

OCTOBER 2020

**Sea Castle Elementary
School Reopening
Parent Guide
Covid-19/Pandemic
Procedures
2020-2021**

Daily Health Assessment

It is the responsibility of all families to complete a daily health assessment prior to reporting to school/work.

In order to enter Broward County Public Schools facilities, all individuals should answer the following self-assessment questions at home each morning prior to departure:

- Does my child or a household member feel warm, have a fever or elevated temperature (100.4), or have the chills?
- Does my child or a household member have a persistent cough, runny nose or sore throat?
- Has my child or a household member recently had a loss of taste or smell?
- Has anyone in my household tested positive for COVID-19?
- Has my child or a household member been in close, unprotected contact with anyone who has tested positive for COVID, who was sick with a fever and cough or confirmed/suspected of having COVID-19 (spent longer than 15 minutes within 6 feet of someone)?
- Is my child or a household member feeling otherwise sick or ill today?
- Is my child or a household member awaiting test results for COVID-19?
- Has my child or a household member tested positive for COVID-19?
- Has my child or a household member been told to self-quarantine or self-isolate by a medical professional, school staff or an employer?

If you answer “NO” to all questions, your child **may** proceed to school. **If any member of your family answers “YES” to *one* of these questions, please contact our school nurse for additional guidance.**

The [Coronavirus \(Covid-19\) Notification Form](#) is to be used by Broward County Public Schools staff, parents, students, vendors, volunteers and other community members to report a positive result of COVID-19, or have been advised by a health care provider to self-quarantine/self-isolate.

- Students who present COVID-19 symptoms **MUST stay home** until they have seen their healthcare provider to seek a medical evaluation and obtain a COVID-19 test, if appropriate.
- If a student starts to present COVID-19 symptoms at school, that student will be placed in a designated isolation room and **must be picked up within one hour of the school’s request that the child be sent home due to illness.** Teachers will be informed of the student’s dismissal for illness. Based on the medical screening, the school nurse will advise parents of the protocols for further medical assessment, COVID-19 testing, isolation and/or return to school.

- Students presenting COVID-19-like symptoms who have an alternate diagnosis, will follow routine school health practices, including staying home until the student is fever free and asymptomatic for 24 hours without fever reducing medication. Medical documentation may be requested.

PROCEDURES FOR ILLNESS/SYMPTOMS THAT OCCUR WHILE ON CAMPUS

- If a student/staff member is in distress and cannot breathe or respond, school response will be to call 911.
- If a student/staff member becomes ill while on campus, the teacher/staff will call the main office.
- Main office staff will contact the nurse or other appropriate staff member for illness related calls, questions, or concerns.
- The teacher will complete a clinic pass which the nurse or other appropriate staff member will take with them when retrieving the child/staff from the classroom.
- The nurse or other appropriate staff member will go to the classroom to complete a quick assessment and to escort the student/staff to the clinic or isolation room.
- The nurse will determine, based on symptoms, if the child/staff member is experiencing symptoms that may be COVID-19 related, or symptoms that are related to other possible illnesses/conditions.
- The nurse will follow protocols based on the results of their assessment.
- The staff member(s) supervising the child will be notified of the child's status.
- Contact tracing will be initiated if necessary.
- District protocols will be followed based on the outcome of the assessment completed by the nurse.
- NO STUDENT SHALL LEAVE CLASS/BE SENT OUT OF CLASS WITHOUT AN ADULT ESCORT (NO BUDDY SYSTEM).

COVID-19 Positive Procedures

- Students who test positive for COVID-19 must refrain from entering the school campus, and self-quarantine for the appropriate length of time as required by public health officials. Based on the medical screening, the school nurse will advise parents of the protocols for further medical assessment, COVID-19 testing, isolation and/or return to school.
- For the health and safety of the school community, parents MUST report to administration if their child has any confirmed communicable disease that poses a risk to others in the school community.
- Students testing positive may continue with eLearning from home, considerations will be given depending on the severity of their symptoms. If the student does not feel well enough to participate in eLearning from home, parents should report the absence to the school to be excused.

