

CAB CALLOWAY
SCHOOL of the ARTS
PHASE II
RETURN-TO-SCHOOL
November 4, 2020

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Phase II Schedule- Return-to-School

The week of November 2nd will be a transition week and look different for students. We will begin our transition to Phase II of Return-To-School on Friday, October 30, 2020. This will include a modified schedule for all students through November 6th. Here is the schedule for the transition period (October 30-November 6):

<u>Student Cohort</u>	<u>30-Oct</u>	<u>2-Nov</u>	<u>3-Nov</u>	<u>4-Nov</u>	<u>5-Nov</u>	<u>6-Nov</u>
Cohort 1 A-L	All students	All students	ELECTION DAY	In School 5-6-7-8	ZOOM IN	IN-SERVICE DAY
Cohort 2 M-Z	will work	will work	NO	ZOOM IN	In School 1-2-3-4	NO
Remote	asynchronously.	asynchronously.	SCHOOL	ZOOM IN	ZOOM IN	SCHOOL

The in-person days on November 4th (A-L) and November 5th (M-Z) will be regular days for students in the full day schedule. Wednesday will be periods 5-6-7-8. Thursday will be periods 1-2-3-4. This will allow all eight classes to meet one time during that week.

For students who are ZOOMING IN on November 4 and 5 - the teachers may provide assignments that are asynchronous in nature after meeting briefly with all students via zoom. Attendance will be taken, but we want to allow teachers time to work with students as they transition back into the building.

The Phase 2 Schedule

Below is the schedule for the remainder of the 2nd marking period beginning November 9th for all students to access courses and content.

<u>Student Cohort</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
In Person A-L	In School	In School	All students will work asynchronously from home on Wednesdays.	Zoom	Zoom
In Person M-Z	Zoom	Zoom		In School	In School
Remote	Zoom	Zoom		Zoom	Zoom

On average, middle school students should expect two hours of asynchronous work on Wednesdays, or about 15 minutes per class period.

On average, high school students should expect four hours of asynchronous work on Wednesdays, or about 30 minutes per class period.

The schedule of classes for all students on Mondays, Tuesdays, Thursdays, and Fridays is as follows:

<u>A/B Periods</u>	<u>START TIME</u>	<u>END TIME</u>
Pd 1 & Pd 5	7:25	8:55
Pd 2 & Pd 6	9:00	10:35
Pd 3 & Pd 7	10:35	12:45
1st lunch MS	10:35	11:05
2nd lunch MS	11:10	11:40
3rd lunch HS	12:10	12:40
4th lunch HS	12:45	1:15
Pd 4 & Pd 8	12:45; 12:15 for HS L2	2:15

Monday and Thursday will be periods 1-2-3-4; Tuesday and Friday will be periods 5-6-7-8

General Guidelines

- CCSA will share this handbook with all stakeholders outlining its intentions to minimize risks of the Red Clay Phase 2 Return-to-School.
- Students who chose in-person may choose to switch to remote.
- Students who chose remote learning may not switch to in-person until Red Clay opens the choice period.
- CCSA will train all teachers and staff on protocols and requirements including State and local regulations, CDC recommendations and other necessary information.
- Students, teachers, staff, coaches, and any other adults on campus, district-sponsored events, or on district transportation must wear a face mask at all times as per [Red Clay Administrative Memo](#).
- Students and staff should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Students and staff must maintain a minimum of 3 feet apart with face coverings at all times.
- All students and staff will self-assess using this self screening tool: <https://docs.google.com/document/d/1HsZqE337BWPrasXOznxGoVP7SwWDvpFaz4J-WV85EoU/edit?usp=sharing> This should be done prior to each time they report to school or a district sponsored event.
 - Staff and students/families shall immediately report a positive response to one of the screening questions to the Cab Calloway School Nurse- Phyllis Whaler at phyllis.whaler@redclay.k12.de.us or 302-651-2704.
 - Staff and students/families shall not report to school if they identify a positive response to one of the screening questions.
 - The school nurse shall confirm if the person has any symptoms of COVID-19. A person who has any symptoms of COVID-19 shall not report to campus until cleared by the school nurse. The school nurse may require written verification of the person's negative polymerase chain reaction (PCR) test for COVID-19 and a written clearance by the Delaware Division of Public Health.
- If a student or staff member develops any symptoms of COVID-19 while in school, he/she should report to the school nurse for further guidance and support. Teachers identifying such students should contact the nurse before sending the student to the nurse's office. The nurse may require written verification of the person's negative polymerase chain reaction (PCR) test for COVID-19 and a written clearance by the

