



COVID-19 Building Guidelines and Procedures

Palisades Elementary Schools (Durham Nockamixon, Springfield, Tincum)

The Palisades Health and Safety Plan was designed to mitigate the spread of COVID19. The following elementary building guidelines and procedures, which will continually be monitored and/or revised, will be used to keep students, faculty, and staff safe:

Face Covering Guidelines:

- CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Students will be required to **carry** a mask on them at all times.
- Students are required to wear a mask when in hallways and when social distancing is not possible (less than 6 feet separation) . This may include the classroom, as well as recess.
- Teacher/administrator will provide specific directions for mask requirements for in class use, as well as recess use.

I. Assembly Guidelines:

- A. Building-wide assemblies will not be held. When larger student groups are needed social distancing will be maintained
- B. Students are expected to wear their masks during larger student gatherings (less than 250)

II. Bathroom Guidelines:

- A. No more than 2 students will be permitted in a multi-stall lavatory at one time.
- B. Students are expected to practice social distancing while in the bathroom.
- C. Students will be required to wear their mask while in the bathroom.

III. Bus Guidelines:

- A. Students will be assigned bus seats to help minimize social contact.
- B. Siblings are permitted to sit together.
- C. No more than two students per seat will be permitted.
- D. Students are required to wear their masks the entire time while riding the bus.

IV. Cafeteria Guidelines:

- A. Students will be assigned seats when eating in cafeterias and other congregate settings to help control for contact tracing, if necessary.
- B. Students will be seated 6 feet apart
- C. Students are required to sanitize/wash hands before and after eating.

- D. Lunches will be served in take-out containers to prevent congregating in the lunch line and sharing of common items.
- E. Students will pre-order lunch to speed meal distribution. Lunch payment will occur through a drop box to eliminate cash transactions.

V. Classroom Guidelines:

- A. Students will be assigned seats as determined by the classroom teacher to help control for contact tracing, if necessary. Classroom desks will be distanced 6 feet from center.
- B. Students are required to wear a mask when social distancing is not possible.
- C. Students will keep individual supplies with them and are not permitted to share supplies/materials with other students.

VI. Dismissal Guidelines:

- A. Dismissal of students will be staggered to prevent congregating and maintain social distancing
- B. Students are expected to dismiss the building in an orderly fashion.
- C. Students are expected to wear their masks at dismissal time.

VII. Entrance Guidelines:

- A. Students are expected to enter the building in orderly fashion and maintain social distancing.
- B. Students are expected to wear their masks upon entering the building.

VII. Field Trip Guidelines:

- A. Until further notice, field trips will not be approved.
- B. Field trips that are deemed essential must be approved by building level administration.

VIII. Hallway Guidelines:

- A. Staggered mid-day movement and end of day dismissals will be implemented to the greatest extent possible.
- B. Faculty, students, and staff are required to wear masks while in the hallway.

IX. Cubby/Locker Guidelines:

- A. Student cubbies/lockers will be used where available.
- B. Students are expected to practice social distancing while using their cubbies/ lockers.
- C. Students are expected to wear their masks at all times while at their cubbies/lockers.
- D. Staff will stagger student use of cubbies/lockers to promote social distancing as much as possible.

X. Physical Education Guidelines:

- A. Physical activity permitted in athletics (PIAA) will guide what is permissible as far as contact in PE classes.
- B. Gym classes will be encouraged to take place outdoors.
- C. Students will sanitize their hands before and after gym class.
- D. Equipment used in gym class will be regularly cleaned by students, teachers, and custodians.

XI. Visitor Guidelines:

- A. Visitors are encouraged to interact with school personnel virtually. If that is not possible, visitors will comply with the same screening procedures required of employees and must wear a mask.
- B. Visitors are by appointment or invitation only, and must be approved by the Principal.
- C. Visitors must check in at the front desk, and present their identification to be scanned through the Raptor system.

XII. Volunteer Guidelines:

Although we value and have benefited from the many hours of volunteerism provided by parents/guardians and other community members in past years, for the 2020-21 school year, we will not be allowing volunteers to serve in the school/classroom during the school day. Should our policy change later in the school year, a communication will be sent to our community with specific guidelines and expectations.