- The school will not provide the identity of an infected student to school employees, other students, or parents. Public health guidance will direct the school's communications. It may be necessary to alert others in the community, of the possible occurrence of exposure.
- The school will disclose sensitive medical information of students, no further than is necessary, to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law.
- Sea Castle Elementary will comply with all federal and state laws in regard to confidentiality and privacy requirements.

FACE COVERINGS POLICY 2170-E

Acceptable Face Masks

All students, visitors, and vendors must supply and wear their own face coverings while on location or inside any school district campus/facility, or inside a school district vehicle.

The following face covering types are approved for compliance with this policy by persons other than school district employees:

- Commercially Produced Face Coverings: Commercially produced surgical masks or respirators are acceptable for compliance with this policy;
- Cloth Face Coverings: Cloth face coverings are acceptable for compliance with this policy provided that the face covering covers both the nose and mouth of the person and fits snugly against the sides of the person's face with no gaps.

Students may not share face masks with any other individual.

NO STUDENT: shall wear a face covering that has markings that are suggestive, revealing, indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socio-economic background, sexual orientation, physical appearance, or any other basis. Additionally, face coverings shall not be used to promote a political party or an individual seeking elected office.

Face Shields

Although not required, the school will allow students, visitors, employees to wear face shields **in addition to face masks**.

Proper Face Covering Use, Removal, and Disposal/Washing

When putting on and wearing the face mask, students should:

- Wash their hands or use hand sanitizer before putting it on their face
- Place it over their nose and mouth and secure it under their chin

- Ensure that it fits snugly against the sides of their face and seals around the bridge of their nose to the extent which is practical
- Ensure that they can breathe well when wearing it
- Do their best to not touch the face mask while wearing it and wash their hands or use hand sanitizer any time they inadvertently do so
- Remove the face mask as needed to blow their nose, eat, or drink, but do not place it around their neck during those times; and
- Replace the face mask if it becomes soiled or wet.

When removing the face mask, students should:

- Handle only by the ear loops or ties
- Fold the outside corners together
- Avoid touching their eyes, nose, or mouth
- Dispose of a face mask by placing it in a trash receptacle that closes, in a receptacle designated by the school, or in a trash receptacle off school property after leaving campus
- Wash their hands or use hand sanitizer immediately after removing or otherwise handling the face mask
- Wash the face mask after each use.

Accommodation Requests

Parents requesting an accommodation for their child regarding this policy should contact administration or Mrs. Stewart for ESE, Mrs. Henao for Special Programs, or Mrs. Lopez for 504. *A face covering shall not be required for a student if school administration, IEP team or 504 team authorizes the student to remove her/his face covering during an activity provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face.*

Visitor Policy

All visitors will be restricted to the front office lobby only. Upon arriving, they must wear a mask, sanitize their hands, and practice social distancing measures. The capacity of the front lobby is limited to 1 visitor. Visitors must be wearing a face covering to be admitted to the office.

Students and employees are expected to comply with the face covering requirements for the health and safety of all. Students and employees who do not comply will be reminded of the policy. If they refuse after being reminded, they are subject to disciplinary consequences.

Arrival/Dismissal Protocols

Student Arrival

Strict arrival measures have been put into place to ensure the health and safety of all students and staff. Therefore, all parents and students must adhere to the following arrival protocols:

- Students will be permitted to enter campus beginning at 7:30 am.
- Parents will not be permitted to walk students onto campus and are encouraged to drop students off at car loop, or walkway adjacent to car loop. Parents walking students to single point of entry will be required to leave students with school based personnel at single point of entry.
- VPK parents can drop students off to VPK classrooms near car loop.
- Students will have the option to pick up Grab and Go Breakfast.
- Students arriving at 7:30 will sit in an assigned area of the café to eat and will be directed to grade level hallways after meal consumption.
 - Once capacity in the cafeteria has been reached students will be directed to grade level hallways to consume meals (receptacles and support will be in place)
- Students will enter class at 7:55am.

