



Danvers Public Schools

Safety Protocols - District and School

9/4/20

This document aligns the school-based and team-based procedures with district-mandated protocols.

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	DISTRICT POLICIES and PROTOCOLS	Elementary	HRMS	DHS
<p>Face Coverings / Masks</p>	<p>All students and staff PreK-12 are required to wear masks while school is in session. Masks need to cover and fit around the nose and mouth (no openings such as a bandana that opens at the bottom; no gaiters).</p> <p>Mask breaks are provided with strict physical distancing of 6 feet. Timing and location of breaks will be arranged by school administrators and teachers. When possible breaks will take place outside. Where not, ample ventilation and distancing will be ensured</p> <p>Students are required to wear masks during bus rides.</p> <p>Students and staff may be exempt from the mask requirement due to medical conditions. Face shields will be used in lieu of masks in these cases.</p> <p>School Committee Policy on Masks: DPS Face Mask Policy</p> <p>PPE is available for all staff through their building administrator. PPE includes but is not limited to the following (attached)</p>	<p>Students will be checked for masks upon entry into the building and throughout the day.</p> <p>Teachers are asked to notify the office immediately if a student is not wearing a face mask.</p> <p>Families will be asked to pick up their student who refuses to wear a mask.</p> <p>The Elementary Schedule includes multiple mask breaks for students. Specifically: Kindergarten: 5 breaks Grades 1 to 4: 4 breaks Grade 5: 3 breaks</p> <p>If the need arises for additional mask breaks, please see the building principal.</p>	<p>Students will be checked for masks upon entry into the building and throughout the day.</p> <p>Teachers are asked to notify the office immediately if a student is not wearing a face mask.</p> <p>Families will be asked to pick up their student who refuses to wear a mask.</p> <p>Designated mask breaks have been built into the schedule and students will have the opportunity to take mask breaks at those times.</p>	<p>Students will be checked for masks upon entry into the building and throughout the day.</p> <p>Teachers are asked to notify the office immediately if a student is not wearing a face mask.</p> <p>Families will be asked to pick up their student who refuses to wear a mask.</p> <p>Designated mask breaks have been built into the schedule and students will have the opportunity to take mask breaks at those times. Teachers will also be able to participate in scheduled mask breaks and will not be expected to supervise their students during this time. Other staff and administration will be assigned to supervise during this time.</p>

<p>Student Cohorts</p>	<p>Students are assigned to cohorts initially by last name who attend school on either the A or B days.</p> <ul style="list-style-type: none"> ● Cohort A: Last Name A-L ● Cohort B: Last Name M-Z ● Cohort C: Students in Fully Remote Program ● Cohort D: Students in school 4 days per week (High Needs) ● Adjustments may be made to the student cohort assignments per Principal discretion. <p>In HS, students change classes, wiping down their desks before leaving and when entering the next classroom.</p> <p>Students may switch between learning models at natural breaks during the year, i.e. quarter or trimester.</p>	<p>At the elementary level, students have been organized into cohorts with consideration of siblings, family requests, and in conjunction with HRMS and DHS.</p> <p>High Needs students were assigned to 4 days/week when appropriate.</p>	<p>At HRMS, students have been organized into the following cohorts:</p> <ul style="list-style-type: none"> ● Cohort A: Last Name A-L ● Cohort B: Last Name M-Z ● Cohort C: Students in Fully Remote Program ● Cohort D: Students in school 4 days per week (High Needs) <p>Additionally, we divided students into smaller cohorts at each grade level. Students will be divided into 2 teams per grade level.</p>	<p>At DHS, students have been organized into the following cohorts:</p> <ul style="list-style-type: none"> ● Cohort A: Last Name A-L ● Cohort B: Last Name M-Z ● Cohort C: Students in Fully Remote Program ● Cohort D: Students in school 4 days per week (High Needs) <p>Additionally, we divided students into smaller cohorts at each grade level. 9th grade teams include Peregrine, Merlin, and Kestrel. 10th grade teams include Poplar, Spruce, and Maple. 11th and 12th grade students have been cohorted based on course selection.</p>
<p>Physical Distancing / Students and Staff Movement through Common Areas</p>	<p>Students and staff maintain physical distancing throughout the school day with a 6 foot distancing guideline.</p> <p>Classrooms are set up to maintain a 6 foot distance between students.</p> <p>This distancing applies to students and staff who are sitting in the same place for an extended time (e.g. a class period). It is possible</p>	<p>Classrooms have been set up with student chairs 6 feet apart from one another. They also allow for at least a 6 foot teacher presentation space.</p> <p>How each teacher runs his or her classroom in terms of student movement is up to the individual teacher. The administrator will not dictate how individual classrooms will operate.</p>	<p>HRMS has several different sized classrooms in the building.</p> <p>Classrooms have been set up with student chairs 6 feet apart from one another. They also allow for a 6 foot teacher presentation space.</p> <p>How each teacher runs his or her classroom in terms of student movement is up to the individual teacher. The administrative team will not dictate how individual</p>	<p>DHS has several different sized classrooms in the building.</p> <p>A wing</p> <ul style="list-style-type: none"> ● General Classrooms - 17 student desks ● Smaller classrooms - 9 student desks. <p>B wing</p> <ul style="list-style-type: none"> ● Science labs - 17 total (14 high top chairs at lab benches with 3 additional

