

Greenock/Mount Vernon

COVID STANDARD OPERATING PROCEDURES for families:
This guide will detail specific “SOPs” to students and staff in navigating their daily routine in a safe and efficient manner while physically present on campus.

ATTENDANCE:

- On “Remote” days (either full remote or hybrid remote days) students will record their daily attendance via a Google form available on Canvas. “In Person” attendance will be taken as usual with Power School.
- If your child has any symptom causing them to feel unwell they should be kept at home. Our usual attendance policy will not be in effect, but students are to report to school when possible.
- Late Arrivals- Parents should drop students off at the main entrance with a late excuse. Students will report to the main office with their late note so they may be marked as present for the day.
- Early Dismissals- Parents will be buzzed in after identifying themselves, and will be asked to sign their child out of school. We ask that parents wait either inside the vestibule or outside for their child to exit the building. There will be no early dismissals from 2:20 GO/2:30 MV until parent pick up time.
- Excuses-Parents are encouraged to use email to submit excuses to our secretaries.

Arrival/dismissal SCHEDULES:

Greenock students bus drop off will be at 8:50 AM. Parent drop offs will begin at 9:05.

Greenock students bus pick up begin at 2:50 PM. Parent pick ups will begin at 3:00.

Mt.Vernon students bus drop off will be at 9:00 AM. Parent drop offs will begin at 9:10.

Mt.Vernon students bus pick up begin at 3:00 PM. Parent pick ups will begin at 3:00.

There will be no early dismissals after 2:30 PM. After 2:30 PM parents must wait to pick up students after bus departure.

BAND/CHORUS/ORCHESTRA:

- Due to safety concerns, band/orchestra will engage students in remote lessons.
- 5th Grade Honors Choir is not scheduled at this time.

CLUBS/ACTIVITIES:

- The district will follow local and state guidelines with respect to “social gatherings” - i.e. permissible group size, social distancing, masks, and other safety measures.
- To begin the year all clubs/activities will be temporarily halted in order to assess our procedures and plan for full student participation in clubs/activities.

FACE COVERINGS:

- According to the Pennsylvania Department of Health and Pennsylvania Department of Education mandate, schools may allow students to remove their face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart;
 - Seated at desks or assigned workspaces at least 6 feet apart;
 - Engaged in any activity at least 6 feet apart (e.g., face covering breaks, etc.);
 - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- Medical documentation will be required for students not able to wear a mask, based on the Governor's mask order. "Schools must require all students over 2 years of age to wear face coverings, except for any student who has a medical or mental health condition or disability that precludes the wearing of a face covering in school. Notwithstanding Section 3, Paragraph B of Secretary Levine's July 1, 2020 Order regarding face coverings, schools may require such students to provide medical documentation." **This documentation shall be submitted to the building Principal.**

FIELD TRIPS/ASSEMBLIES:

- There is a temporary suspension of all field trips and large group assemblies. The district will continue to evaluate this and resume field trips/assemblies when safe to do so.

GENERAL RULES OF CONDUCT:

- All members of the Elizabeth Forward school community are expected to follow all district guidelines pertaining to the pandemic and attempts to mitigate the health risks. Students should act in a manner that maximizes their safety and well-being while physically present on campus.

HAND HYGIENE:

- Regular handwashing will be required of students and staff. Hand sanitizer will be provided in halls, classrooms, common areas, and in the cafeteria. Signs will be displayed throughout the building reminding students to practice healthy hygiene habits.
- It is recommended to wash in/wash out by washing hands or sanitizing when leaving or entering a room.

HALLWAY ROUTINE:

- Traffic Patterns: Hallways will be split in half with students traveling directionally on the left and right side. Arrows will mark the floors to indicate direction of movement.
- Class Change: Students in grades K-5 will remain in their respective classrooms throughout the day. Teachers will move to different rooms to accommodate their subjects. All Itinerants will travel to the classrooms for specials (PE, Art, and Music).

- Restrictions: Non-essential movement in the halls will be restricted throughout the day. Preference will be given to restroom and emergency situations.