Dismissal

Dismissal Procedures

- **Dismissal will be *staggered* for ALL grade levels. Special Programs** will begin dismissal procedures at **1:30pm**, **aftercare and bus riders** will begin dismissal procedures at **1:45pm**.
- All grade levels will have one (1) teacher from each team to escort to designated dismissal areas for car rider students, bus rider students, and walking students. Any students remaining on campus after 2:20pm will be brought to the outside hallway/breezeway, behind the gate where parents will be required to come through the bus loop, and sign the late student, pick-up log. All parents will be required to stay in their cars at all times. Repeat late offenses may require further action as outlined by district policies and procedures.
- Staggered dismissal times:

PreK,	Special Program s	Kinder	1st	2 nd	3 rd	4 th , 5 th
12:00 pm (*Unless otherwise indicated by guardian, student	1:30pm	1:45pm	1:50pm	1:55pm	2:00pm	2:05 pm

will stay for remainder of the day)						
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- All students will be staged in assigned areas with adult supervision at ALL times
 - PreK – Dismiss from back door by car loop
 - Bus riders escorted to art room
 - Daily Sign out log required for all VPK students released at 12pm.
 - Kinder – main hallway of bldg. 6, Exiting main bldg. door and through the Car Loop gates and walkers escorted to crosswalk.
 - 1st Grade – 1st Grade hallway in front of VPK, bldg. 1, Exiting through the car loop gates and walkers escorted to crosswalk.
 - 2nd Grade –Hallway in front of special programs, bldg. 1. Exiting through the car loop gates and walkers escorted to crosswalk.
 - 3rd Grade – Main walkway/breezeway outside of building 1, exiting through car loop gates and walkers escorted to crosswalk.
 - 4th Grade - Main hallway of grade level building, Exiting through the building to car loop and walkers escorted to crosswalk.
 - 5th Grade - Main hallway of grade level building, Exiting through the building to car loop and walkers escorted to crosswalk.

- Parents must remain in their vehicles at all times.
- Students will walk physically distanced to their vehicle once their name is called.
- **If you have multiple children in different grade levels, please come at the oldest child’s release time to pick up all of your children, siblings will be placed together**
- Please do not come earlier than your child’s assigned dismissal time. Parents arriving early will be asked to circle around so that we can keep the line moving.
- BUS STUDENTS- All private and school (yellow) buses will have students assigned and supervised until the bus is called.

In-Person Learning

Health and safety measures have been put into place for in-person learning throughout the school campus with guidance from the most up-to-date CDC guidelines to minimize risk for all students and staff. Below are the detailed changes that students can expect when returning to Sea Castle Elementary.

Student Experience for Classroom Instruction

Measures have been put into place to minimize risk for students and staff, therefore the typical classroom instruction experience for students will be different in the following ways.

- Students will continue eLearning via TEAMS and Canvas.
- Students will receive Specials instruction in their assigned classrooms, specials will travel to the teacher’s classroom.

- Contact Tracing Logs will be signed.
- All students and staff will wear facial masks while on campus, except while eating.
- Students will use the same desk and chair daily and desks will be spaced apart to meet the physical distancing guidelines published by the CDC.
- Students will use their own supplies; NO sharing of supplies.
- Students will use the laptop or device assigned to them; NO sharing of devices.
- Students will transport their laptop, charger, headphones and other supplies with them to and from school daily.
- There will be limited movement in all classrooms.
- Students may be assigned to an alternate classroom or overflow room, as needed.