Delaware Division of Public Health in order to return to campus. The student must be picked up by a parent/guardian as soon as possible and no longer than one hour from initial contact.

Handling Suspected, Presumptive or Confirmed COVID-19 Positive Cases

Should a student or staff member exhibit any of the symptoms noted above, the following protocol will be followed:

1) In the nurse's suite, CCSA will have a dedicated room or adjacent well-ventilated space with a door separate from the nurse's office that allows symptomatic individuals to be separated/isolated by 6 or more feet while waiting to be evaluated or for immediate dismissal. This area is in the Cab Calloway nurse's suite.

a) Only essential staff and students assigned to the designated isolation space may enter.

b) Any person who enters the designated isolation space will be required to sign in so that there is a record of persons who entered the room.

c) The designated isolation space will be cleaned and disinfected between students and several times throughout the day.

d) Symptomatic individuals will remain under visual supervision by a staff member who is at least 6 feet away. The supervising adult will wear a surgical mask and have access to 60-70% alcohol-based hand rub or soap and running water.

e) Any school nurse or school staff member who provides direct care to a symptomatic person will need to wear proper PPE and perform hand hygiene after removing PPE.

An FDA approved surgical mask will be provided to students/staff exhibiting respiratory signs/symptoms. Note: Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance or anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.

Students with fever and/or symptoms consistent with possible COVID-19, will not be permitted to remain in school and must be picked up by a parent/guardian as soon as possible and no longer than one hour from initial contact.

1) These students will not be permitted to board the dismissal bus.

2) Students who are ill will be walked out of the building by administration to parent/guardian (per district policy)

3) Students with transportation concerns should be referred to administration.

If a staff member exhibits symptoms consistent with COVID-19, they should notify the school nurse and an administrator, leave school immediately, and seek advice and care from a healthcare provider.

Return to School

After a student/staff member has been excluded from the school environment he or she may return once the recommendations from the Delaware Department of Public Health have been satisfied and/or clearance from a healthcare provider has been obtained. A list of excluded students will be shared with staff daily. Any excluded student in the building should be reported to the office immediately- ext. 500 (Michelle Deebel or Elizabeth Inman-Moran)

Other Circumstances

Siblings or students in the household of a student/staff member who has exhibited symptoms consistent with COVID-19 or has tested positive for COVID-19 will also be excluded from school.

Students diagnosed with illnesses not related to COVID-19 such as but not limited to strep throat and otitis media will be permitted to return to school after consultation with a healthcare provider along with a note from the healthcare provider stating that it is safe for the student to return to school.

CCSA's school nurse, Phyllis Whaler, will serve as the school level lead and will work with the designated district-level office administrator and Department of Public Health liaison on case investigation and contact tracing, which includes assessing each unique situation and determining if other students or teachers/staff should be quarantined or tested. If a positive case occurs, the process below will be followed:

- Parents of students, teachers, and staff should contact the school nurse immediately at phyllis.whaler@redclay.k12.de.us or 302-651-2704 if they learn they are positive to expedite the implementation of appropriate infectious control actions.
- The school nurse in collaboration with the principal will contact the Office of Infectious Disease Epidemiology within the Division of Public Health (DPH) and report the case. If DPH learns of the school-related positive case first, DPH will contact the school nurse.
- DPH will then assign an epidemiologist to perform the investigation. Positive cases related to a school setting are considered high-priority cases for DPH. Schools will trigger a priority response from DPH to the school.
- DPH will identify the COVID-positive staff member or student and work with the school nurse and the positive individual to identify any close contacts that need to be quarantined.
- The person who tested positive will be instructed to self-isolate for a time period that depends on when he/she developed symptoms or had the test done. A person who tests positive will be instructed to stay in touch with DPH. DPH will issue an email to the

individual (or a parent/guardian for a student) when the individual is cleared to return to school.

