

## **Information for Student Handbook and NES protocols: March 2021 \*\*Revision\*\***

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**Sources that were used when developing the following protocols:**

[Cleaning, Disinfection, and Hand Hygiene in Schools](#) (CDC)

[Considerations for Schools](#) (CDC)

[Cleaning and Disinfecting Your Facility](#) (CDC)

[DESE Guidance Doc from 8/19/2020](#)

As students and staff return to face-to-face instruction in the fall, their traditional environment may look different due to enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety as the top priorities on every campus.

### **1. School Attendance and Health Assessment Guidelines**

At Nantucket Elementary School, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. The Department of Elementary and Secondary Education has stated that all schools must record both in-person attendance and remote learning attendance this school year and this data will be reported to DESE.

Before coming to school or getting on the bus families will assess their child's state of wellness before leaving home for school. A secondary screening will be conducted in a student's Homeroom. If the student has any symptoms of COVID-19, they should not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

The family should notify their school front office that their child will be absent and the reason for the absence. Families are asked to be specific when calling to report an absence as this will support us in identifying health trends. The school nurse will follow-up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once they are cleared by their primary care physician (PCP) and/or school nurse.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

**These symptoms include:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

Students and staff with a temperature above 99 degrees should not attend school until they have been fever-free (under 99 degrees) for 24 hours and without the use of antipyretic medication, such as Tylenol, Motrin, Advil, or Ibuprofen.

Students should not return to school until they have met the criteria established by the Massachusetts Department of Health (MPDH) to [Discontinue Home Isolation](#) and [Quarantine](#). Students will check with their school nurse prior to returning as well. A safe return to school is based on symptoms, duration of symptoms, test results, and clearance by the child's primary care physician (PCP) and/or Nantucket Infections Clinics.

**Accessing the Nurse During the Day:**

Minor cuts and scrapes can be managed in the classroom with the first aid kit provided. If you or a child in your classroom needs assistance from the school nurse please follow the following steps:

1. Staff must call x 2107 or x 2108 **PRIOR** to sending a student to the nurse.

2. Describe the issue and follow the guidance shared by the school nurse.
3. If the child needs to go to the nursing suite, they are to go directly to the front door of the nursing suite, where they will be met and triaged by the nurse.

## **2. Illness of Student During the School Day:**

If a student becomes ill at school the supervising teacher will call down to the nurse in advance of sending the student. The student will be separated from well students/staff. Individuals who are sick will be triaged by the School Nurse and asked to either go home immediately or to a healthcare facility depending on the severity of the symptoms. Any individual who becomes sick at school will be triaged for further medical assessment and testing based on their symptoms. They will be asked to follow CDC guidance for caring for oneself and others who are sick.

Families will be notified and for everyone's safety asked to pick up the student within 30 minutes. The School Nurse will speak to the parents via telephone prior to pick up to discuss symptoms and requirements for treatment and return to school. An ill student will need to be isolated until a parent/guardian is able to come to the school and pick up the student. Parents will be asked to come to the NES front door to pick up and the child will be released to them. *It is important that the school have four emergency contact names and numbers on hand for every student indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day.* Dismissing sick children in a timely fashion is imperative for the safety of all.

Any student exhibiting COVID-19-like symptoms must stay home. Staff and families should not come to school if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.

### **General Ways to Stay Healthy**

Practice preventative health measures:

- Eat well-balanced meals
- Get enough sleep
- Exercise
- Stay hydrated
- Manage your stress- take a break from the media
- Wash your hands frequently

*From DESE guidance 10/16/2020:*

**Policy of when a close contact may return to school:** All close contacts should be tested but must self-quarantine,[1] consistent with the guidance outlined below. The local board of health, in consultation with the school's COVID-19 response person, are best suited to advise on which

quarantine option applies to a specific case. In accordance with the federal Center for Disease Control, close contacts must quarantine for the time period listed below:

