



# Jefferson Intermediate

2021-22 COVID Response  
Building Procedures

The SCSD District Leadership created reentry guidelines for all St. Charles City Schools using the most up to date information regarding the ongoing pandemic. You may find this information here - <https://mo01910164.schoolwires.net/>

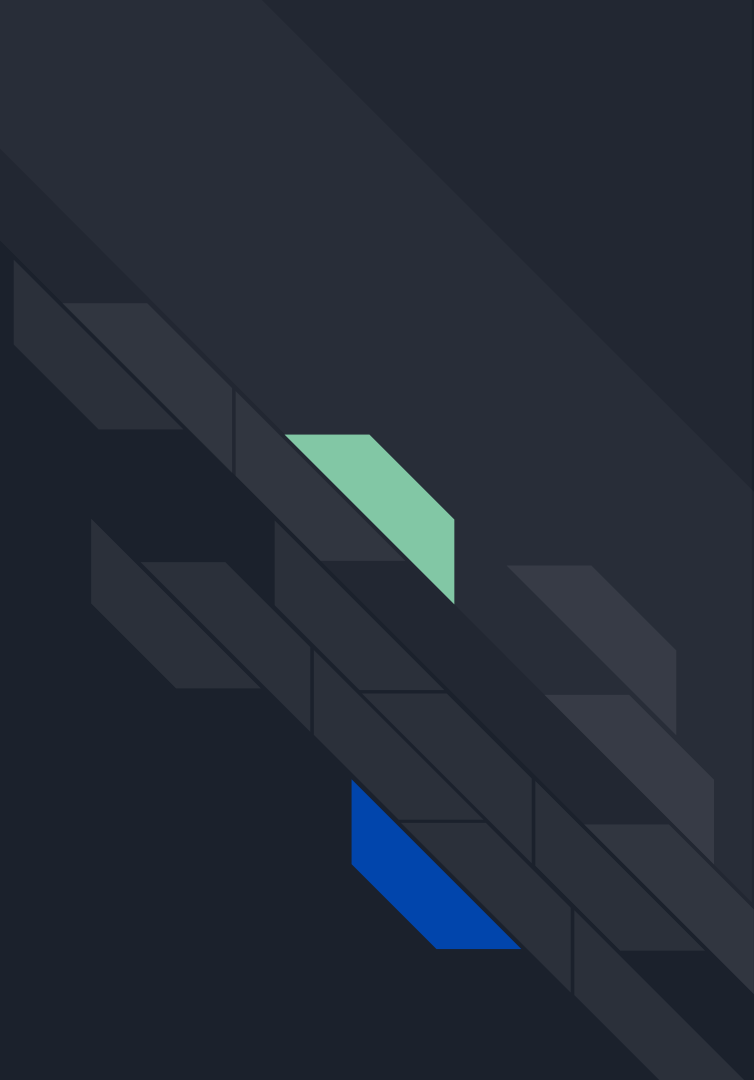
- ☐ *The Jefferson building level plan was created using these guidelines in an effort to provide the safest environment for all*

# Contents of the Presentation

- ❑ Transportation
- ❑ Arrival and Dismissal
- ❑ Breakfast/Lunch and Breezeway
- ❑ Lockers
- ❑ Classroom (Teams)
- ❑ Specials (Art, PE, Computers, Music)
- ❑ Hallways and Transitions
- ❑ Hall Passes
- ❑ Clinic Protocols
- ❑ Emergency Drills
- ❑ Visitors
- ❑ Parent Meetings, etc
- ❑ Back to School/Meet The Teacher
- ❑ Schoolwide Celebrations/Assemblies
- ❑ After School Activities
- ❑ Library