- Only close contacts of the person who tested positive will be required to quarantine. The Department of Health will provide direction to the school on how to proceed.
- The DPH epidemiologist will advise close contacts if and when they should be tested due to potential exposure.
- DPH will advise teachers/staff and students who may have been exposed if they need to test.
- If there is evidence of potential widespread transmission of the disease at the school (e.g., two or more cases from different households potentially transmitted at the school), DPH will work with the school to perform widespread testing for the school community. This decision should be based on findings from an investigation by DPH and informed by current levels of community infection.
- The school nurse, district COVID coordinator, and the school principal will coordinate with the Delaware Department of Education (DDOE) and DPH to notify families and employees of any positive COVID-19 cases in the school to raise awareness and encourage closer observation for any symptoms at home. This communication will occur while protecting the identity of those who test positive.
- Any space will be cleaned and disinfected with EPA approved products as per DPH guidelines before students and teachers/staff return to the space.

Signage

Signage concerning the following topics will be widely posted, disseminated, and encouraged through various methods of communication based on public health guidance: cover your cough/sneeze, do not enter the building if you are sick, wash hands, wear a mask properly, social distancing (6 ft), don't touch eyes/nose/mouth, etc.

Our Facilities

- Cab Calloway has six portable hand foaming sanitizing stations for use in high-traffic areas.
 - Main Office Entrance Portico (1)
 - Main Office Exit into Building (1)
 - Pool Entrance (1)
 - Rear Cafeteria Entrance (1)
 - Main Lobby Area (2)
- There is a hand sanitizer dispenser in every classroom and office area.
- Custodial staff has been re-trained on appropriate cleaning procedures.

HVAC

- Filters have been reviewed, upgraded (MERV-8 or higher), and maintenance schedules established.
- Outside air intake has been modified to increase the amount of fresh air introduced to the classroom. The Building Automation System has been reprogrammed to provide four or more air exchanges per average size room every hour.
- Facilities and maintenance department has worked with an outside HVAC contractor and professional engineer to recommission our buildings to ensure proper operations as it relates to COVID.
- Outside air filtration system will start two hours before students arrive, will run continuously throughout the school day and two hours post school end times.
- Custodians will disinfect commonly touched areas in common spaces (e.g., doorknobs, push bars, copiers, light switches in all common areas) with CDC-approved products, every two hours throughout the school day per DOE recommendations.
- To ensure transparency and safety, maintenance will utilize sign-off checklists that will be available for review.
- All restrooms will have full soap dispensers.
- Gymnasium locker rooms are closed to students during the instructional day. Only in-person athletes may use locker rooms (2:15-2:45) to change for practice/competition. Students zooming must arrive at practice/competition dressed to participate.
- Elevators have a 2 person maximum capacity.

Office Areas

- Red Clay office employees are provided with CDC-approved cleaning products to ensure they can keep their area sanitized and safe throughout the day.
- Families, outside visitors, and others entering the school should be limited to necessary situations. Adults who are assigned to work at the school, such as student teachers, will be allowed as needed.
- Each office area will have wastebaskets, tissues, and CDC-approved hand sanitizer so that these materials can be used upon entry and exit.
- Adults entering the building should sanitize hands prior to entering the main office and must wear face coverings.

