

Friday Harbor High School

Return to Building Plan

Before Arriving on Campus

- Families complete attestation (Wellness Screening) weekly (Monday morning) on Skyward
- Secondary students can complete their own attestation.
- Skyward attestation instructions
<https://docs.google.com/document/d/1q3Wipco8XVSza2fqShDqqr5o8qKTxytKsqPjJ4c/edit?usp=sharing>
- Bus Transportation
 - Keep riders in staggered seating allowing distancing between riders of different households.
 - Maximize outside air flow and keep windows open as much as possible.
 - All riders must wear a cloth face covering or acceptable alternative before boarding the bus.
 - All riders will use hand sanitizer immediately before boarding the bus.
 - Clean and disinfect frequently touched surfaces, including tops and backs of seats.

Arriving on Campus

- As students arrive, they will be encouraged to maintain social distancing. Two-ply cloth face masks must be worn.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- The door that students use to enter the building will be based on their last name
 - **Front entrance:** any student may use this entrance
 - **Back entrance closest to parking lot:** students with a last name beginning with a letter between **A and L** may use this entrance
 - **Library entrance:** students with a last name beginning with a letter between **M and Z** may use this entrance
 - **Stem Building:** for first class in Stem Building
- On Monday mornings, students will show attestation on their phone when entering the door. Students can also complete a paper attestation once they arrive at school.
- Temperatures will be taken before students enter the door at whichever door they come to. Anyone with a temperature of 100.4 or greater will not enter the building. They will be immediately sent home with a parent, or wait in the isolation area for a ride home. The student will not re-enter the bus.

- Screeners will do a visual screen as well, for any signs of illness.
- Doors will open for students in the A.M. cohort at 8:00, and for the P.M. cohort at 11:50.
- All students who arrive later than 8:15 or 12:05 must check in through the front door.
- Students need to leave the building as soon as their third class is finished (except for special circumstances). They are to use the exit that is closest to their classroom.

Entering and Exiting the Building

- Students report directly to their first class of the day.
- No locker use. Students must bring all materials into the classroom.
- No eating while at school. Drinking water from a personal water bottle is allowed.

Classroom Arrival

- Students upon arrival at first class will either wash their hands or use hand sanitizer, then go immediately to their assigned seat.
- Teachers will prop doors open to allow students in and out of class. Teachers may also prop doors open for extra ventilation during class.

Classroom setup

- Create seating arrangements to ensure 6' social distancing.
- Limit student movement within the classroom as feasible.
- Students should bring their school-issued Chromebook with them to school each day.
- Open windows often to allow outside air into the classroom space.
- Consider using outside classroom meeting spaces when feasible.
- Minimize the sharing of high touch materials as much as possible.
- Clean and disinfect shared items between use.
- Books and other paper-based materials are not high risk for spreading the virus.

Hallways and Bathrooms

- Hallways
 - Students will walk on the right side of the hallways and maintain social distancing while in the halls, and proceed directly to their next class
 - Teachers will dismiss students at the bell (no early or late dismissal)
- Bathroom
 - No more than 3 students at one time, while practicing social distancing.

Wash Hands

- During the school day, students and adults should clean their hands in the following situations. Either hand sanitizer or soap and water scrub:
 - On arrival
 - After outside activities
 - After going to the bathroom
 - After sneezing or blowing their nose
 - Before leaving school

Flow of ancillary services (Tech, counseling, medical, etc.)

Main Office

- If a parent/guardian needs to contact the office, it is encouraged to first use phone or email for communication before coming to the building. We are continuing to limit the number of people in the building at one time.
- Upon entry to the office, everyone must use hand sanitizer and continue wearing a mask. There are dispensers to the left side of the door, both outside and inside.
- Only three people will be permitted to enter at a time. If there are already 3 people in the office, students will wait outside the office door.

CCC

- The CCC is a small space with no windows and poor ventilation as well as a high risk staff.
- Upon entry to the CCC, everyone must use hand sanitizer and continue wearing a mask. There is a dispenser on the left side of the door into the CCC.
- Students are welcome in the CCC, but no more than one student in the CCC at any given time.
- If you need to see a counselor you must first make an appointment with Janet Scheffer. Once an appointment is made the counselor will find the student in their classroom and bring them to the appropriate space for a meeting.
- The CCC has one TA who will be allowed to work in the CCC during their period.
- The Conference room can be used for a meeting by teachers or the special education staff limited to two people in the room at one time.
- A teacher needs to make an appointment through Janet Scheffer for any student who needs to take a test in the CCC. Only one student can be in the CCC at a time.