	<p>for students and staff to pass by for a few seconds at a distance less than 6 feet with minimal risk.</p> <p>As long as desks are 6 feet apart in the classroom, teachers may walk between rows of desks.</p> <p>Directional travel through hallways by students and staff is marked to avoid students congregating in common areas.</p> <p>When standing in line, students need to maintain physical distancing. Floors will be marked and/or staff will direct students where to stand.</p>		<p>classrooms will operate.</p>	<p>students desks in each room).</p> <ul style="list-style-type: none"> • Smaller classroom - 12 student desks in each room. <p>C wing</p> <ul style="list-style-type: none"> • C213 - 12 student desks • C218 - 9 student desks • C219 - 9 student desks <p>H Wing</p> <ul style="list-style-type: none"> • General Classrooms - 20 student desks • TV Studio - 9 desks and 12 student computer stations • Art Rooms - 3 per table <p>How each teacher runs his or her classroom in terms of student movement is up to them. The administrative team will not dictate how individual classrooms will operate.</p>
<p>Lunch</p>	<p>Students may take off masks to eat lunch.</p> <p>Students must maintain a strict 6 foot distance while eating. Capacities will be determined by the number of people who can fit while keeping safe distance.</p> <p>Lunches will be served and/or larger areas (e.g. cafeteria), maintaining the physical distancing.</p>	<p>At the elementary level, there will be 5 lunch blocks, organized by grade levels.</p> <p>The cafeteria and the gymnasium will both be used for lunches.</p> <p>Students will be spaced six feet apart. Cohorts will arrive to and depart from the assigned space from designated exits.</p> <p>Student lunches will be ordered in</p>	<p>HRMS will utilize a 3 lunch block schedule. This will allow students to eat in smaller cohorts by grade and team.</p> <p>Cafeteria A will have plexiglass barriers on rectangular tables. Cafeterias B and C will have individual student desks.</p> <p>Cohorts will arrive to and depart from their assigned cafeteria from separate entrances/exits.</p>	<p>DHS will maintain its 4 lunch block schedule. This will allow students to eat in smaller cohorts. All lunch tables have been pulled from the cafeteria and replaced with student desks.</p> <p>Lunch will take place in two separate locations. The first is in the cafeteria where there are approximately 60 desks. We have converted one section of the fieldhouse into a satellite cafeteria</p>

	<p>Students may bring lunch from home or get lunch from the food services.</p> <p>Teachers should maintain 6 feet of social distancing while eating their lunches. Faculty rooms may be used if social distancing is kept or other spaces should be utilized. Air purifiers will not be available in faculty rooms. Teachers are also welcome to eat lunch in their classrooms or other common areas provided they maintain proper distancing.</p> <p>Staff who are assigned to a lunch duty will have additional PPE made available to them upon request.</p>	<p>the morning in their homeroom, and will be prepackaged and handed to the individual student by an adult.</p> <p>PPE is available for staff who supervise lunch upon request.</p> <p>Students will wear masks during transitions into and out of cafeterias and while moving to a seat. Masks can be removed only when the student is seated.</p>	<p>The cafeteria will be open with clear signage and markings to remind students to socially distance and adhere to the DPS mask wearing protocol.</p> <p>Students will be directed to keep masks on during transitions into and out of cafeterias and while moving to a seat. Masks can be removed when seated only.</p> <p>There will be designated areas with additional spacing for teachers to monitor students during lunch duty.</p> <p>There will be 24 minutes between lunches to allow time for cleaning and sanitizing.</p>	<p>space for an additional 60 students.</p> <p>The cafeteria will be open with clear signage and markings to remind students to maintain social distancing.</p> <p>The Cafe will be open before school for breakfast and at the end of the day. For the beginning of the school year, the Cafe will not be open during the school day.</p> <p>Those staff asked to conduct lunch duty will be provided additional PPE. Lunch duties will be limited to 25 minutes each to reduce staff member time in the lunchroom.</p> <p>Please do not switch assigned lunches for any reason. Classes must attend their assigned lunch for the health and safety of the building.</p>
<p>Hand Hygiene</p>	<p>Students and Staff wash hands frequently throughout the day, specifically:</p> <ul style="list-style-type: none"> ● after using the toilet ● before and after eating ● before and after removing masks ● after sneezing or coughing <p>Hand washing - Rub hands together with soap for 20</p>	<p>Hand sanitizer stations have been installed at entrances and exits. Students and staff are expected to use hand sanitizer upon arriving and leaving the building.</p> <p>Hand sanitizer will be available in classrooms and provided by DPS.</p> <p>Students will wash their hands in the classroom prior to lunch and</p>	<p>HRMS will have several hand sanitizing stations throughout the building for staff and student use.</p> <p>Hand sanitizer will be available in classrooms and provided by DPS.</p>	<p>Hand sanitizer stations have been installed at entrances and exits. Students and staff are expected to use hand sanitizer upon arriving and leaving the building.</p> <p>DHS will have several hand sanitizing stations throughout the building for staff and student use.</p> <p>Hand sanitizer will be available to</p>