# Mask Policy

Mask plan will follow the  
direction of the Board of  
Education





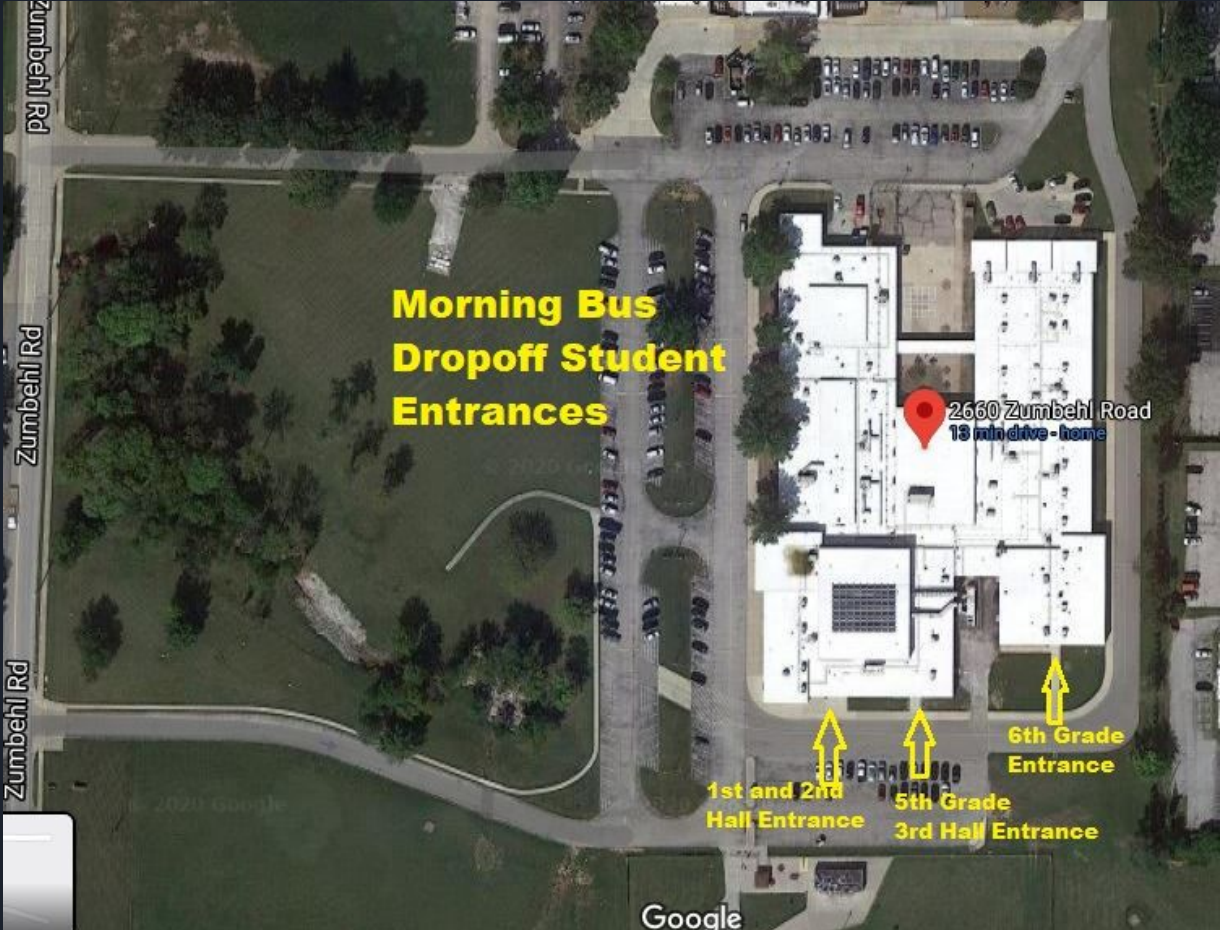
# Transportation

- ❑ Students should **wear masks** while riding a bus
- ❑ No more than **2** students per seat
- ❑ Students will be **assigned** seats based on homeroom rosters first followed by grade level
- ❑ Buses will be split by grade level
- ❑ Students will be encouraged to practice social distancing at the bus stop and while walking home
- ❑ **No bus passes** will be issued for the 2021-22 school year



# Arrival (Bus)

- Students will be dropped off at one location at the south side of the building. This location is based on the following factors: safety, practicality, ease for students, exterior doors
- Students will enter the building using the following guidelines:
  - **6th Grade:** 4th hall students will use the 4th hall exterior door near the bus lane (see map)
  - **5th Grade:** Students will use the exterior door to enter the music hall (see map)
  - All students will **immediately** report to their homeroom classes unless the student needs to visit the Grab n Go station (breakfast)
- Staff will be assigned to supervision duties at each of these locations