Classrooms

- Each classroom teacher will be provided a container of Buckeye e23 to clean high-touch areas if he/she chooses. Teachers are not required to use Buckeye e23. Student desks are sanitized each evening. When students change classes, teachers are encouraged to use alternate seats. This means that during a teacher's second class of the day, students are sitting at a desk that has not been used since it was sanitized the day before. During the teacher's 3rd class of the day, a student is sitting at a desk that was potentially used a few hours earlier. This elapsed time, along with proper hand hygiene, mitigates the desk as a high touch surface.
- Teachers may choose to clean any areas or items in their classrooms with Buckeye e23. Red Clay will provide appropriate use of the cleaner for teachers who choose to use it.
- Students should never handle Buckeye e23 and teachers should not be using the cleaner in such a way that students come in contact with a surface that is wet from the cleaner.
- Custodians will clean and disinfect each room after the instructional day.
- Hand sanitizing stations are installed in all classrooms.
- Students and staff should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Students and staff must maintain a minimum of 3 feet apart with face coverings at all times.
- Individual desks or tables will be used for each student most of the time. In a few instances, students MAY sit two to a table on opposite ends of the table.

- Desks/tables must be arranged so they are facing the same direction.
- Wastebaskets and tissues are in each classroom.
- Teachers are encouraged to open classroom windows as often as possible as conditions allow.

Our Community

Nurse/COVID Coordinator

- The school nurse, Phyllis Whaler, will serve as the building COVID coordinator.
- School Nurse protocols are detailed in the Red Clay Consolidated School District Returning to School Health Guidelines Student & Staff Considerations

Emergency Team

- The team will prepare a crisis response for action should pandemic conditions worsen.
- The team will use updated information provided by DPH/DDOE/DEMA to make informed decisions related to changes in COVID-19 spread and assess the potential need to make modifications to the structures currently in place.
- The team will activate resources (personnel, existing partners) to support administrator, teacher, and student wellness.
- The team will review and augment, if necessary, the current composition of the crisis response team identified under the Red Clay's current School Comprehensive Safety Plan/Emergency Preparedness Plan in the Emergency Reporting Information Portal (ERIP) for current membership and inclusion of, at a minimum, a school nurse, a school counselor, and a school psychologist who can focus on student and staff mental health and wellness.

Teachers/Staff Responsibilities

- Teachers/staff should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Teachers/staff must maintain a minimum of 3 feet apart with face coverings at all times.
- Teachers and staff on campus, at district-sponsored events, or on district transportation must wear a face mask at all times except when alone in assigned classroom or office area.

- Teachers and staff must wash hands regularly with 60-70% alcohol-based hand rub (hand sanitizer) and/or soap and water.
- Teachers should report any student without a mask to an administrator immediately by calling the main office- ext 500.

First Aid Guidance for Staff

- It is recommended that minor first aid situations be handled by the student and school staff using self-care to prevent health office congregation and possible cross exposure. This is not to imply delegation of nursing services. The goal is to keep healthy students and staff out of the nurse's office to avoid potential exposure to illness.
- Teachers will be provided a nurse's office flow chart to assist with when to send students to the nurse's office.
- Staff shall call the school nurse prior to sending a student/staff member to the nurse's office to prevent excess health office capacity.
- Education regarding handling minor first aid and other situations shall be provided by the school nurse during scheduled professional development.

1. First Aid Supplies

- a. Gloves, Band-Aid's, and other items appropriate for the school setting should be provided by the school nurse for classroom and other setting use.
 - b. A "PPE Kit" for staff at high risk for exposure to respiratory droplets (e.g., behavioral interventionist, Crisis Teams members) shall be provided by the school nurse with education regarding potential exposure. Decisions for PPE use for high risk staff should be determined in consultation with the school nurse and school administration. It is recommended to place "PPE Kit" in strategic locations in the building to be used in emergency situations (e.g., with the AED, main office, cafeteria, unattached buildings).
- Teachers must ensure that school attendance policies do not penalize students for staying home when ill. (Students may zoom in if they are well enough to do so.)
 - In response to the public health threat of COVID-19, Red Clay, in partnership with the State of Delaware is implementing a testing protocol for all staff. Testing will begin the week of August 31 as all staff will receive an email via school messenger with a URL to request their testing kit.

