

Driftwood Building

Grades K - 6

Building Procedures

****updated 8/22/2021****

Staff Attendance to Attesting

- All staff members who are in the building attest that they are symptom free from any communicable illness that day.
- If a staff member falls ill with any symptoms related to a communicable disease, they are to immediately call the office.

Parents, Volunteers, other non – school employees

- Adults who are not school employees will not be allowed in the building at any time, unless authorized by the building administrator.
- Employees contracted by the district (ESD employees, food service providers) may enter the building, but must check into and out of the main office.
- Any adult who is not a school employee or employed by the district will be asked the following questions:
 - Are you showing symptoms of any illness?
 - Have you had a temperature of 100.4° or higher in the past 24 hours.
 - In the past two weeks, have you come into contact with someone who has been diagnosed with COVID or been tested for COVID?

****If the person answers yes to any of the above questions, they will not be allowed to enter any district building.**

Visual Checks and Entering the Building

- Students who are riding the bus will be visually checked before entering the bus.
- Students who are dropped off at school will be visually checked before entering the building.
- The building will not be open for students until 7:50am.
- Staff may do a temperature check of any student when they enter the building.
- Students who ride the bus will enter through the north door of Driftwood. Students who walk or are dropped off will enter through the front door of Driftwood.

Handwashing

- Staff and students are expected to sanitize their hands with either soap/water or hand sanitizer when entering any room.
- All students and staff members must wash their hands with soap/water before entering the cafeteria for a meal. If soap/water are not available, use hand sanitizer.

Classrooms

- At the end of the day, any desk or table in which a student sat in or touched must be sanitized.

Face Coverings

- All students are to wear face coverings (masks or gaitors) inside any district property at all times. The only exception is when students are eating or drinking. After students are done eating meals, face coverings must be put back on.
- All staff members are to wear face masks on district property at all times. The only exceptions to face masks are if staff is doing specialized direct instruction for short period of time, wearing a mask hinders the staff's ability to monitor students in a safe manner (i.e. driving bus). Face coverings do not have to be worn if the staff is alone in their classrooms/offices; however, once another person enters, face coverings must be worn.

Restrooms

- K – 3 will use the restrooms in the primary hallway, unless they are in the cafeteria.
- 4 – 6 will use the restrooms nearest the office.

Drinking Fountains

- Students and staff are to use individual reusable water bottles only at the drinking fountains.
- Students should be monitored at all times at the drinking fountains to ensure social distancing of 3 feet.

Classrooms

- Teachers/Staff are to ensure that there are no or very little communal/shared items in their classrooms. If items must be shared, teachers/staff must ensure that those items are cleaned thoroughly after each student/adult touches the item.
- Three feet distance between people must be observed while in the classroom.
- Classroom door and windows should be open for air circulation. If that is not possible, then the portable HVAC system should be running.

Hallways

- While walking in hallways, students should keep at least 3 feet distance from the next person.
- Staff and students should walk on the right side of the hallway at all times.

Library

- The library will be open for each class once a week for no more than 30 minutes. Teachers are responsible to help librarian sanitize the library with the students before the class departs.
- Teachers can check books out for classes.
- Students can check books out.

Copy Machines

- Copy machines are located in the staff room and in the storage room in the primary hallway.
- Staff is expected to clean off the machine with sanitizing wipes after they are completed.

Staff Room

- Staff room is located in the north hallway.
- Please maintain social distance while in the room.

Telephones

- Telephones are to be wiped off after every use.

Chromebooks

- Each student will be assigned a Chromebook for their individual use during the school year. They are not to share with other students.
- Students will clean their Chromebooks before the end of the day.

Cafeteria/Meals

- Breakfasts will be given to students when they enter the building if students chose to eat breakfast. All breakfasts will be eaten in the students' classroom. Teachers are to monitor students while eating in their classrooms.
- Students will clean off their desks after eating breakfast with disinfectant wipes or sprays.
- Lunch will be in the cafeteria for all students.

Ill Students

- Staff are to visually monitor students throughout the day.
- If a student is sick or is showing symptoms of illness, they are to be sent to the office immediately.
- Isolation room is the room in the office.
- A staff member is to monitor the student until parent picks up student.

End of Day Protocol

- All staff is expected to be in the hallways to help move students to exits.
- The following times will be the release times:
 - Monday – Thursday
 - Kindergarten – 2:44pm; 1st and 2nd Grade – 2:46pm; 3rd and 4th Grade – 2:48pm; 5th and 6th grade – 2:50pm.
 - Friday
 - Kindergarten – 12:25pm; 1st and 2nd Grade – 12:29pm; 3rd and 4th Grade – 12:31pm; 5th and 6th grade – 12:35pm.
- Teachers are to bring their students who are walking to the front foyer and wait until release by duty person. A designated staff member will release bus riders from classrooms.