**Morning Bus  
Dropoff Student  
Entrances**

**2660 Zumbahl Road**  
18 min drive home

**1st and 2nd  
Hall Entrance**

**5th Grade  
3rd Hall Entrance**

**6th Grade  
Entrance**

Zumbahl Rd

Zumbahl Rd

Zumbahl Rd

Google

# Dismissal

Students will be released and exit the building using designated exterior doors discussed in the next slides





# Bus Dismissal

Classrooms #400 - #413  
and #508 A and B  
will use the southern 4th  
hall exterior doors.



# Bus Dismissal

Classrooms #318-#323  
and #415-#423  
will use the rear 4th  
hallway exterior door.



# Bus Dismissal

Classrooms #306-#316  
library, vocal music,  
orchestra, and gifted  
classrooms will use the  
music hall exterior door.



# Bus Dismissal

All classrooms in the 1st and 2nd hall, including gym and band, will use the southern 1st hallway exterior door.



# Car Rider Dismissal

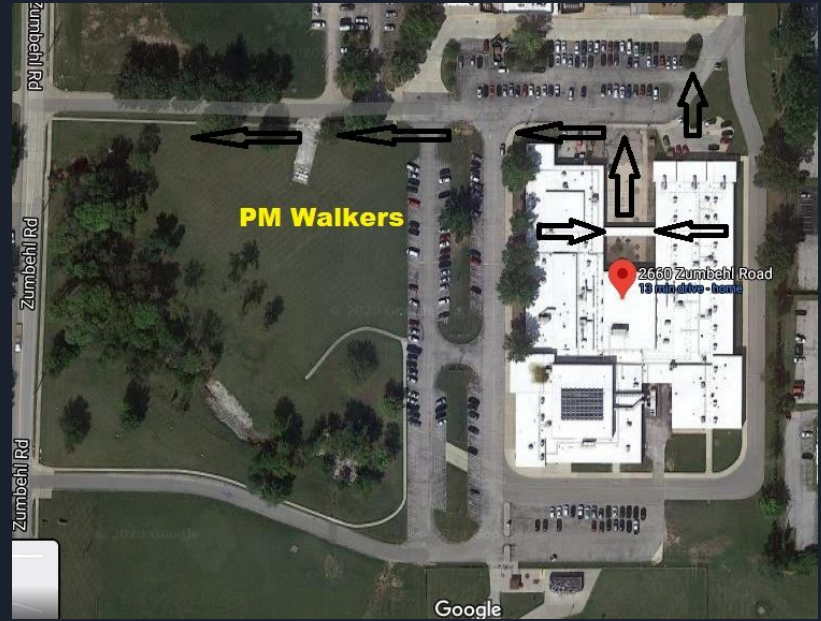
All students being picked up will use the exterior doors near the cafeteria and wait for staff instructions to enter a vehicle.

- ★ Students WILL **NOT** report to the cafeteria first!



# Walker Dismissal

Students will exit the building using the closest **breezeway** (2nd or 3rd hall) exterior doors. All walkers should walk to the north end of the building and wait for adult directions to cross.





# Breakfast and Lunch

- ❑ Increased handwashing and hygiene practices
- ❑ Masks will be used while serving food
- ❑ Seat and floor decals to encourage social distancing (along with adult supervision and frequent reminders)
- ❑ No open food buffets - bulk food will be served individually
- ❑ Extra stations
- ❑ Condiments will be in packets



# Breakfast

- ❑ All breakfast will be served in a Grab n Go style
- ❑ All Grab n Go items will be fully wrapped or cupped with a lid
- ❑ Students will visit the Grab n Go station prior to entering the classroom
- ❑ An additional station will be added so there are separate 5th and 6th grade stations





# Lunch and Breezeway

- ❑ Extra lunch tables will be provided to reduce the total amount of students per lunch table
- ❑ Students will sit by homeroom in order to reduce exposure and ensure contact tracing is accurate and efficient
- ❑ Students will be allowed to visit the outdoor breezeway area for a mask break, etc
- ❑ Sports that require close contact (basketball) will not be played