Student Responsibilities

- Students should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Students must maintain a minimum of 3 feet apart with face coverings at all times.
- Students on campus, at district-sponsored events, or on district transportation must wear a face mask at all times.
- Students must wash hands regularly with 60-70% alcohol-based hand rub (hand sanitizer) and/or soap and water.
- Students feeling ill should let the nearest teacher/staff member know immediately.
- Students should let the nearest teacher/staff member know immediately if a classmate feels sick.
- Students are strongly urged to get tested for COVID-19 to prevent the spread in our school by children who may be unaware they have COVID, or are displaying no symptoms (asymptomatic). To facilitate this process, we are working closely with New Castle County to offer a variety of testing options for you. NCC hosts drive-through testing sites at a variety of locations. Families should pre-register at [Schedule a COVID-19 test today](#) to expedite the testing process and reduce wait time.

Administration Responsibilities

- Administrators will conduct and document a facility walkthrough with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Administrators should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Administrators must maintain a minimum of 3 feet apart with face coverings at all times.
- Administrators on campus, at district-sponsored events, or on district transportation must wear a face mask at all times except when in your office area alone.
- Administrators must wash hands regularly with 60-70% alcohol-based hand rub (hand sanitizer) and/or soap and water.

- Administration will train all teachers and staff on the protocols and requirements including State and local regulations, CDC recommendations and other necessary information.
- The administration will post signage including requirements of masks, social distancing, hand washing, covering coughs/sneezes, “stay at home if symptoms.”
- Administration will receive proper approval for indoor facilities from DPH.
- Administration will ensure that custodians sanitize bathrooms, high-touch surfaces, etc. before, between, and after sessions.
- Administration will make every effort to solve problems for students without a mask (i.e. provide an extra mask). However, there will be little tolerance for students who refuse to wear a mask. Students refusing to wear a mask may be switched from ‘In-Person’ to ‘Remote.’ This does not include medically approved accommodations.
- Administration will keep strict records, including day and time, of non-school employees entering and exiting the building. The computerized sign in will be used when a guest leaves the main office area.

Family Responsibilities

- Students must have an updated 2020-2021 Student Data Card on file in the nurse’s office.
- Parents/guardians are not permitted in instructional areas during the school day.
- Parents/guardians should ensure that their children bring 2 masks daily.
- Parents/guardians should ensure that students wash clothing and sanitize school materials daily.
- Parents/guardians should monitor their students for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any affirmative responses should prompt the family to keep the student home from school and contact the school nurse.
- Families must facilitate the student self-health assessment LINK <https://docs.google.com/document/d/1HsZqE337BWPrasXOznxGoVP7SwWDvpFaz4J-WV85EoU/edit?usp=sharing> every morning before school for each of their students.
- For students with a fever of 100.4 or higher or other COVID symptoms, families should consult the student’s health care provider before returning to school.

- Families should read the Dean’s Updates each Monday (or when otherwise distributed) for updates. This message is distributed via our List Serve.
- Parents/guardians are strongly urged to get students tested for COVID-19 to prevent the spread in our school by children who may be unaware they have COVID, or are displaying no symptoms (asymptomatic). To facilitate this process, we are working closely with New Castle County to offer a variety of testing options for you. NCC hosts drive-through testing sites at a variety of locations. Families should pre-register at [Schedule a COVID-19 test today](#) to expedite the testing process and reduce wait time.
- Parents should send all attendance notes for excusals and early dismissals via email to michelle.deebel@redclay.k12.de.us Hard copy notes are strongly discouraged.

The School Day

Before Leaving for School

- All students and staff will self-assess using this self screening tool: <https://docs.google.com/document/d/1HsZqE337BWPrasXOznxGoVP7SwWDvpFaz4J-WV85EoU/edit?usp=sharing> This should be done prior to each time they report to school or a district sponsored event.