Breakfast and Lunch Procedures

Breakfast for Students

- Students may get a free Grab and Go Breakfast upon arrival.
- Students arriving at 7:30 am will eat in the cafeteria or an alternate assigned area (capacity dependent).
- Capacity requirements in the café may require students to eat in designated, grade level, buildings (receptacle and coverage provided).
- Breakfast will conclude at 8:00am. Students arriving after 8:00am, may not receive a breakfast (with the exception of bus students arriving late), if able to receive breakfast, it will be consumed in the classroom.
- Classroom doors should be opened at 7:55 am.
- Sanitation and PPE materials will be available in all classrooms for cleanup.
- Please ensure all students eat their breakfast within a 15 minute time frame.
- Garbage receptacles will be placed in building hallways for disposal.

Lunch for Students

- Lunch will be eaten in the cafeteria
- Teachers will **escort** students to the cafeteria entry doors. Students will stand in accordance with physical distancing floor decals and markers and proceed through the line. No students should be left unattended by the teacher (no drop and go).
- Students must wear their mask while in the cafeteria, with the exception of eating. There is NO movement in the cafeteria between tables.
- Students will take a prepared tray. There will be no choices for meals. All students will take an identical meal (with the exception of documented allergies).
- Students will sit at their assigned table in their assigned seats, on a dot icon.
- Upon sitting, students will remove their mask to eat and drink. Masks may be removed while students are eating and drinking **ONLY**. Students are encouraged to hang their mask on their badge clip while eating.

- At the conclusion of lunch, students will be directed to dispose their trays in the somat.
- Tables and benches will be sanitized after each lunch rotation by cafeteria staff.
- Students will not scan their badge or enter a lunch number through December 2020, (due to a grant allowing all students to eat free).

After-Care Protocols

- Aftercare will be only be available for face-to-face students, no VPK or special programs available until further notice.
- Students will be picked up by the aftercare counselor at 1:45pm, from the main building hallway/classroom and escorted to their assigned aftercare room(s).
- All campus safety protocols will be implemented, including wearing a face mask and observing social distancing.
- Snack and supper will be served daily.
- For information on the availability of aftercare, contact Sunshine Aftercare.

Specials

- All Specials will take place in the classrooms and simultaneously via eLearning.
- All students will remain in their classrooms.
- Times may be adjusted for classes as some classes will need to pair up

Recess

- Recess will take inside the classrooms until further notice.
- Students will not be permitted to interact with other classes.
- Indoor recess will take place in the classroom.

Student Attire

Students are required to wear school uniforms and must follow all Student Code of Conduct Dress Code guidelines. Students are to abide by the mandatory uniform policy during distance learning.

Students must wear ID Badges Daily when available.

School Day

- Flip flops, backless shoes, tank tops, spaghetti straps, and midriffs are prohibited.
- Appropriate length should be maintained for shirts and skirts.
- Clothing which was traditionally designed as undergarments, sleepwear, or beachwear may not be worn as outer garments.
- Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color,

disability, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed.

- Refer to the Code of Conduct at <https://www.browardschools.com/codeofconduct> for additional details.

Laptops

- Students will transport their device, charger and headphones (personal or school board issued) to and from school DAILY. Teachers should remind students to charge their devices at home, each afternoon.
- Device sharing will not be permitted.
- If a student forgets to bring their device, please contact the main office. We will contact the parent and/or provide a loaner device *if available*.

Access to Water on Campus

- Community water fountains will not be accessible to students due to health restrictions.
- Students are requested to bring a disposable bottle filled with water daily.
- Reusable water bottles left around campus will be discarded. A “lost and found” area will not be maintained to protect the health and safety of all.
- Water bottles should be labeled with student first and last names.
- Refillable water coolers remain available for staff.