# Lockers

- ❑ Lockers will **BE** issued based for the 21-22 school year
- ❑ Students may visit them at designated times based on the schedule of the team teachers
- ❑ Ideally, students will only visit their lockers two times per day (AM Arrival and PM Dismissal)
- ❑ This will allow students to have a secure location for coats and electronic devices
- ❑ Students will be allowed the use of a backpack to carry their school supplies



# Classroom (Teams)

- Structure the physical space to follow social distancing guidelines
- Eliminate all furniture that does not allow for social guidelines
- Discourage physical contact between individuals
  - I.e. handshakes, high-fives, and hugs
- Assigned seating that is the same for each team classroom (rooms must be sanitized) or the teachers will switch classrooms
- No shared resources - manipulatives, whiteboards, writing utensils
- Display signage for practicing good hygiene and self check screening



# Classroom (Teams)

- Google Classroom will be setup for every team (to be shared in the event of an extended closure) All titled: “Teacher Name” Google Classroom. Completed by August 28th
- Plan for “mask breaks” outside when weather allows. Always following distancing guidelines
- Hygiene breaks will be necessary before and after lunch
- No communal supplies should be used



# Specials

- ★ Structure the physical space to create social distancing
- ★ Discourage physical contact between individuals such as handshakes, high-fives, and hugs
- ★ Assigned seating based on homeroom rosters first and then followed by team rosters
- ★ Display signage for practicing good hygiene and self check screening
- ★ Google Classroom setup by August 30th. Title dependent on course - Example: PE Google Classroom
- ★ Hygiene breaks and no communal supplies



# Transitions

- ❑ Students will leave the classroom in groups based on the location of their next class
- ❑ Classroom teachers will send students to specials classes using the following order:
  - ❑ Band and Vocal
  - ❑ PE and Orchestra
  - ❑ Art and Computers
- ❑ Specials teachers will release students back to classrooms based on the hallway, i.e. 2nd hall students first, 3rd hall students next, etc.

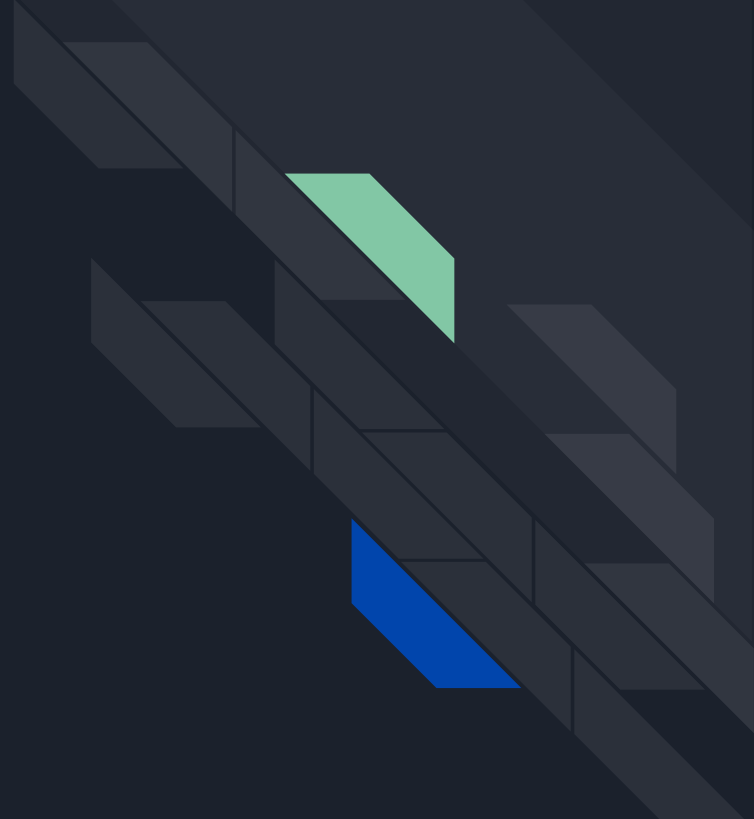


# Hallway Traffic Flow

- ★ We are unable to utilize one way hallways due to the building configuration
- ★ All students and staff will be required to walk in single file lines on the right side of the hallway only. Students and staff are encouraged to not walk in the middle of the hallway

# Hall Passes

- All teachers will be given single use passes for restroom and water fountain visits. These papers passes will be discarded once the student enters the classroom.