- At least 7 days, provided that all of the following are satisfied:
  - They are tested (either polymerase chain reaction (PCR) or antigen test) on day 5 or later from their last exposure to the positive individual and receive a negative test result
  - They have not experienced any symptoms up to this point
  - They conduct active monitoring for symptoms through day 14, and self-isolate if new symptoms develop
- At least 10 days, provided that all of the following are satisfied:
  - They have not experienced any symptoms up to this point
  - They conduct active monitoring for symptoms through day 14 and self-isolate if new symptoms develop
  - No test is necessary under this option for the purposes of exiting quarantine
- At least 14 days after the last exposure to the person who tested positive, if:
  - They have experienced any symptoms during the quarantine period, even if they have a negative COVID-19 test; or
  - They are unable to conduct active monitoring of symptoms

***If the close contact has been fully vaccinated they are NOT required to quarantine unless they have symptoms.***

### **3. Face Masks**

#### **Face Mask Requirements**

Students, staff, vendors, and visitors will be required to wear a face mask on school campus at all times with the exception of the following circumstances:

- Designated and supervised mask breaks, it is the responsibility of the adult in the room to ensure that students taking mask breaks are at least 6 feet from another student taking a mask break.
- During designated meal times (Breakfast, Snack, Lunch)
- During supervised outdoor play including recess and PE/Wellness when students can maintain 10ft. distance.
- During supervised music classes that occur inside or outside when students can maintain 10ft. distance
- When staff are working alone in a closed space (classroom or office) within the school
- When staff are working outside and can maintain 10ft distance

Students shall wear these face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home must be school appropriate and shall not interfere with the district's dress code policy. Masks must meet [CDC guidelines](#). Face masks must cover both the individual's nose and mouth at all times and face shields may not be used

in lieu of face masks. Based on new evidence gaiters and face masks with a valve will be prohibited to be worn in Nantucket Public Schools. It is a safety concern, because the valve allows for air to be exhaled without being filtered, it is similar to not wearing a mask at all. So, please for everyone's safety no gaiters or masks with valves allowed.

***\*\*Please note that staff, students and visitors may be asked to remove their mask while at a safe distance for a short time for identification purposes.\*\****



## What type of Mask is ok?

All Nantucket students and staff engaging in in-person schooling will be required to wear a face mask with at least **2-ply material**. Families are asked to provide masks for their children, if a child forgets theirs or it becomes unusable, there will be some available at the school.



## Acceptable

### ✓ Cloth Face Masks

Store-bought or handmade any pattern and must: fully cover the nose and mouth, secure under the chin, be secured with ties or ear loops, and be made with at least **2-ply material**.

### ✓ Disposable Surgical Masks

Face coverings can be disposable or reusable and must: fully cover the nose and mouth, secure under the chin, be secured with ties or ear loops, and be made with at least **2 ply material**.

## Not Acceptable

### ✗ Bandanas

Open chin triangle bandanas, store-bought or homemade in any pattern.

### ✗ Gaiters

After studying new scientific data recently released, our Health Services team has determined that gaiters do not provide sufficient protections.

### ✗ Mask with Valves

Face coverings containing valves, mesh material or holes of any kind. These release exhaled droplets and don't protect others.

No one will be allowed access into any of our school buildings or facilities without proper face covering.

### Face Mask Compliance

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face masks prior to entering the school building. In instances where reusable face masks are left at home, a disposable mask will be provided for the day. Students who repeatedly do not wear a face mask on school grounds will be educated on their importance while faculty will work to use restorative practices to encourage students to utilize a face mask to ensure safety. Students who are not able to comply due to behavioral/SE reasons will be directed to the Assistant Principal. Assistant Principals will use an educational approach when working with students around protocol compliance. An addendum will be written for the Parent/Student Handbook stating the policy as approved by the Nantucket School Committee. Each school will have a COVID Point Person that will work collaboratively with school administration to work on compliance issues at the school level.