Band

- Zero hour band / Jazz band will meet at 11:05 am in the Hall Gym

Tech

- When possible, email helpdesk@sjisd.org to schedule a time to get tech help
- For immediate/pressing tech needs, during the hours of 8:00am and 3:00pm, go directly to Tech

Medical

- Things typically seen: cuts (in need of a band-aid) or insulin issues;
- Will still have kids go to the office as needed

Lunch Distribution

- Students will be picking up their lunch at the ticket booth by the football field at the end of their cohort
- Students who take the bus will be getting their lunch as they exit the bus

Back-up Chromebook Protocols

- Should a student forget their Chromebook, lose battery charge, have forgotten their charger, or have some tech issue that prevents them from using their assigned Chromebook, they may check a back-up out from the library during on-site hybrid school hours 8:00-11:05am (Cohort A) and 11:50am-2:55pm (Cohort B).
- Staff: **Please CALL AHEAD to the library, before sending a student for a back-up Chromebook check-out.** Check-outs will occur as soon after calling the library as possible, in order to minimize the learning disruption. Calling ahead to the library will just help with the flow of bodies, as needed.
- Students may do check-outs at the library circulation desk or through the library pick-up window, just like books.
- All back-up/loaner Chromebook needs are to be taken care of through the cart provided in the library. All Chromebooks coming and going from the library cart will be quarantined and cleaned, the same as is being done for books.
- Each Classroom will have 1 power strip with 4 Chromebook chargers. Please be aware the chargers are very expensive and that you will be responsible for the ones in your classrooms.
- **Students needing to swap their Chromebook due to a tech issue will also need to submit a help ticket.** Please help your students to remember to do this.

- Any student needing to do a temporary Chromebook check-out will need to return the Chromebook by the end of the school day at 11:05am or shortly thereafter by 11:10am (Cohort A) or by the end of the school day at 2:55pm or shortly thereafter by 3:00pm (Cohort B). Students may drop off Chromebooks on the way to the bus (either at the library circulation desk or the library window). Any reminders that can be given to students would be appreciated.

Library Use

- Upon entry to the library, everyone **must** use hand sanitizer. There is a dispenser on the right side column just inside the main library.
- Limit library use on the first 2 days back (for FHHS) to only extreme needs. This will allow me to dedicate time to training my aides and connecting with any students who will be using the library workspaces as their assigned classroom.
- I will have a cart located just outside the library door for any book returns that come back those first 2 days. The library pick-up window is also an option for dropping off (and picking up) books.
- Library instruction and orientations will continue in video format, after returning to on-site instruction, until further notice. This has been working well in tele school mode and we can adjust over time, based on needs.
- **NO drop-ins to the library.** ALL students and classes need to be pre scheduled in advance or done so via phone for impromptu requests. We will not initially be using passes.
- PLEASE keep printer needs and access to a bare minimum, so as to keep traffic to and from the library (and in the hallways) at a minimum.
- Initially, until we get a feel for the flow of library use, students may **only** access the library during their English class period (for FHHS) and during their English and Social Studies class periods (for FHMS). To meet the needs of both middle **and** high school classes we need to start with this small subgroup of classes, see how things flow, and then can expand from there.
- In addition to in person book browsing and library use, following the protocols above, the following remain available for book checkout and return:
 - The library pick-up window will remain open for all students (hybrid & tele school) 8:00-11:10am or 11:50am-3:00pm, MTThF.
 - High school students on campus during the hybrid model may opt to pick books up at the pick-up window during the school day (8:00-11:10am or 11:50am-3:00pm, MTThF). Simply call the library to schedule a pick up. Books may also be returned through the window.

- All library materials, once returned, are quarantined for at least 3 days. After 3 days, all returned items are cleaned with an all-purpose cleaner and then placed back into circulation. Cleaning involves the wiping of book covers and other hard surfaces of materials, such as Playaway audiobook covers and devices.

What if someone develops signs of COVID-19 while at school

- Students or staff who develop any of the following symptoms while at school: *fever, chills, cough, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion, nausea, vomiting diarrhea*, will immediately be sent to the isolation area and sent home.
 - The isolation area is located outside the front door (or if that does not work for some reason, then the Hall Gym alcove may be used).
 - The nurse or health aide will be called to meet the student in the isolation area.
 - If the student or staff has shortness of breath or other symptoms of distress, they will be accompanied to the isolation area maintaining 6 feet of space.
 - The student will be supervised from a safe distance while waiting for a ride.
 - If school personnel need to be within 6 feet of the individual to provide care, then gloves, gown, KN95 mask and face shield need to be worn.
 - The ill student may not go home on the bus.
 - The isolation area will be wiped down according to disinfecting policy and windows opened.

For more information on district policy, please see:

<https://www.sjsd.wednet.edu/domain/573>