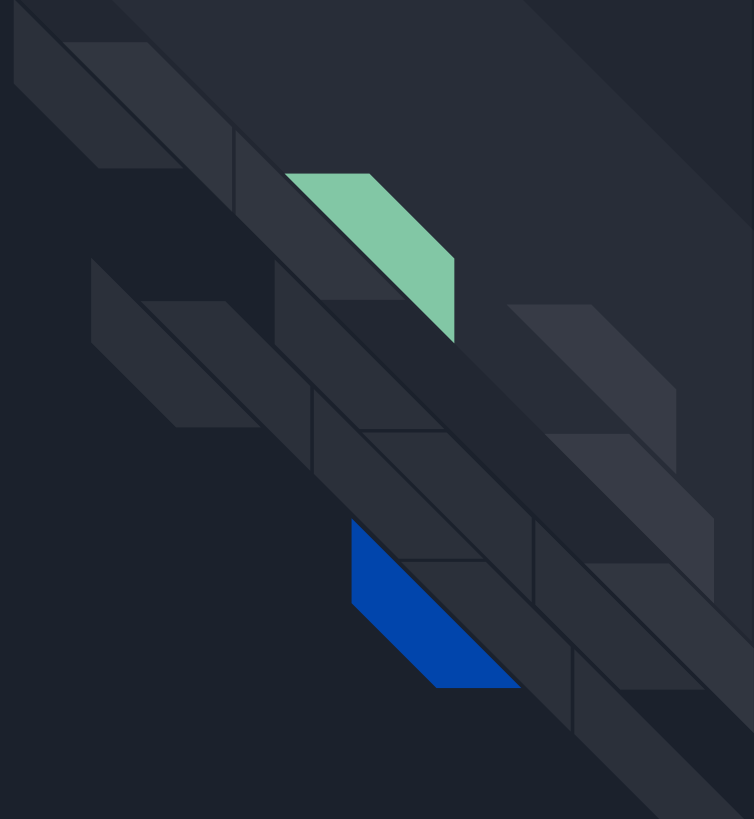


# Clinic

- ★ Access and use of all necessary medical supplies to ensure all precautions are followed when caring for those suspected of having COVID-19 or when performing a high risk procedure
- ★ The clinic will be split into two distinct areas:
  - A well area (medication administration, blood sugar testing, physical injury, etc) and a high risk procedure area. For Jefferson, the high risk procedure area will be housed in the clinic in the room with a door and appropriate ventilation
  - Those experiencing COVID symptoms will use a single room inside the clinic. As a precaution, the front foyer may be used for an overflow area.

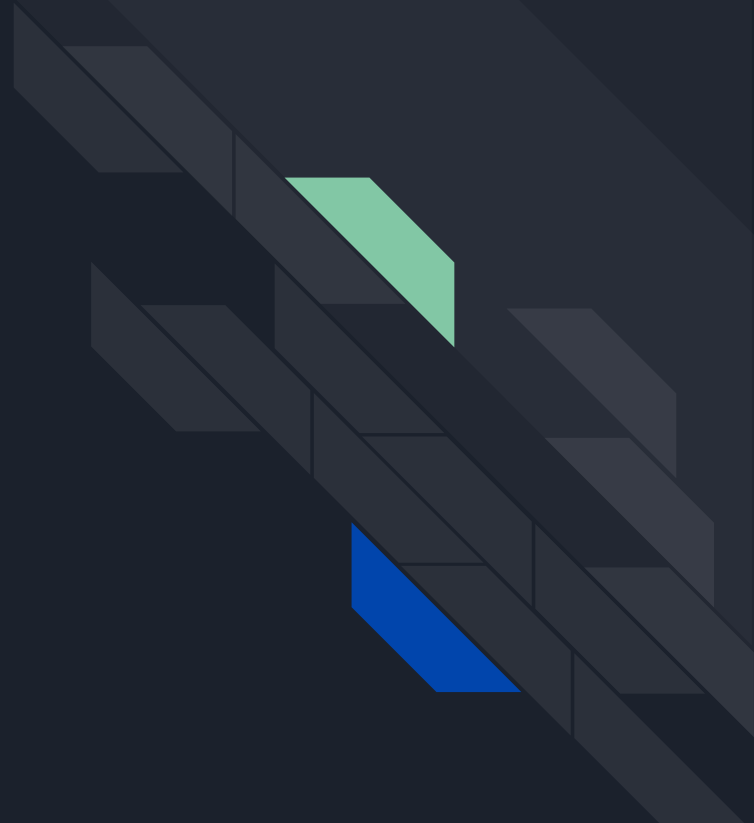
# Clinic (cont)