## Face Mask wearing in PE and Music Classes:

- **Music Classes specific to singing:**
  - **If outdoors, with masks encouraged if possible**, these activities can occur with at least 10 feet of distance between individuals.
  - **If indoors, with masks required**, these activities can occur with at least 10 feet of distance between individuals if in-person school is occurring
- **For music specific to using brass or woodwind instruments:**
  - **If outdoors, with masks encouraged if possible**, these activities can occur with at least 10 feet of distance between individuals.
  - **If indoors, with masks encouraged if possible**, these activities can occur with 10 feet of distance between individuals if in-person school is occurring
- **For physical education activities and dance:**
  - **If outdoors, without masks**, these activities can occur with 10 feet of distance between individuals.
  - **If outdoors, with masks required**, these activities can occur with 6 feet of distance between individuals.
  - **If indoors, with masks required**, these activities can occur with 6 feet of distance between individuals.

## Face Mask Exemptions

Students or staff must have a medical issue for which a face mask would cause an impairment and must provide medical documentation that states the need for this exemption. If a student or staff needs to communicate with someone who is hearing impaired and needs to see the person's mouth to communicate, the student, parent or staff should communicate this need to the school. If a face covering raises a safety concern for staff/students this concern will be discussed with administration on a case by case basis.

## How to put on a face mask:

- Ensure your face mask is clean, dry and not damaged
- Wash and dry your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face- no gaps
- Make sure you can breathe easily
- Wash and dry your hands

## While wearing a face mask:

- Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.

- Face masks should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- Replace the face mask if it becomes damp, damaged, or soiled.

**To safely remove your mask:**

- Clean your hands with soap and water or use hand sanitizer (containing at least 60 percent alcohol). Ensure your hands are dry.
- Remove the face mask from behind (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose, and mouth when removing your mask
- Clean, store or dispose of it appropriately
- Clean your hands again (as above)

**Mask Breaks:** Face mask breaks will take place a minimum of four times per day and will not exceed 5 minutes (except for the scheduled lunch break). The breaks will be encouraged to be “working breaks” to limit conversation and movement of students while taking a break. Students should have clean hands when taking face masks on and off. When masks are removed they should be placed skin side up on a paper product or on the child’s lap and replaced using proper technique. While taking a break students must maintain a six foot distance. Indoor mask breaks will not occur during movement breaks. Breaks will be guided and supervised by staff to ensure that any student taking a mask break is at least 6 feet from any other unmasked student.

*Example of schedules classroom break:*

Row A	Row B	Row C	Row D	Row E
Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15
Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15
Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15

**4. Hand Washing/Hand Sanitizer:**

**Hand Washing Instructions**

Hand washing/sanitization is required before and after face covering breaks and before and after eating during the school day.

**Handwashing should be done often, but almost always:**



- **After** blowing your nose, coughing (into hands), or sneezing (into hands) (wash or sanitize)
- **Before** eating and/or preparing food
- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask (wash or sanitize)
- **Before** and **after** recess (wash or sanitize)
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

### **Hand Sanitizer**

If students are unable to wash their hands, an alcohol-based hand sanitizer is an acceptable back up plan. Hand sanitizer does not replace handwashing and its use by students requires an opt out waiver. The School Nurse and staff will be notified of any student with an opt out waiver for alcohol-based hand sanitizer. While in school, students should only be using hand sanitizer supplied by the school while under the supervision of staff. Teachers will supervise the use of hand sanitizer in their classrooms.

### **Proper Respiratory Hygiene**

- Cover your mouth/nose with a tissue when coughing or sneezing.
- Throw the tissue away immediately in a trash can, and then wash your hands.
- If no tissue is available, cough or sneeze into the crook of your arm on your sleeve.
- [Cover Your Cough \(CDC\)](#)
- **Avoid touching your face, eyes, nose, and mouth**, where it is easy to spread the virus to yourself.