HEALTH CHECKS:

- The Elizabeth Forward School District will not be performing temperature screenings before students enter the buildings. A symptom screening tool will be shared with parents and staff.
- Families will be encouraged to perform daily health screenings on students, prior to departing for school, to ensure that they are not currently symptomatic.

HEALTH OFFICE:

- Procedures for safe access to the Health Suite will be used to triage students seeking care.
- An isolation room is available for students exhibiting symptoms / awaiting dismissal home.
- Any child who has a temperature above 100.4 should not be sent to school.

LUNCH:

- Students in grades K-5 will eat in the classroom or outside. Every attempt will be made to have students occasionally eat in the cafeteria.
- Face covering (masks) will be worn while entering the cafeteria, and while seated-not eating. Facial coverings can be removed when a student is eating or drinking ONLY.
- Safety procedures will be put in place to ensure the safety of students and staff while in the serving line. As much as possible, disposable items will be used to limit reusing materials. Condiments may be packaged for ease of use. Cashless transactions are preferred. Pin pads will be utilized by cafeteria staff only.
- For questions about student accounts or lunches please call 412.896.2340.

PHYSICAL EDUCATION:

- Curriculum/activities will be revised to offer meaningful opportunities for students to participate in physical activity. Preferred activities will include low impact activities such as walking, light stretching and physical fitness.
- Students will be encouraged to wear tennis shoes in order to participate in class.

RECESS

- For the time being, students will enjoy recess with their class only.
- Each class will schedule a 15 minute outdoor recess.
- Physical distancing will be practiced during recess.
- Students may rotate to use playground jungle gym- no more than 4 at a time, wearing masks.
- Students and staff will wash hands or use hand-sanitizer before and after being on the playground.

SHARING MATERIALS:

School-related materials will not be shared unless they have first been sanitized.

SPECIALS:

- Specials have been arranged to minimize travel for teachers and maximize opportunities for students.

STUDENT ARRIVAL:

- Greenock Bus Drop-Off: 8:50 AM/ Parent Drop-off: 9:00 AM
- Mount Vernon Bus Drop-Off: 9:00 AM/ Parent Drop-off: 9:10 am
- Dismissal Time Greenock: 2:50 PM/ Mount Vernon 3:00
- Parent Pick-up Greenock: 3:00 PM/ Mount Vernon 3:10 PM

- Bus: Students will be dismissed from the bus at 8:50 GO/9:00 MV (depending on school). One bus will be dismissed at a time.
- Parent Drop Off: Parent drop off will start at 9:00 GO/9:10 MV. Greenock parents will drop off students on the side of the building facing the Greenock Deli. Mt.Vernon parents will drop off students at the front door. Parents must remain in their cars. If a parent needs to enter the building for a meeting, etc. they will park their cars in the main parking lot.

STUDENT DISMISSAL:

- Bus: Bus riders will be the first group dismissed. Students will exit the building through the entrance that they entered in the morning and proceed directly to their assigned bus.
- Car Riders: Car riders will be dismissed at 3:00 GO/3:10 MV. Parents will pick up students in the rear of the building. Parents will not exit their car. An attendant will assist in getting the children to their cars.
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TECHNOLOGY:

- iPads will be sent home daily. When students attend school, iPads need to be returned fully charged, and cleaned with a disinfectant wipe.

TRANSPORTATION:

- Seating: The bus will be loaded from back to front, so students don't have to pass each other when looking for a seat. The bus will unload from front to back in an orderly fashion. There will be a maximum of two students per seat, when feasible. Siblings will sit together. Face coverings will be required. Weather permitting, windows will be open to allow for fresh air circulation.
- Cleaning: Buses will be sanitized after daily runs to promote cleanliness and avoid the transmission of germs.

VISITORS:

- Access to the schools will be limited to essential personnel and essential visits for school-related business only.

- As much as possible, visits to the building should be made by appointment only and communicated to the building secretary.

WATER BOTTLES:

- Please send a tightly closed water bottle to school with your child. It may be disposable or re-useable. We will have a water bottle filler at school so students can refill during the day.