students and staff are expected to wear a face mask during recess if they are not social distancing. ● Ideally, one class at a time would be on the playground. If multiple classes are outside, attempt to spread classes out to avoid mixing. ● Students are expected to use hand sanitizer upon reentering the building following recess. ● At this time, no required cleaning of outside equipment unless visibly soiled-then notify the custodian (using hand sanitizer prior to play).
<p>Lobby/Collabrador</p>	<ul style="list-style-type: none"> ● Prohibit gatherings in common areas at this time.
<p>Visitors/Volunteers</p>	<ul style="list-style-type: none"> ● Strictly limit volunteers in the buildings. Pre-approval is required by the principal. ● Any visitors to the buildings that will be interacting with staff (ARC meeting, parent/teacher conference, or other principal approved reasons to leave the office area, etc) will be required to wear a mask and have assessment screening including temperature check upon entry. ● All meetings should follow social distancing guidelines. ● No visitors for lunch time in the cafeteria, classrooms or common areas.
<p>Music Choir/Singing Instruments</p>	<p>Choir/Singing:</p> <ul style="list-style-type: none"> ● The spacing between singers should be 6 feet or greater. ● Students should wear masks at all times, even when singing. ● Masks should cover both nose and mouth. ● All students should face the same direction. <p>Music/Instruments:</p> <ul style="list-style-type: none"> ● Maintain a social distance of 6 feet in common areas such as instrument rooms. ● All students should face the same direction. ● Do not place music folders in a common storage area. This is to reduce potential aerosol or contact contamination, and so that students do not congregate in the area at the beginning or end of class. ● The spacing between percussionists, orchestral string students, guitarists, pianists, and others who make music in ways that do not employ the use of breath should be 6 feet or greater, at which distance they may remove their masks. ● If physical space in the music room does not allow for spacing students 6 feet apart, space them as far away as possible and require them to wear masks at all times, even when playing.

	<ul style="list-style-type: none"> ● If it is not possible to wear a mask while playing a recorder, or a woodwind or brass instrument, spacing between students should be 6 feet or greater. Students should wear masks at all times except when playing. There is no safe option for spacing players of wind instruments (band instruments and/or recorder) at distances less than 6 feet during rehearsals or class because masks cannot be worn while playing. ● Musical instruments or devices to play an instrument should not be shared by students in the same class and need to be cleaned between classes (piano keys, tambourine, triangle, Latin percussion instruments, and so forth. Students should have their own drumsticks. ● For more information visit the KMEA Guidance on Safety Expectations and Best Practices for the Music Classroom
<p>Classroom Expectations</p>	<ul style="list-style-type: none"> ● All students (1st grade-12th grade) and all staff are expected to wear a face mask that covers both the nose and mouth (face shields are not permitted in lieu of a face mask unless written physician documentation of a health condition is provided that prevents someone from wearing a face mask). ● If seated and there is 6 feet distance in all directions between students, then masks may be removed. ● If anyone gets out of their seat to move within the room (including the teacher) then everyone must place masks back on. “If you move-you mask.” ● Exemptions from wearing a mask must be in the form of a written statement from the treating physician for both students and staff. A face shield will be provided to the student or staff member in those situations. ● Personal items (pillows, cushions, personal furniture, stuffed animals, rugs) should be removed from the classroom prior to students returning. ● Classroom rugs must be removed to ensure flooring is easy to clean and disinfect. ● Strict seating charts will be made and submitted to be used for contact tracing purposes. Administration must be immediately provided a new seating chart if any changes are made. ● All desks should be arranged so that student’s seats face the same direction. ● Outside class activities permissible upon principal approval, students and staff must wear a face mask while moving. If able to maintain 6 feet social distancing in all directions between students then face masks may be removed once outside. If anyone stands to walk around or if social distancing is not achievable while outside then everyone must place their masks back on. ● For more information visit the KDE Healthy@School.
<p>Water Fountains</p>	<ul style="list-style-type: none"> ● Students should be encouraged to have individual refillable water bottles brought from home that can be filled.

Field Trips	<ul style="list-style-type: none"> Field trips are not permitted at this time.
Cleaning and Sanitation	<ul style="list-style-type: none"> High touch areas and frequently used spaces, including restrooms, will be closely monitored and cleaned more frequently by custodial staff. Frequent hand washing and sanitation will be encouraged. HVAC units will operate for longer time periods to improve ventilation and filtration. HVAC filters will be monitored more frequently. All buildings will be disinfected daily. For more information visit the KDE COVID-19 Considerations for Reopening Schools: Facilities and Logistics
Health Rooms	<ul style="list-style-type: none"> A “well” room will be designated for students with routine health needs (students who do not have fever or symptoms). A “sick” room will be designated for students who present with a fever or any symptoms of illness.
Hallways	<ul style="list-style-type: none"> Hallways will be marked to promote one-way traffic on either side of the hallway with only staff supervising in the center. Social distancing will be encouraged during class transitions. Students and staff will be expected to wear face masks during classroom transitions.
Restrooms	<ul style="list-style-type: none"> Restrooms will have an increase in scheduled cleaning and disinfecting Students should be reminded to wash their hands (20 seconds or more) after using the restroom. Students are expected to wear their masks anytime they are moving/walking, this includes to and from the restroom.
Related Service/District Staff	<ul style="list-style-type: none"> Related service staff members will be provided appropriate PPE to wear while working with students. Documentation will be kept daily to include the student, classroom and amount of time spent in that area. This will be used for contact tracing purposes.

Where to get PPE	
Mask	<ul style="list-style-type: none"> Disposable and cloth masks can be obtained from your school nurse.

	<ul style="list-style-type: none"> ● Once the supplies run out at your school contact District Health Coordinator for purchasing (Traci Earley) . ● Face shields for those students and staff who present valid medical documentation can be obtained from the school nurse.
Gloves	<ul style="list-style-type: none"> ● The District Health Coordinator will supply the NITRILE gloves as needed to specified areas as needed for body fluid contact. ● Gloves will be utilized by all custodial and food service staff.
Hand Sanitizer	<ul style="list-style-type: none"> ● The district will procure and distribute hand sanitizer to all buildings. ● Please be cautious if ordering or accepting any hand sanitizer to ensure that is at least 60% alcohol.
Additional PPE	<ul style="list-style-type: none"> ● Specialized PPE (gowns, bootie covers, etc.) will be ordered by individual departments.