## **5. Student Arrival:**

NES will open in the morning at 7:45am. Students who are walking, biking or getting dropped off should be outside the building no earlier than 7:40am and walk to their assigned class meeting place outside while maintaining appropriate distance from peers and staff. We know in the past students have been able to arrive at school before the official start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:40am. Staff members (teachers) will be positioned to receive students at 7:45 and enter the building in an order that is determined by teacher placement (teacher closest to the door goes in first) and enter the building by 7:50. At 7:50, all doors will be locked and students must enter through the front door to be marked as tardy before proceeding to their classroom. Special education students and bus riders will be prioritized to decrease foot traffic.

**Families/Visitors will NOT be allowed into the school.**

*\*Ropes with 6 foot markers will be available for classes to use to support students in learning and understanding what a distance of 6 feet feels like.\**

**Please note the following arrival entrances and protocols for NES.**

At 7:45, teachers will meet their students outside of their assigned door, in their assigned location and walk their class into the classroom in a manner that meets distancing requirements of 6 feet. Staff members will be positioned at each entry door to hold the door open and provide students with hand sanitizer. In addition, students will follow a routine and system for putting items in cubbies and preceding to their assigned seat to start their instructional day.

- **Preschool and Identified Special Education students:** The students in preschool and students with significant challenges will enter the building through the front door of NES. This door is labeled number 1.
- **Kindergarten:** Kindergarten students will enter through the Kindergarten doors with the drop off circle that face the family parking lot on Backus lane. This door is labeled number 37.
- **First Grade:** Grade 1 students will enter the school using the Cafeteria doors with the drop off circle that face the family parking lot on Backus lane. This door is labeled number 39.
- **Second Grade:** Grade 2 students will line up near the front of the building and enter the building through the Registrar door of NES. This door is labeled number 9.

*In the event that there is inclement weather, the temperatures indicate a real feel temperature of below 15 degrees fahrenheit or there are wind advisory warnings, students will wait for their teachers in designated spaces in the gymnasium entering through the front door (prek & second grade) and in the cafeteria entering through the Kindergarten door (K & 1st grade) standing a minimum of 3 feet from other in their class lines. These groups will be monitored beginning at 7:30 by teachers assistants and promptly at 7:45 teachers will retrieve their classes and move to classrooms.*

**Entering and Exiting Classrooms**

Students will enter the classroom maintaining safe distancing and take their assigned seat under the guidance of an NES employee. Students who receive breakfast at school will receive a grab and go breakfast that will be delivered to their classroom.

Every classroom has been designed to maximize space and distance between each student. Classrooms have been set up with a 3 to 6 ft. separation between student desks and all desks will be facing the same direction so that students are not facing one another. Teacher desks are now located near the smartboards to give teaching staff 3- 6 ft. of separation as well. Cubbies, bookcases and all other classroom furniture have been relocated to allow as much space as possible to accommodate spacing of student desks and tables.

Interior classroom doors are permitted to be propped open during the instructional day to reduce touch points and increase air circulation. In the event of a fire or lockdown drill, doors are to be closed and locked. In addition, all doors should be closed and locked when a classroom is unoccupied.

Classes will be asked to travel on the right side of the hallway except when exiting the building for a fire drill.

**\*Note the following from CDC guidance dated 3/19/2021:**

The Centers for Disease Control and Prevention (CDC) is updating K–12 school guidance to reflect the latest science on physical distance between students in classrooms. CDC now recommends that, with universal masking, students should maintain a distance of at least 3 feet in classroom settings. CDC has updated its operational strategy to say:

-In elementary schools, CDC recommends all students remain at least 3 feet apart in classrooms where mask use is universal — regardless of whether community transmission is low, moderate, substantial, or high

## **6. Dismissal:**

Dismissal procedures will include transition directives and pathways that limit the mixing of grade levels of students. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. All students must leave the school building by 2:20 unless meeting with a teacher or participating in a supervised event. Students will not be allowed to linger in the building after 2:20. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus. Students will not be permitted on campus before the start of school or after the conclusion of school unless supervised by staff.