Physical Distancing

- Physical distancing decals and tape markers are placed in the hallways and cafeteria.
- Morning Arrival Traffic Patterns:
 - When students enter the building in the morning, all traffic will proceed ONE WAY, through single point of entry with adults directing traffic.
- Dismissal Traffic Patterns:
 - VPK through back door, by car loop
 - Kinder, exit main entry way of building 6, proceed to car loop through breezeway (Bus students and walkers escorted, Aftercare picked up from hallway)
 - 1st Grade Building 1 Hallway by VPK (Bus students and walkers escorted, Aftercare picked up from hallway)
 - 2nd Grade Building 1 Hallway by Special Programs (Bus students proceed to bus loop upon bus being called, walkers escorted, and Aftercare picked up from hallway)
 - 3rd Grade Main Walkway/Breezeway outside of building 1 (adjacent to building 80). All Bus students proceed to bus loop upon bus being called from building 5, walkers escorted, and Aftercare picked up from hallway.

- 4th and 5th grade exit buildings 80/81 from back of building to car loop (Bus students proceed to bus loop from front of building 80/81 upon bus being called, walkers escorted, and Aftercare picked up from hallway).

Instructions and Signage

Face Covering Required and Physical Distancing Posters are in place throughout campus. Floor decals and markers are on the floors to indicate where students may stand/sit around campus while in transition.

Cleaning and Sanitation Protocols

Campus will be cleaned daily at the end of each school day. High touch areas such as door handles will be sanitized periodically throughout the day. Every classroom will be equipped with sanitizing solutions and wipes for use during the school day.

When using classroom bathrooms, students and staff should use hand sanitizer before entering the restroom. All should additionally use hand sanitizer before exiting the bathroom. After exiting the bathrooms, students and staff should wash their hands with soap and water, for a minimum of 20 seconds, at the classroom sink.

Supporting Our Students as they Transition Back to Campus

The key to the health and safety of students is ensuring they are aware and engage in healthy practices. Here are some best practices to discuss with your students:

- Review and practice proper hand washing techniques and explain to your child the importance of following these procedures.
- Talk with your child about the new protocols put into place prior to entering the school:
 - Wash and sanitize hands more frequently.
 - Keep mask on at all times except when eating/drinking.
 - Teach and reinforce the concept of physical distancing.
 - Students may not share supplies.

Non-Compliance and Behavioral Issues

- Code of conduct, and the school matrix for discipline, consequence, and compliance will be followed at all times.
- Refer to the Code of Conduct at <https://www.browardschools.com/codeofconduct> for additional details.

Reporting Absences:

Please call the school office to report if your child will not be in attendance for face-to-face elearning or elearning from home. Excused absences will follow district procedures and guidelines.


Office: 754-323-7250

CORONAVIRUS

COVID-19 PREVENTION

These steps are critical for everyone to take, because although everyone is not at equal risk for a severe case of COVID-19, everyone risks being infected with the virus that causes the disease and then spreading it to others.

1 **STAY**
If you feel sick,
stay home.



2 **SAFE**
Keep a safe distance
from others.



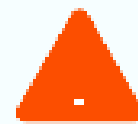
3 **WASH**
Wash hands frequently.



4 **CLEAN**
Clean and disinfect
frequently used surfaces.



5 **PROTECT**
Protect the vulnerable.



KNOW THE SYMPTOMS

- COUGH
- FATIGUE
- BODY ACHES
- HEADACHE
- LOSS OF TASTE OR SMELL
- SORE THROAT
- CONGESTION
- RUNNY NOSE
- NAUSEA
- VOMITING
- DIARRHEA
- SHORTNESS OF BREATH
- MUSCLE PAIN

SICK STUDENTS AND ADULTS SHOULD REMAIN HOME.
#COVIDSTOPSWITHME



CORONAVIRUS PREVENTION



4 KEY POINTS TO REMEMBER



- 1 If you feel sick or see symptoms of sickness, stay home or send home.
- 2 Protect the vulnerable.
- 3 If a COVID-19 case arises - don't panic, be surgical not sweeping. Quickly assess and limit the impact.
- 4 Communicate, communicate, communicate.

#COVIDSTOPSWITHME