- All staff must call the clinic and get permission prior to sending a student. The only exception to this is if a child expresses symptoms related to COVID-19 or the situation is a medical emergency



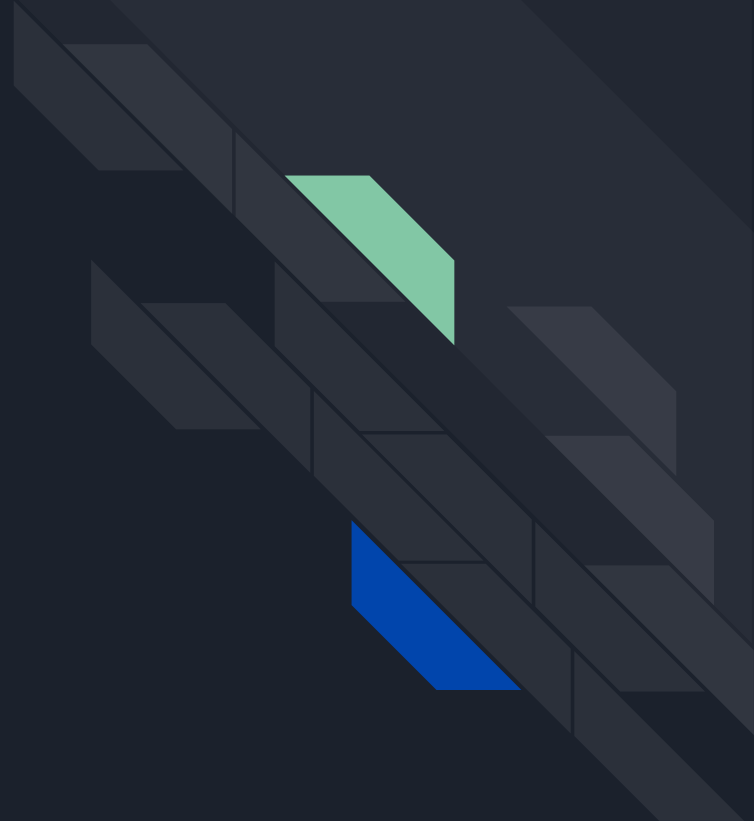
# Emergency Drills

- The same number of drills will be conducted as in previous years. Drills will be conducted by by teams to start the year. Whole school drills will still occur when social distancing is possible.



# Visitors

No visitors will be allowed beyond the front office. Any visitors deemed essential to the operations of the school (pest control, copy repair, etc) must follow district guidelines.





# Meetings/IEP's/Etc

- All meetings should be held virtually - Zoom or Hangouts as these typically last well beyond the CDC recommended times and it is difficult to ensure 3 feet distancing in conference rooms
- Exposure could potentially cause a significant number of staff to be quarantined during one of these meetings