- **Bus-** Students who ride the bus home will begin dismissal from the classroom at 2:10 and exit through the door by which they entered the building and monitored by an adult to ensure that they are maintaining safe distance as they walk to the bus. Students will board the buses one at a time, and sit in their assigned seat.
- **Walkers-** Students who walk or ride their bike home will dismissal from the classroom at 2:10.
- **Car -** Students who get picked up by a car will begin dismissal from the classroom at 2:15. Grade levels will have assigned spots outside to wait for pick up (same as arrival spots) with one staff member monitoring with a radio. Family members who are picking up students are required to stay in their cars and use the Backus lane entrance. Staff will be retrieving the child and sending them to the caregiver.
  - Parents and caregivers will be advised to be ready for children to open the door and get into the vehicle quickly.
- **Club -** The assigned duty team will assist with Club Walk. First grade will line up on the blue dots in the connecting corridor hallway, beginning at the door and then lining up going back towards the first grade cluster. Second grade will line up on the blue dots in the connecting corridor hallway, beginning at the door and then lining up going back towards the second grade cluster. The staff members will have a leader, middle and end teacher leading and monitoring the students until they reach the crossing at First Way.

## **Buses**

Students will not be permitted on the school bus without proper face covering. Disposable masks will be provided to any student who does not have one. Bus routes/pick-up times will be announced prior to the start of school. When buses arrive to the schools students will be directed by the bus driver to disembark by row to prevent the clustering of students. Bus drivers will also stagger the unloading of students so that not all buses are letting out at once.

## **7. Parent/Guardian Entry and Exit of Buildings**

- Parents/guardians are not allowed inside school buildings without authorization from administration. Parents/guardians can communicate with front office staff through the intercom.
  - Unless for an emergency
  - If a student is going home sick, the nurse will speak with the parent by phone prior to student pick up. Parents will come to the window in the vestibule and the student will leave the nurses office through the hallway and meet their parent or caregiver in the vestibule.
  - There will be a designated phone for students to use in the office to call home for necessary reasons only.
  - Any student in the Covid Room will exit the independent door.
  
- A drop off table will be located outside the main office of NES for parents/guardians to drop off items (lunch, homework, clothes, etc...). Blue painters tape and sharpie pens will be provided for parents to label items with their child's name. Children will be notified to retrieve their items off the table themselves with permission from their attending teacher.

## **Visitors**

- **No visitors will be allowed in buildings unless coordinated with administration.**
- **No volunteers will be permitted on the NPS campus unless coordinated with administration.**

## **8. Transitions within the building**

Student transitions during the day will be minimized as students will receive their grade level core content learning. They will be eating lunch in their classrooms or other designated space. Each classroom will have a scheduled recess and have designated exit and entrance doors specific to their classrooms. Students will move through the hallways at a minimum of 3 feet distance, facing the same direction as they move with masks on, in order to transition from the classroom to recess or dismissal both in and outside of the classroom.

**9. Lunches:** Lunch times will be scheduled by classroom and lunches will be delivered to classrooms by a staff member. Students will be asked to wash their hands or use sanitizer before and after eating lunch and will be seated at a distance of at least 6 feet when eating. Rolling trash barrels will be available for students to dispose of their trash. A staff member will make the barrel accessible for students to dispose of garbage and wiping down of desks will be monitored by school staff. In classrooms that are unable to accommodate 6 feet between desks for eating, there will be an overflow option to send students too.

**Lunch overflow-** Students who are eating in overflow spaces will be chosen in advance. These students will move to the assigned cluster/alternative space that allows 6 feet distance between students who are eating. Seats for lunch should be assigned and stay consistent. In overflow spaces, a monitor will be assigned to ensure protocols are followed.

*It is recommended that lunches be distributed to masked students prior to moving to the overflow spaces. Students eating in the classroom will have their lunches given to them, and remove their mask at their eating space.*

## **10. Recess:**

NES will have 6 Recess stations: the K structure, Large structure, Pyramid climber, Swings & field, softball field, & baseball field. The grade levels will be split and there will be 1 class per station during each 30 minute block. Classes will be required to play only with their class in the area that they are assigned for that day. As a team, NES will work to create a list of games that can be played safely when on the field. Preschool students exit the Bayberry exterior door and enter the connecting corridor of windows doors. Kindergarten students will exit their classroom doors for recess and enter through the Kindergarten Entrance. First grade will exit through their classroom doors and enter through the Bayberry exterior door near the K structure. Second grade will exit through their classroom doors and enter through the connecting corridor of windows.