Transportation



- Drivers are trained on cleaning procedures.
- Hand sanitizer dispensers are installed on all district and contractor buses.
- Student IDs will be available for “touch free” sign in on the bus.

- Students and drivers/staff are required to wear masks on the bus.
- The transportation services team will assign one student per seat with stickers on the seat to identify where to sit. These stickers will be placed to correspond with the state guidelines for student transportation during the COVID-19 pandemic.
- Drivers/staff and students should maintain the recommended distance of 6 feet or greater between individuals and must maintain a minimum of 3 feet apart with face coverings.
- Drivers will keep doors and windows open between trips to let the vehicles thoroughly air out.
- Drivers will encourage the use of hand sanitizer before entering the bus.
- Transportation personnel will clean and disinfect frequently touched surfaces in the vehicle (i.e., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes, between groups, and prior to afternoon routes.

Arrival at School

- Bus riders will arrive at the front-of-building or at the rear cafeteria entrance depending on the bus they ride. Students will exit buses as buses arrive and immediately enter the building. Students should report directly to their first period classroom on Mondays and Thursdays; and to their fifth period classrooms on Tuesdays and Fridays.
- Parent drop offs and student drivers should arrive at school no earlier than 7:00 AM each morning and enter the building via the pool entrance door.
- Students will not be issued a locker during the 2020-2021 school year. If a student is in need of a locker, please contact Dr. Robinson at w.robinson@redclay.k12.de.us Students with a locker may stop at their locker before block 1/5, before lunch, and/or after block 4/8. Students may not stop at a locker at any other times and are encouraged to not utilize lockers this year.
- Students may not congregate in hallways prior to Block 1 or 5 class. If students need to eat school provided breakfast, they should report to the cafeteria or to the C GYM and sit at a designated table prior to removing their mask. If not, they should report directly to Block 1/5 class.

- Students are discouraged from eating or drinking store-bought breakfast food or food from home in the school building. Please eat breakfast prior to coming into the school building.
- The AM late center is not being utilized during this time. Students with a 'tardy excused' note should report to the main office to sign in. Unexcused students should report directly to class. Teachers should allow all students into class without a pass and should mark students 'tardy unexcused' in eschool. The office will adjust excused tardies in eschool.
- After 7:45 AM, students who are late should report to the main office to check in.

Instructional Day

Beginning of Class:

- Students and staff should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Students and staff must maintain a minimum of 3 feet apart with face coverings at all times.
- Teachers and students will perform hand hygiene as they enter the classroom/at the beginning of class and as needed. Teachers will monitor hand hygiene as students enter the classroom.
- Students and teachers must wear a face mask at all times while in class.

During Class:

- Teachers will use Red Clay technology to amplify voices impeded by masks.
- Students will be assigned seats by the teacher and must remain in these assigned seats for the remainder of the course or until the teacher creates other seating assignments.
- Students may not eat during class. This includes chewing gum.
- Students may drink water from a personal water bottle at any time during the school day without removing their masks if they are at 6ft or more of social distance between all other persons.
- Students must be seated in the cafeteria (or the C GYM in the morning prior to school) for all other eating and drinking.
- Students must bring their own school supplies.
- Students may not share materials and school supplies.

- Teachers are encouraged to limit dissemination and collection of hard copy documents. Teachers may issue hard copy documents when necessary. If teachers do collect hard copy work from students, they are encouraged to have students turn the papers in a bin and let them sit for one day before grading.
- All hallway traffic during class should be limited.
- CCSA will not use hall passes.
- Teachers should send students to the bathroom one student at a time without a pass and contact the main office at ext 500 if a student does not return in 10 minutes. Students should not exceed the maximum capacity of a restroom and should wait outside of the restroom until space allows.
- Students will avoid physical contact including hugs, handshakes, high fives, fist bumps, etc.
- Any labs or hands-on activities should follow all procedures outlined in [Guidance for Hands On Laboratory Instruction](#).
- Students and staff should follow all COVID-19 safety protocols when participating in fire drills and building evacuations.
- Off-site field trips are discontinued.

