

# Haile Safety Information Sheet

## 1. Cafeteria Procedures

- Students will wash hands or use hand sanitizer as they walk into the cafeteria.
- Students will be placed according to social distancing guidelines.
- Plexi-glass dividers will be in place to separate students for safe eating without a mask.
- Students will be sent individually to the lunch line which is marked with lines for social distancing.
- All food will be served to the students to prevent additional touching of food items.

## 2. Classroom Cleaning Procedures

- Teachers/students will wipe down desks at the end of each period with district approved wipes and cleaner.
- Custodial staff will have a schedule to wipe down frequently touched areas throughout the day to include restroom door handles, staircase banister, hallways doors.
- Surfaces will be wiped down every night per the usual custodial cleaning schedule.

## 3. Hallways/Stairwells Procedures

- All hallways are one way only.
- All hallways have been marked with arrows to indicate the correct direction to walk.
- Stairwells will be one direction as well.
- Teachers will be at doors to ensure students are moving in the correct direction and are maintaining safe distances.

#### **4. Hand Sanitizing/Washing Procedures**

- Students will hand sanitize as they walk into each classroom. Provided by the school to the teacher.
- Students will be encouraged to wash hands frequently in the restroom.
- Signage for proper hand washing will be posted in all restrooms.
- Hand sanitizer stations are at various points around the campus for ease of use.
- Students are encouraged to bring personal sized hand sanitizer to keep in their back packs.

#### **5. Mask Procedures**

- Will be worn by all staff and students at all times. Except for during lunch and PE if applicable.
- If a student forgets a mask a disposable mask will be given.
- Administration will conference with students who are defiant with mask wearing. Parents will be contacted.

#### **6. Possible Exposure Procedure**

- In the event of an exposure on campus all district protocols will be followed.

#### **7. Signage Procedures**

- Signage to promote social distancing, mask wearing, hand washing is posted throughout campus and classrooms.

## **8. Social Distancing Procedures**

- Staggered dismissal bells to promote social distancing in the halls and courtyards.
- 6<sup>th</sup> graders will be placed in the gym before school to limit the number of students in the courtyard.
- 7<sup>th</sup>/8<sup>th</sup> graders will be asked to maintain groups of 3 or less and must be at least 3 ft apart to ensure safe distancing in the courtyard before school.
- Afternoon dismissal will be staggered to ensure students do not congregate in groups.

## **9. Temperature Check Procedures**

- Per the district guidelines random student temperature checks will occur. A schedule has been determined by administration.