Pacific High School

Grades 7 - 12

Building Procedures

****updated 8/22/2020****

Staff Attendance to Attesting

- All staff members who are in the building attest that they are symptom free from any communicable illness that day.
- If a staff member falls ill with any symptoms related to a communicable disease, they are to immediately call the office.

Parents, Volunteers, other non – school employees

- Adults who are not school employees will not be allowed in the building at any time, unless authorized by the building administrator.
- Employees contracted by the district (ESD employees, food service providers) may enter the building, but must check into and out of the main office.
- Any adult who is not a school employee or employed by the district will be asked the following questions:
 - Are you showing symptoms of any illness?
 - Have you had a temperature of 100.4° or higher in the past 24 hours.
 - In the past two weeks, have you come into contact with someone who has been diagnosed with COVID or been tested for COVID?

****If the person answers yes to any of the above questions, they will not be allowed to enter any district building.**

Visual Checks and Entering the Building

- Students who are riding the bus will be visually checked before entering the bus.
- Students who are dropped off at school will be visually checked before entering the building.
- The building will not be open for students until 7:45am.
- Staff may do a temperature check of any student when they enter the building.
- All grades will use front door to enter the building.

Handwashing

- Staff and students are expected to sanitize their hands with either soap/water or hand sanitizer when entering any room.
- All students and staff members must wash their hands with soap/water before entering the cafeteria for a meal. If soap/water are not available, use hand sanitizer.

Classrooms

- After each class, any desk or table in which a student sat in or touched must be sanitized.

Face Coverings

- All students are to wear face coverings (masks or gaiters) inside any district property at all times. The only exception is when students are eating or drinking. After students are done eating meals, face coverings must be put back on.
- All staff members are to wear face masks on district property at all times. The only exceptions to face masks are if staff is doing specialized direct instruction for short period of time, wearing a mask hinders the staff's ability to monitor students in a safe manner (i.e. driving bus). Face coverings do not have to be worn if the staff is alone in their classrooms/offices; however, once another person enters, face coverings must be worn.

Restrooms

- Restrooms are open for any student. No more than 4 students in the restroom at one time.
- Staff can use staff restroom, clinic restroom, student restrooms, or coaches room restroom.

Drinking Fountains

- Students and staff are to use individual reusable water bottles only at the drinking fountains.
- Students should be monitored at all times at the drinking fountains to ensure social distancing.

Classrooms

- Teachers/Staff are to ensure that there are no or very little communal/shared items in their classrooms. If items must be shared, teachers/staff must ensure that those items are cleaned thoroughly after each student/adult touches the item.
- Three feet distance between people must be observed while in the classroom.
- Classroom door and windows should be open for air circulation. If that is not possible, then the portable HVAC system should be running.

Hallways

- While walking in hallways, students should keep at least 3 feet distance from the next person.
- Staff and students should walk on the right side of the hallway at all times.
- Teachers are required to have their doors open at all times during passing periods so that students can get into the classroom and not loiter in the hallways.

Library

- The library will not be open for classes unless approved by administration.
- Library books may be requested through Coastline and teachers will be required to pick up the books for their students.
- Teachers can check books out for classes.

Copy Machines

- Copy machines are located in the staff room and in the business lab.
- Staff is expected to clean off the machine with sanitizing wipes after they are completed.

Staff Room

- Staff room is located in the north hallway.
- No more than 5 people are to be in the staff room at one time.
- Please maintain social distance while in the room.

Telephones

- Telephones are to be wiped off after every use.

Chromebooks

- Each student will be assigned a Chromebook for their individual use during the school year.
- Students will clean their Chromebook at the end of the last class of the day.

Cafeteria/Meals

- Breakfast will be served in the cafeteria. Students must eat breakfast in the cafeteria.
- For lunch, JH students will eat in the cafeteria. HS students will eat in the hallways.

Ill Students

- Staff are to visually monitor students throughout the day.
- If a student is sick or is showing symptoms of illness, they are to be sent to the office immediately.
- Isolation room is the room in the back of the library.
- A staff member is to monitor the student until parent picks up student.

End of Day Protocol

- All staff is expected to be in the hallways to help move students to exits.
- Students are to immediately go to the exits after the bell has rung OR to their designated area for sports or after school activities. There is to be no loitering in the hallways.