	<p>seconds, including between fingers, and rinse with warm water.</p> <p>Hand sanitizer is available throughout the schools and classrooms. Hand sanitizer may be used if hand washing is not available and at any other times of the day (rub sanitizer for 20 seconds).</p>	<p>snack breaks. Upon entering the lunch area (cafeteria or gymnasium), students will use the hand sanitizer dispensers located near those areas prior to removing their mask to eat.</p> <p>Nurses will review the hand washing protocol with staff and post age-appropriate signs to remind students of the protocol.</p>		<p>each staff member and provided by DPS.</p>
<p>Nursing Space and Protocols</p>	<p>In addition to the general nurse office, a separate medical waiting room will be established in each school building for students who show COVID-related symptoms as identified by a school nurse. When possible, students who show Covid-related symptoms will be asked to wait outside.</p> <p>Strict physical distancing of 6 feet is followed for all nursing spaces.</p> <ul style="list-style-type: none"> ● Capacity per room is determined at the building level. ● If there are multiple students in any nursing space, they must be as far apart as possible, and no less than six feet. <p>Strict mask wearing covering the nose and mouth at all times for every person in the room must be strictly enforced.</p>	<p>A separate room will be designated as a waiting room for students who are exhibiting COVID-related symptoms. This room will vary by school, but will be in close proximity to the nurse's office.</p> <p>The nurse and/or building administrator will escort the student when his/her parent or guardian arrives to pick him up.</p> <p>Whenever possible, staff should call the nurse prior to sending a symptomatic student to the nurse's office. This will allow the nurse to properly prepare for the student.</p>	<p>The nurse's office can accommodate 3 students who need medical attention not related to COVID-19. Nurses will have plexiglass barriers on desks. Masks will be required in the room at all times.</p> <p>Our Designated Medical Waiting Area is located in the conference room across from the nurse's office. They will exit through the main doors upon being picked up by a parent or guardian.</p>	<p>Our medical waiting room for students who are exhibiting COVID-related symptoms is D101.</p> <p>There is a separate egress in D101, which students will use to exit the building upon their parent or guardian arriving.</p>

	<p>The school will contact the student’s caregiver for pick-up, and the student will remain in the medical waiting room until they are picked up by a caregiver.</p> <ul style="list-style-type: none"> • Students in the COVID-19 medical waiting room are not permitted to take the bus home. <p>Nurses make decisions about whether to dismiss students for medical reasons. They may consult with the Lead Nurse on these decisions.</p> <p>Where possible, staff should call the nurse’s office prior to sending the student to the nurse’s office. Students are not sent to the nurse’s office for non-medical reasons. (e.g. a student with a cast waiting for their class to finish phys ed class, a student who is tired and wants to sleep, etc.)</p> <p>The district follows the protocols around how to respond to COVID scenarios based on state guidance</p> <p>The nursing department has internal nursing protocols.</p>			
<p>Sharing Materials</p>	<p>Students do not share materials while in school.</p> <p>Any items that are used by multiple students in a short time span are cleaned between uses.</p>	<p>Students cannot share any materials for any reason.</p> <p>General Materials:</p> <ul style="list-style-type: none"> • Paper/packets may be handed out to students to work on. Additionally, 	<p>Students cannot share any materials for any reason.</p> <p>General Materials:</p> <ul style="list-style-type: none"> • Paper/packets may be handed out to students to work on. Additionally, 	<p>Students cannot share any materials for any reason.</p> <p>General Materials:</p> <ul style="list-style-type: none"> • Paper/packets may be handed out to students to work on. Additionally,

	<p>Items used by a student that sit for 4 days (solid objects) may be then used by another student.</p> <p>Hand sanitizing is critical after handling materials.</p> <p>Copy machines should be disinfected after each use and hand sanitizer. Disinfectant and sanitizer will be available at each machine.</p>	<p>papers can be collected by the teacher on their discretion.</p> <ul style="list-style-type: none"> • Writing Utensils should not be shared between students. If a student needs a writing utensil, please let the office know. • Miscellaneous equipment - similar to science, equipment can be used as long as it can be disinfected in between uses. If the equipment is unable to be disinfected, it must sit for four days prior to being used again. • Textbooks/novels can be given to one student at a time. Once returned, the book must sit for four days prior to being lent out to another student. If teachers lend out of their own personal library, books should be put in isolation for four days prior to returning to circulation. • Art - All art supplies cannot be shared between students or classes. Materials should be divided between classes and cohorts as to preclude sharing of materials. 	<p>papers can be collected by the teacher on their discretion.</p> <ul style="list-style-type: none"> • Writing Utensils should not be shared between students. If a student needs a writing utensil, please let the office know. • Textbooks/novels can be given to one student at a time. Once returned, the book must sit for four days prior to being lent out to another student. If teachers lend out of their own personal library, books should be put in isolation for four days prior to returning to circulation. • Calculators should not be shared between students. • Science - Science labs can be conducted if there is adequate equipment for each student to conduct an individual experiment. Glassware and other non-porous surfaces must be disinfected between each use by students. • Art - All art supplies cannot be shared between students or classes. Materials should be divided between classes and cohorts as to preclude sharing of materials. 	<p>papers can be collected by the teacher on their discretion.</p> <ul style="list-style-type: none"> • Writing Utensils should not be shared between students. If a student needs a writing utensil, please let the office know. <p>ELA - trade books/novels can be given to one student at a time. Once returned, the book must sit for four days prior to being lent out to another student. If teachers lend out of their own personal library, books should be out for four days prior to returning to circulation.</p> <p>Math - calculators should not be shared between students. If a student does not have a calculator for class, they should use DESMOS</p> <p>Science - Science labs can be conducted if there is adequate equipment for each student to conduct an individual experiment. Glassware and other non-porous surfaces must be disinfected between each use by students.</p> <p>TV Studio/Tech Lab/Digital Photography - Similar to Science, equipment can be used as long as it can be disinfected in between uses. If the piece equipment is unable to be disinfected, it must sit for four days prior to being</p>
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<p>Transportation</p>	<p>All students and staff on school buses are required to wear masks at all times. (Please see mask requirements above.)</p> <p>Students are seated no more than one student per bench, alternating sides for each row, allowing a 3 foot distance</p>	<p>Students will be assigned a bus through the central office. Students riding the bus will enter through the Main Entrance Doors and proceed directly to their classrooms.</p> <p>Masks are required for all students riding the bus.</p>	<p>Students will be assigned a bus through the central office. Students riding the bus will enter through the Atrium/Main Entrance Doors.</p> <p>Masks are required for all students riding the bus.</p>	<p>Students will be assigned a bus through the central office. Students riding the bus will enter through the Atrium/Main Entrance Doors.</p> <p>Masks are required for all students riding the bus.</p>