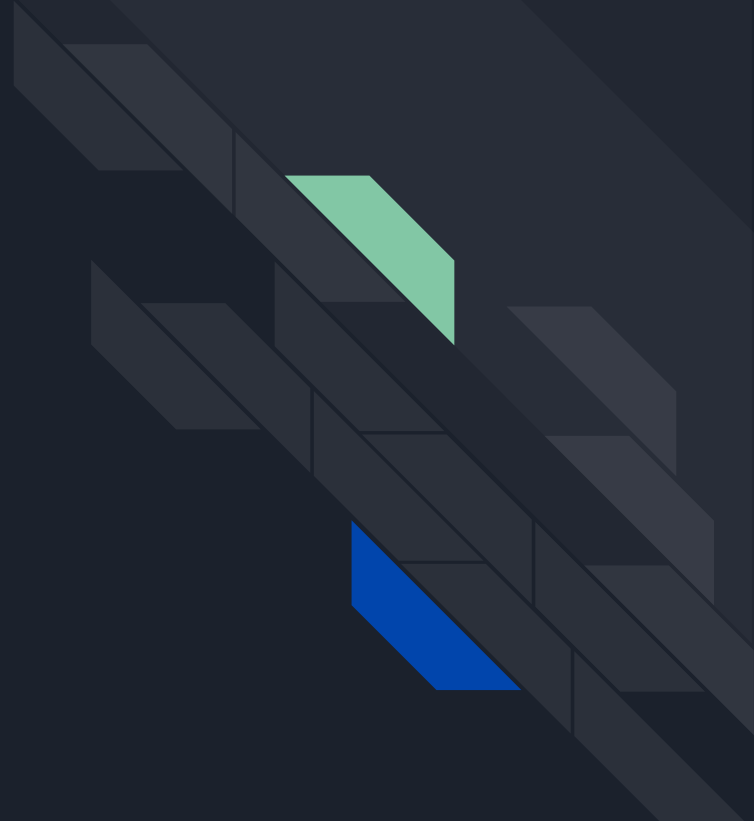


# Back to School/Meet The Teacher Night

- ★ We will have a Meet the Teacher Night; however, all students and adults should practice the 3 feet recommendation and avoid hand shakes or physical contact
- ★ Students and parents may tour the building on these dates and times
- ★ 6th Grade - August 17th - 5 to 7 pm
- ★ 5th Grade - August 18th - 5 to 7 pm

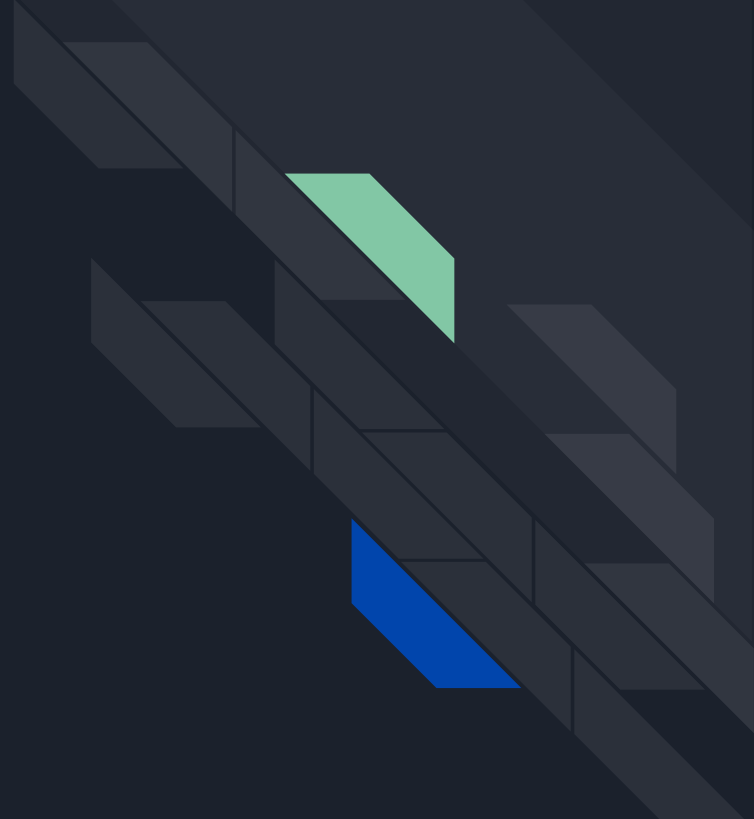
# After School Activities

After school activities will be held at Jefferson. Please note students must wear a mask during this time and follow all announced guidelines.



# Library

- ★ Students will visit the library by homeroom only





# Additional Questions?

**Contact: Jeremy Shields**

Email: [jeshields@stcharlessd.org](mailto:jeshields@stcharlessd.org)

Building Phone (636) 443-4404

Cell Phone (314) 898-7594

