

## **Charlemagne COVID and Hybrid Procedures (Updated March 19, 2021)**

- **Hybrid School Hours** – School hours for hybrid instruction are 8:45-1:45. Doors open and supervision begins at 8:30. **Students arriving before 8:30 are NOT supervised and may not be on the playground.**
- **Arrival Procedures** – To help maintain 6-foot physical distancing, each designated entrance/exit will have spots along the sidewalk for where students should stand. See the map below for your child's entrance.
  - *Kindergarten will enter the school via their classroom door on the Potter st. side of the school.*
  - *1st/2nd Grade will enter the school through the main doors on the Kincaid St. side of the school.*
  - *3rd grade will enter on the Potter St. side of the school via the double blue doors.*
  - *4th/5th Grade will enter the school at gates at the front of the school on the lower level on the Kincaid St. side of the school.*

A staff member will be stationed at each entrance to welcome students and to do a visual check for any signs of illness. Students will walk directly to their classroom where their teacher will greet them and will also do a daily visual screening of students for signs of illness. Any students showing signs of illness will be walked to the office.

*If a student arrives before the doors open at 8:30, they will wait in their car or stand on a red sidewalk spot by their assigned entrance.*

*If a student in 1st, 2nd, 4th or 5th arrives late to school they should come to the front doors on the Kincaid St. side of the school where a staff member will help them get to their classroom.*

*Kindergarten and 3rd grade students arriving late should come to the double blue doors on the Potter St. side of the school.*

- **Dismissal Procedures** – Students will be dismissed at 1:45. Staff will escort students out to their designated pick up areas where they will stand on red dots, 6 feet apart, until they have been picked up.
  - Kindergarten/3rd Grade: Back of school
  - 1st/2nd/4th/5th Grades: Front of school

Students who have younger siblings will walk to the younger siblings pick up area to be picked up.

Please stay in your vehicle to pick up your student. If you are picking your child up on foot or bicycle we ask that you please keep your distance from the other students.

Due to health and safety guidelines the playground at Charlemagne will be closed until 3:30pm everyday.

- **Breakfast & Lunches** – All students will be provided with a free breakfast and lunch, which they will eat in their classrooms. For breakfast, students will pick up their meal upon entering the building and will take it to their classroom. Lunches will be brought to classrooms. Students will eat meals at their desks and are allowed to remove their masks while eating. All meals are supervised by their classroom teacher.

*If students are bringing a meal from home, it must be **nut-free**, not require a microwave and one that can be opened by students.*

- **Classroom Set-Up** – Students will be spaced 6-feet apart and all students will have their own individual desk and chair. Students will not share supplies and school supplies will be provided for each student.
- **School Supplies** – 4J is providing all students with basic supplies, but families may also want to send students with extra masks (we hear they can get quite wet by the end of the day) and also a water bottle (**thank you for labeling it with your child's name**).

- **Recess** – Students will get a daily 30-minute recess with their cohort group. Students will be allowed to play all the usual playground games, minus those where students would come within 6-feet of one another. We will also be teaching fun socially distanced recess games. Masks will continue to be worn at all times. There will be designated spaces outside for students to take a short mask break before placing it back on and resuming play.
- **Attendance/Contact Tracing** – Classroom teachers will meet students at the classroom door to complete a Visual Screener.
  - Teachers will then ask **ALL students** the following two questions:
    - 1. Are you feeling okay?



- 2. Have you felt anything that's different for you in the last few days?



- **Cohort Groups** – Students are limited to 100 people they can have close contact with at school each week. We have divided our cohort groups by how our school is laid out, K/3, 1/2, and 4/5. These cohort groups will have designated restrooms and designated recess times, so not to come into close contact with other cohorts.
- **Health Rooms** – If a student does become sick, they will be escorted to the office. We have a designated care room for students showing signs of illness to wait until their family is able to pick them up. This room has been outfitted with air purification systems to help prevent the spread of germs and viruses.
- **Seasonal Allergies** - We live in the Willamette Valley and we all know that seasonal allergies are big during the spring. If your child has seasonal allergies please make sure that we have that documented in our school information system. Students who show signs of seasonal allergies but do not have it listed in our system will need to go home. You can contact our school nurse, Kristy Winnor, who will work with you to get that information in our system.  
[winnor\\_k@4j.lane.edu](mailto:winnor_k@4j.lane.edu)
- **Daily Cleaning** – Teachers will sanitize desks after each meal. Custodial staff will clean high frequency touch points through the day. Nightly, a school district crew will sanitize every classroom space using an electrostatic sprayer.
- **Masks** – All people, both students and adults, **MUST** wear masks at all times while on school property. The only time students may remove their masks is during mealtimes. Gater type masks are not allowed.
- **Visitors & Volunteers** – Only students and staff are allowed inside the building at this time.



*respect, responsabilité, communauté*