	<p>between students.</p> <p>Students are assigned a seat on the bus.</p> <p>Students from the same household may sit together.</p> <p>Windows are kept open at all times during operation. The exception is during extreme weather.</p> <p>Students use hand sanitizer (provided on the bus) as they board and exit.</p>			
<p>Drop-Off / Arrival and Pick-Up / Dismissal</p>	<p>Students maintain a physical distance of 6 feet during arrival and dismissal.</p> <ul style="list-style-type: none"> ○ Physical distancing is maintained when boarding and exiting the bus. ● When entering and exiting the building, students maintaining the 6-foot distance. ● All students and staff must sanitize on their way into the building and on the way out of the building. Staff will complete a self certification via paper form or app once available. Disinfectant will be available to disinfect 	<p><u>Regardless of the specific procedure:</u></p> <p>Students will maintain a 6 foot distance when entering and exiting the building.</p> <p>Hand sanitizer dispensers have been placed at entrances and students and staff are expected to sanitize frequently.</p> <p>Parents/guardians will not enter the building to pick up students.</p> <p>Upon arrival, students will proceed directly to their classroom. Drop off at each elementary school is from 8-8:20AM.</p> <p>With an emphasis and focus on</p>	<p>We will continue to have three entry points into the building: the Main Entrance, the entrance in front of cafeterias A/C and the entrance near the gymnasium. Entrances are marked by grade with signage.</p> <p>We ask that students maintain a 6 foot distance when entering the building and go immediately to their first block class.</p>	<p>We will continue to have three entry points into the building: the Atrium/Main Entrance, the Academic Wing Entrance, and the Auditorium Entrance.</p> <p>We ask that students maintain a 6 foot distance when entering the building and go immediately to their first block class no earlier than 7:20 am.</p> <p><u>Drop off Locations</u> Buses - Atrium/Cafeteria Entrance Car Drop off - Academic Wing entrance</p> <p>Students parking in Main Parking Lot - Academic Wing entrance</p> <p>Students parking in Tennis Court Parking Lot - Auditorium entrance</p>

	<p>pens while completing paper forms</p> <p>Parents/Guardians Dropping Off:</p> <ul style="list-style-type: none"> ● Student exits the vehicle at a designated place. ● Parents/guardians remain in the vehicle. <p>Students proceed to a designated place upon arrival at school.</p> <p>Students who walk to school do not arrive earlier than the time designated by the school. (There will be no waiting area for students who arrive early)</p> <p>Staff arrival and dismissal times will remain unchanged. Building operation hours will also remain unchanged. We ask staff be present in their rooms at 7:20 at DHS and HRMS and 8:00 at the elementary level as students will proceed directly to their classrooms.</p>	<p>student and staff safety, arrival and dismissal procedures are building-specific and will be shared with staff on September 8th.</p> <p>GO: At this time, outside doors will be utilized for both drop off and pick up. Upon arrival, all students will proceed directly to their homeroom. Aides and principal will be outside monitoring traffic and students. Students and staff will use hand sanitizer when they enter the building. We will stagger dismissal by a few minutes to allow older students to travel outside to where the youngest member of their family is dismissed. This will be supervised by teachers, aides, and administration.</p> <p><u>School Specific Procedures:</u></p> <p>HL: There is no change to the arrival/dismissal procedure at this time for Highlands.</p> <p>RS: Riverside is <u>considering</u> dismissing students at the closest exit doors to their classrooms. K has their own exit, Grades 1-2 have their own exit, Grades 3-4 have their own exit, and Grade 5 has their own exit. 6ft. marked space has been placed on the floors to help students be distanced while waiting on those</p>		<p>When students arrive in the building, they are asked to go directly to their first period class.</p> <p><u>Pick-Up Procedures</u></p> <p>Students will remain 6 feet apart when waiting for their ride at the end of the day. All students are asked to leave the building at the conclusion of the school day at 1:55 pm.</p> <p>Teachers will hold office hours and Advanced Placement “Flex” time virtually after school.</p>
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lines. Riverside is also considering BUS students to be dismissed by grade level and stand at their designated area with 6ft apart marked spaces on the floor.

TH: Arrival in the morning will be monitored by the principal and teacher aides. Upon entering the building students will use hand sanitizer and proceed to their respective classrooms. Upon arrival bus students will maintain social distancing of 6' and use hand sanitizer. Thorpe is considering both the main entrance and the front side door adjacent to the Intermediate Wing for dismissal. Bus students, accompanied by a teacher aide, will proceed to the cafeteria by grade level, maintaining social distancing, until boarding the bus.