### **Playground Structures:**

Playground areas will operate at a reduced capacity and students will wash or sanitize their hands before going to the playground and at the end of the play period. Face coverings and social distancing will be maintained while in playground areas

*\*From CDC Guidance:*

#### ***Cleaning and disinfecting outdoor areas***

*~Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.*

*~Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.*

*~High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.*

*~Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.*

## **11. Outdoor Teaching Spaces**

Each class will have an assigned space that they will be able to take their classes to learn. This will be agreed upon times with teams and spaces will be used with social distancing and classroom protocol followed.

## **12. Bathroom Breaks:**

Students will use the bathrooms that are closest to their grade level cluster. Grade level teachers will work together to establish a schedule for the class to use the bathroom as a class. Students will be required to wear masks in the bathroom and are also expected to wash their hands in soapy water for 20 seconds before returning to their class. Three students will be allowed in the bathroom at one time. Students will be asked to report anything that is out of order to an adult who will call the office so the bathroom can be temporarily closed and cleaned.

[Cleaning, Disinfection, and Hand Hygiene in Schools](#) (CDC)

**13. Movement Breaks:** Students will be encouraged to participate in scheduled movement breaks within the classroom and outside as deemed appropriate by the teacher. If students are taking part in a movement break in the classroom, masks are to be worn and students can stand up behind the chair of their desk in order to participate as a safe distance.

## **14. Fire Drills:**

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit as mapped out for their respective location in the building at the time of the drill per established evacuation routes. Once outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location maintaining safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

*The first scheduled “drill” will not involve movement and will require that teachers ensure that all students are aware of what to expect in the event of a fire drill or fire. They will review exits, expectations and procedures.*

## **15. Lockdown Drills:**

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face coverings will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit as mapped out for their respective location in the building at the time of the drill per established evacuation routes. If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location maintaining safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building.

## **16. Meetings at NES:**

Meetings may be held in the following spaces if socially distant: the special services office, the EL director office, an empty classroom, or any other office space as designated by the administration. When distancing requirements are not able to be met, the meeting will be facilitated from an identified classroom or office and those who are participating will be doing so remotely. If meetings do occur in person, masks will be required in addition to hand washing or sanitizing prior to entering the conference room.

## **17: Front Office Operations and Procedures for Staff**

- The office cannot be a gathering space or area for people to engage in conversation. The office will be locked and the window will be accessible for receiving messages.
- Staff are asked to email or call if they have questions for Jane, Patricia, Kim A or Kim K.
- If color copying is needed, please use the staff room located in the NES library. There is a computer that is linked to the copier for printing.
- Students should use classroom phones to call home rather than the phone in the office.
- Staff will be asked to use the following form when signing in and out of the building if they are leaving campus. [NES Staff Sign in/out Sheet](#)
- Staff are asked to only use the copiers and staff restrooms that are closest to their work space or cluster. Disinfecting wipes will be available at the copy machines and the staff restroom for use.
- All non-NPS employees and NPS staff who come to NES will use the front door and sign in at the table that is in the NES lobby before entering. Non-NPS will come through the office to get a visitor sticker and turn in their licence.
- If staff need access to a student file, they should email Jane or Patricia requesting the student's file that they need and it will be pulled for them to pick up. Files MUST be returned by the end of the day that they are requested.
- Leave slips can be requested from Jane via email or phone and the slip will be left in the staff members mailbox and can be left on Patricia's desk in a designated box

## **18. HVAC & Windows at NES -**

In order for the HVAC system to work properly, windows need to remain closed at all times in areas where there are cooling units. Box fans will be provided to support air circulation and placed in a window facing out, other windows may be open. Please note that box fans may not be placed in doorways.