End of Class:

- An accurate record of attendance for every class must be kept as it is critical to contact tracing.

Class Changes (Hallways/Stairwells)

- Traffic will flow in hallways in both directions (right side) single file on each side of the hallway. This will allow for six feet of distance between students in single file flow on each side.
- Hallways will have proper social distance markings.
- Stairwells will be utilized in one direction (UP STAIRWELL or DOWN STAIRWELL) and will be marked accordingly.
- Class changes will be dismissed via the bell. Students arriving at a classroom with students inside that classroom will wait patiently against the wall with proper social distancing.
- Students may not linger in the hallways - students have five minutes to get from class to class and should go directly from one class to the next without delay.

- All non-instructional staff (administration, school counselors, ED, librarian, school psychologist, etc) will be assigned hallway posts during class changes to assist with hall monitoring, social distancing, masks, etc.
- Students may use the restrooms during hall changes. However, students should not exceed the maximum capacity of a restroom and should wait outside of the restroom until space allows.
- Students may not congregate in hallways during class changes. Students must report directly to the next class.
- Students will not be issued a locker during the 2020-2021 school year. If a student is in need of a locker, please contact Dr. Robinson at w.robinson@redclay.k12.de.us Students with a locker may stop at their locker before block 1 and 5, before lunch, and/or after block 4 and 8. Students may not stop at a locker at any other times and are encouraged not to use lockers this year.

Cafeteria

- Students, teachers, and cafeteria staff will use hand sanitizer before and after every meal.
- Students and staff should maintain the recommended distance of 6 feet or greater between individuals. CCSA will meet or exceed the 6 ft recommendation in all areas of the building.
- Students and staff must maintain a minimum of 3 feet apart with face coverings at all times.
- Students will maintain physical/social distancing while in line for meals.
- Breakfast will be provided in the cafeteria and in the C Gym (cart). Students may eat in both locations.
- Students will select a seat in the cafeteria for an A Day and a B Day during the first week of in-person learning (November 9 - 13) and this will be their assigned seat for the marking period during lunch. Students may not move around the cafeteria. Students may only sit in seats available (properly marked as such) to allow for social distancing.
- Students must wear masks in the cafeteria except while in assigned seats and eating.
- Students may not eat lunch in any location other than the cafeteria.
- Students may not eat breakfast in any location other than the cafeteria or the C GYM at a designated seat.

- Breakfast and lunch are free. Snacks are available at a regular charge. Families should use the paypam account to put funds into a student lunch account.
- TO GO meals will be available to all students on Tuesdays and Fridays as the students leave for the week/weekend. TO GO meals will include five tray meals, five breakfasts, and a half gallon of milk. A student must take all items to be included, but this is open to ALL STUDENTS. For more information, contact alyssa.ryan@redclay.k12.de.us
- The lunch assignments will be disseminated to students and staff when it is ready (by Monday, November 2). We are ensuring that we do not have more than 90 students assigned to any lunch period.
- Students will be allowed to relax in the courtyard area after finishing lunch when supervision is provided by the staff. MASKS MUST BE WORN at all times, and students must socially distance from their peers.

Dismissal

- At the end of the instructional day, students will be dismissed via the loud speaker by classroom number. Students must exit the building immediately using the shortest route and exit to their destination (front of building for bus riders and walkers, pool door exit to the parking lot for car riders and student drivers. The band door exit and Stairwell 7 exit may also be used for car riders and student drivers.

Other Information

[Red Clay's Returning to School Health Guidelines](#)

[DPH Guidance: Responding to COVID in Schools](#)

[DDOE Guidance: Returning to School](#)

[Twenty-Seventh Modification: State of Emergency Declaration](#)