SM: Outside doors will be utilized for drop off. Upon arrival, all students will proceed directly to their homeroom. Aides and principal will be outside monitoring traffic and students. Inside the building staff will be present at doors and in hallways. Students and staff will use hand sanitizer when they enter the building. Dismissal will be staggered for all students (Buses, BDW and FDW) and the order of calling will start with the older learners. 6 Feet markers will be

		placed in all hallways and spray painted dots will line the sidewalk up to the top of Lima/Orrantia.		
Cleaning and Disinfecting	<p>High touch surfaces cleaned several times during the day:</p> <ul style="list-style-type: none"> ● Door handles ● Light switches ● Faucets ● Stair railings <p>Bathrooms cleaned two to three times per day</p> <p>Nurse's offices cleaned and disinfected daily.</p> <p>Deep cleaning of buildings every Wednesday (between cohorts of students).</p>	<p>Teachers will have an adequate supply of cleaning/disinfecting materials provided by the district to use with students.</p> <p>Elementary students will be asked to clean their desks at the end of the day. We will ask that teachers use the spray bottle to "spritz" each student desk and chair and then ask the students to wipe it down.</p> <p>Bathrooms will be cleaned by custodial staff every 2-3 hours throughout the day.</p> <p>Sanitization stations are placed throughout the building for both student and staff use.</p>	<p>Teachers will have an adequate supply of cleaning/disinfecting materials to use with students.</p> <p>At HRMS, students will be asked to clean their desks at the beginning and end of every class. We will ask that teachers use the spray bottle to "spritz" each student desk and chair and then ask the students to wipe it down.</p> <p>Bathrooms will be cleaned by custodial staff every 2-3 hours throughout the day.</p> <p>Sanitization stations are placed throughout the building for both student and staff use.</p>	<p>Teachers will have an adequate supply of cleaning/disinfecting materials to use with students.</p> <p>At the high school, students will be asked to clean their desks at the beginning and end of every class. We will ask that teachers use the spray bottle to clean each student desk and chair and then ask the students to wipe it down.</p> <p>Bathrooms will be cleaned by custodial staff every 2-3 hours throughout the day.</p> <p>Sanitization stations are placed throughout the building for both student and staff use.</p>
Transition Time		<p>The elementary schedule accounts for transition time for both staff and students.</p> <p>Signs will be posted to remind students of social distancing guidelines and traffic patterns.</p> <p>To help ensure smooth transitions, we are asking teachers to maintain a presence in their doorways to help monitor traffic flow in the hallway.</p>	<p>HRMS Administration will be visible in the hallways during transition times. We have established clear traffic patterns within the building. Hallways are marked with one-way stickers and 6-foot distance signs to remind students to practice safe social distancing.</p> <p>To help ensure smooth transitions, we are asking teachers to maintain a presence in their</p>	<p>DHS Administration will be visible in the hallways during transition times. We have established clear traffic patterns within the building so that almost every hallway is one way. The only exception to this is the section of hallway that runs from the DPW office to the fieldhouse. Because we will have a satellite lunch space in the fieldhouse, we need that to be a two-way hallway.</p> <p>Having one way hallways also</p>

			<p>doorways to help monitor traffic flow in the hallway.</p>	<p>means that it may take students additional time to get to their classrooms. We are asking that staff are flexible, particularly at the beginning of the year as students find new routes to individual teacher classrooms. While traffic will be significantly reduced with the room moves completed over the summer, we still will have some foot traffic in the hallways.</p> <p>To help ensure smooth transitions, we are asking teachers to maintain a presence in their doorways to help monitor traffic flow in the hallway.</p>
Bathrooms	<p>Masks must be worn by all students and employees in all bathrooms at all times, even if the bathroom is single occupancy.</p> <p>We are asking all teachers to abide by the one-in/one-out policy in their classroom. Only one student should be allowed to leave for a bathroom break at a time.</p> <p>Administrators will walk the building a few times a block to ensure students are not congregating in the bathroom.</p>	<p>We are asking all teachers to abide by the one-in/one-out policy in their classroom. Only one student should be allowed to leave for a bathroom break at a time.</p> <p>Please note that at this time, we will not have adults on bathroom duty monitoring student movement into and out of the bathrooms.</p>	<p>We are asking all teachers to abide by the one-in/one-out policy in their classroom. Only one student should be allowed to leave for a bathroom break at a time.</p> <p>HRMS administrators will walk the building a few times a block to ensure students are not congregating in the bathroom. Please note that at this time, we will not have adults on bathroom duty monitoring student movement into and out of the bathrooms.</p>	<p>We are asking all teachers to abide by the one-in/one-out policy in their classroom. Only one student should be allowed to leave for a bathroom break at a time.</p> <p>DHS administrators and our hallway monitor will walk the building a few times a block to ensure students are not congregating in the bathroom. Please note that at this time, we will not have adults on bathroom duty monitoring student movement into and out of the bathrooms.</p>
Visitors	<u>Visitors will be met by school personnel at the door in most</u>	Our goal is to limit in-person meetings with visitors for health	Our goal is to limit in-person meetings with visitors for health	Our goal is to limit in-person meetings with visitors for health

	<p><u>cases. Exceptions include:</u></p> <p>A delivery person needs to transport items into the building.</p> <p>A contractor needs to access building systems.</p> <p>Our goal is to limit in-person meetings with visitors for health and safety reasons. We will utilize technology (Zoom, Google Meet, etc.) to hold meetings virtually whenever possible.</p> <p>Visitors are only allowed by appointment.</p> <p>A parent/guardian needs to attend an in-person meeting - iep, discipline, ect..</p> <p><u>Visitors who enter the building are required to:</u></p> <p>wear a mask/face covering at all times</p> <p>Maintain physical distancing of 6 feet.</p> <p>Complete self certification School administrators may deny access to visitors who do not comply with the district’s safety precautions.</p>	<p>and safety reasons. We will utilize technology (Zoom, Google Meet, etc.) to hold meetings virtually whenever possible.</p> <p>If a parent needs to drop off anything to a student, they will leave the item at the door in the designated spot, and the materials will be retrieved by a staff member after the parent has left.</p> <p>If a student is being dismissed, students will be dismissed through the main door to their parents waiting outside of the building.</p> <p>Visitors are only allowed by appointment. To make an appointment please call your school’s main office.</p> <p><u>Fall Open Houses:</u> Fall Open Houses will be conducted virtually via Google Meets. Dates are TBA by school.</p> <p><u>Parent Conferences:</u> Parent Conferences will be held virtually on November 3rd. Staff will create a schedule and Google Meet link for families.</p>	<p>and safety reasons. We will utilize technology (Zoom, Google Meet, etc.) to hold meetings virtually whenever possible.</p> <p>If a parent needs to drop off anything to a student, they will leave the item at the door in the designated spot, and the materials will be retrieved by a staff member after the parent has left.</p> <p>If a student is being dismissed, students will be dismissed through the main door to their parents waiting outside of the building.</p> <p>Visitors are only allowed by appointment. To make an appointment please call the HRMS Main Office at 978.774.8950.</p>	<p>and safety reasons. We will utilize technology (Zoom, Google Meet, etc.) to hold meetings virtually whenever possible.</p> <p>If a parent needs to drop off anything to a student, they will be met at the door by the greeter and the materials will be handed over. If a student is being dismissed, students will be dismissed at the atrium door to their parent waiting outside of the building.</p> <p>Visitors are only allowed by appointment. To make an appointment please call the DHS Main Office at 978.777.8925.</p>
<p>Human Resources</p>	<p>Per a DESE recommendation where feasible, there will be</p>	<p>Should you need help with either of the issues as described in the</p>	<p>Should you need help with either of the issues as described in the</p>	<p>Should you need help with either of the issues as described in the</p>

	<p>programs for children of teachers. The District will be finalizing plans and will take requests shortly. The program would begin on October 1st and be limited based on capacity. Employees of the district who live in Danvers and have a child in K-6 may request for an additional 2 day program separate from their cohort placement based on availability. Due to space constraints, teachers will not be able to bring their children to their classroom with them.</p> <p>Teachers and all staff members of the Danvers Public Schools are eligible for FFCRA leave. Currently, the leave expires at the end of the calendar year.</p> <p>If you are to experience problems with your HVAC system, need replacement PPE, sanitizer or other health and safety needs, please contact your building administrator who will address the situation as quickly as possible.</p> <p>If there are adverse conditions to a safe and healthy working environment that are not addressed by your building administrator in a timely manner or that need to be addressed by Central Office please contact Assistant Superintendent Keith Taverna at taverna@danvers.org.</p>	<p>District column, please talk with your building administrator.</p> <p>If you experience problems with your HVAC system, need replacement PPE, sanitizer or other health and safety need, please contact your building administrator who will address the situation as quickly as possible.</p> <p>If there are adverse conditions to a safe and healthy working environment that are not addressed by your building administrator in a timely manner or that need to be addressed by Central Office please contact Assistant Superintendent Keith Taverna at taverna@danvers.org. Please include in the subject "Covid related health and safety concern". Discretion will be used to the extent possible while addressing these situations.</p>	<p>District column, please talk with your building administrator.</p> <p>If you experience problems with your HVAC system, need replacement PPE, sanitizer or other health and safety need, please contact your building administrator who will address the situation as quickly as possible.</p> <p>If there are adverse conditions to a safe and healthy working environment that are not addressed by your building administrator in a timely manner or that need to be addressed by Central Office please contact Assistant Superintendent Keith Taverna at taverna@danvers.org. Please include in the subject "Covid related health and safety concern". Discretion will be used to the extent possible while addressing these situations.</p>	<p>District column, please talk with your building administrator.</p> <p>If you experience problems with your HVAC system, need replacement PPE, sanitizer or other health and safety need, please contact your building administrator who will address the situation as quickly as possible.</p> <p>If there are adverse conditions to a safe and healthy working environment that are not addressed by your building administrator in a timely manner or that need to be addressed by Central Office please contact Assistant Superintendent Keith Taverna at taverna@danvers.org. Please include in the subject "Covid related health and safety concern". Discretion will be used to the extent possible while addressing these situations.</p>
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	Please include in the subject "Covid related health and safety concern". Discretion will be used to the extent possible while addressing these situations.			
Technology	The District is moving to a one to one model for Chromebooks. Due to global supply chain and shipping issues, new chromebooks may not be received until October. Until then, chromebooks will be distributed on a needs basis.	Every classroom will have two power strips for students to charge their chromebooks one at a time.	The networks have been designed to handle the increased bandwidth due to increased need. If you have a problem with your area, please contact the technology department. Currently outdoor spaces have limited WiFi coverage. We are working to redesign heat maps and wireless density to allow for better outdoor coverage.	The networks have been designed to handle the increased bandwidth due to increased need. If you have a problem with your area, please contact the technology department. Currently outdoor spaces have limited WiFi coverage. We are working to redesign heat maps and wireless density to allow for better outdoor coverage.
Staffing	Faculty and staff will be welcome to work from home or the office on Wednesday's while in a remote or hybrid model.	All changes in teaching assignments are fully intended to be for the 2020-2021 only. Special education staff, ELL teachers, and other service providers may service students both within the general education classroom or in another location, depending on the professional judgement of the staff member provided all social distancing and masking requirements are observed. Small group instruction may occur within the classroom at the teacher's discretion, provided all social distancing and masking requirements are met. If a staff	The team changes that occurred resulted in one very small shift in team leader status. All team/grade level shifts are fully intended to be for 20-21 only. If we transition to fully remote learning, we plan to discuss whether to reassign students to different teams with our Teacher Leaders, Team Leaders, and DTA Building Representatives and arrive at a decision collaboratively. Remote students will take exploratory classes. Some will be taught by remote staff, and others will be taught by hybrid teachers from within the building. These	The vast majority of teaching assignments are locked in. We have been making minor changes as staffing needs come up. We have made every effort to communicate changes to those affected staff members. There is a possibility that we may have missed someone with all of the changes made over the summer. Extra-curriculars: Yes extracurriculars will run for this year when possible. In a remote model, they will continue to run with meeting and attendance documentation on a weekly basis. Co curriculars will begin the week of October 5th, after the

		<p>member would like additional PPE, he/she should contact the building administrator.</p>	<p>classes will consist only of remote students.</p> <p>Teacher aides will continue to support students with special education needs. Some aides will have supervisory duties in the library or other classrooms.</p> <p>The use of spot substitutes will only be used on a limited/emergency basis to reduce cross-cohorting. If the need arises for use of spot subs, teachers will be asked to maintain the 6 feet of social distancing guideline during all class time whenever possible. Administration will offer additional support to these substitutes during safety checks throughout the day.</p>	<p>transition back to school is complete.</p>
<p>Facilities</p>	<p>All classrooms, where possible, have been relocated to spaces including windows. Building administrators have informed staff of these room moves.</p> <p>Air purifiers will be added to any classroom where there are no windows or the HVAC does not have separate exhaust</p> <p>If you are to experience problems with the HVAC system in your room, contact your building administrator who will relocate</p>	<p>All room changes have been completed so that no staff members will be servicing or teaching students in a room without windows. Building administrators have communicated this with staff.</p> <p>Traffic flow patterns will prioritize one way traffic when possible. When that is not possible, students and staff will always stay to the right in common areas.</p> <p>For classrooms with outside</p>	<p>Room assignments have changed to accommodate cohorting of students. This ensures minimal disruption of cohorting and minimal movement throughout the building by students.</p> <p>Where possible, classrooms without windows have been relocated to spaces including windows. Air purifiers are added to rooms where needed. Building administrators have communicated this with staff.</p>	<p>All room changes have been completed so that no staff members will be servicing or teaching students in a room without windows.</p> <p>We are currently working on moving door tags and reconfiguring phone line and establishing a timeline to be ready for the start of school.</p> <p>Insert traffic flow information</p> <p>All but one hallway at DHS will be</p>

	<p>you to another space until the system has been repaired.</p> <p>All HVAC systems have been inspected by ATCO and DPW to ensure working order. Checklists of inspections are available</p> <p>Desk locations have been marked in each classroom at 6 feet to maintain distancing. At no times should there be more people in the room than desks with the exception of individuals providing service delivery.</p> <p>Furniture has been set up in common spaces. Area capacities are defined by the furniture set up or marked in the given space.</p>	<p>doors, the teacher/staff member can choose to open the door, but he/she must be positioned in front of it while open. Only staff members can open and close doors.</p>	<p>Traffic flow patterns will prioritize one way traffic when possible. When that is not possible, students and staff will always stay to the right in common areas. Floors will be clearly marked with arrows to promote social distancing while moving through the hallways.</p>	<p>one way to maximize space in the building during transitions. The one two-way hallway is between the Vye Gym and Field House. We will stagger lunch dismissal and arrival to minimize the number of students both ways/sides of the hallway at the same time.</p> <p>All stairwells will be one way (up or down) to allow for social distancing.</p>
<p>Other General Information</p>	<p>Attendance expectations will remain the same in both remote and in person instruction for both students and staff.</p> <p>Staff will be able to use sick and personal days whether they are remote teaching or in person</p> <p>Staff who are asked to quarantine as a result of school related close contact, will not be asked to use accrued time. Other situations of quarantining (family or individual) will be reviewed under local policies and FFCRA on a case by case basis</p>	<p>Attendance expectations will remain the same in both remote and in person instruction for both students and staff.</p> <p>Staff will be able to use sick and personal days whether they are remote teaching or in person.</p> <p>Staff who are asked to quarantine as a result of school related close contact will not be asked to use accrued time. Other situations of quarantining (family or individual) will be reviewed under local policies and FFCRA on a case by case basis.</p>	<p>Attendance expectations will remain the same in both remote and in person instruction for both students and staff.</p> <p>Staff will be able to use sick and personal days whether they are remote teaching or in person.</p> <p>Staff who are asked to quarantine as a result of school related close contact will not be asked to use accrued time. Other situations of quarantining (family or individual) will be reviewed under local policies and FFCRA on a case by case basis.</p>	<p>Attendance expectations will remain the same in both remote and in person instruction for both students and staff.</p> <p>Staff will be able to use sick and personal days whether they are remote teaching or in person.</p> <p>Staff who are asked to quarantine as a result of school related close contact will not be asked to use accrued time. Other situations of quarantining (family or individual) will be reviewed under local policies and FFCRA on a case by case basis.</p>

	<p>Students and staff are asked to stay home when they are sick. This is critical to mitigate the spread of germs</p> <p>Quarantine and contact tracing procedures have been outlined in guidance released by the Department of Elementary and Secondary Education and will be undertaken in conjunction with the local Department of Public Health</p> <p>Fire and Intruder drills will be practiced in a revised manner in conjunction with the police and fire departments. In the event a real emergency, safety and egress should take priority over social distancing</p> <p>Food and drink will not be allowed for students in classrooms</p> <p>Substitute recruitment and retention has begun with a focus on increasing the pool. To the extent possible, substitutes will be assigned within the same cohort. At times, spot substitutes may be needed.</p>	<p>Students and staff are asked to stay home when they are sick. This is critical to mitigate the spread of germs.</p> <p>Quarantine and contact tracing procedures have been outlined in guidance released by the Department of Elementary and Secondary Education and will be undertaken in conjunction with the local Department of Public Health</p> <p>Fire and Intruder drills will be practiced in a revised manner in conjunction with the police and fire departments. In the event a real emergency, safety and egress should take priority over social distancing</p> <p>Food and drink will not be allowed for students in classrooms. Snacks will be outside during one of the mask breaks. Each school will have a different plan for when there is inclement weather (i.e., using an aide to take half of students to an indoor location to have their snack to ensure maximum distancing).</p> <p>Substitute recruitment and retention has begun with a focus on increasing the pool. To the extent possible, substitutes will be assigned within the same cohort. At times, spot substitutes may be</p>	<p>Students and staff are asked to stay home when they are sick. This is critical to mitigate the spread of germs.</p> <p>Quarantine and contact tracing procedures have been outlined in guidance released by the Department of Elementary and Secondary Education and will be undertaken in conjunction with the local Department of Public Health</p> <p>Fire and Intruder drills will be practiced in a revised manner in conjunction with the police and fire departments. In the event a real emergency, safety and egress should take priority over social distancing</p> <p>Food and drink will not be allowed for students in classrooms</p> <p>Substitute recruitment and retention has begun with a focus on increasing the pool. To the extent possible, substitutes will be assigned within the same cohort. At times, spot substitutes may be needed.</p>	<p>Students and staff are asked to stay home when they are sick. This is critical to mitigate the spread of germs.</p> <p>Quarantine and contact tracing procedures have been outlined in guidance released by the Department of Elementary and Secondary Education and will be undertaken in conjunction with the local Department of Public Health</p> <p>Fire and Intruder drills will be practiced in a revised manner in conjunction with the police and fire departments. In the event a real emergency, safety and egress should take priority over social distancing</p> <p>Food and drink will not be allowed for students in classrooms</p> <p>Substitute recruitment and retention has begun with a focus on increasing the pool. To the extent possible, substitutes will be assigned within the same cohort. At times, spot substitutes may be needed.</p>
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SEL Blocks	What is the plan for the SEL blocks at the beginning and end of the day? Will the district be collaborating with our experts (guidance counselors, social workers, etc)?	There is SEL time built into the elementary schedule not explicitly in the secondary schedule. At all levels, we will be working with teachers to integrate SEL into their instruction with routines and protocols that combine SEL competencies in academic work.	There are not designated SEL blocks in the current schedule. However, at all levels, we will be working with teachers to integrate SEL into their instruction with routines and protocols that combine SEL competencies with academic work.	There are not designated SEL blocks in the current schedule. However, at all levels, we will be working with teachers to integrate SEL into their instruction with routines and protocols that combine SEL competencies with academic work.
Prep Time	Prep time will be provided in accordance with the contract	At the elementary level, a work space will be provided for teachers when the specialists are in their classroom. This space will vary by school, but could include the library, vacant classrooms, or other areas.		
Professional Development	Trainings on the symptoms of Covid and when a student should no longer be in the classroom will be provided by the school nurse at the start of the year meetings when epipen and other first aid trainings take place. Please see table below for the DPS Professional Development schedule for 2020-2021	There are full day professional development sessions in October and November. We intend to schedule early release sessions on the first Wednesday of the month beginning in February.	There are full day professional development sessions in October and November. We intend to schedule early release sessions on the first Wednesday of the month beginning in February.	There are full day professional development sessions in October and November. We intend to schedule early release sessions on the first Wednesday of the month beginning in February.

Month	Professional Development	Month	Professional Development
September	8 in-service days (ER Self-directed)	February	ER day (District Directed)
October	1 in-service day (ER Self-directed)	March	ER day (District Directed)

November	1 in-service day + conference day (ER Self-directed)		April	ER day (District Directed)
December	ER day* (ER Self-directed)		Mary	ER day (District Directed)
January	1 in-service day (ER Self-directed)		June	ER day (District Directed)