



UNIVERSITY SCHOOL

EAST TENNESSEE STATE UNIVERSITY

**2020-2021 PROTOCOLS FOR IN-PERSON STAGGERED LEARNING  
UPDATE 9-18-20**

# Introduction

University School with the support and direction of East Tennessee State University (ETSU) and Washington County Schools have been working together to develop a safe, efficient, and equitable return to in-person learning for our school community. Additional guidance and components of this plan have been provided and referred by both local system plans shared by the ETSU work group, Johnson City Schools, the Metro Nashville Public Schools, the Center for Disease Control, and the Tennessee Department of Education in order to provide consistency and common language for our school community. As a result of the guiding resources provided by these entities, along with the evaluation of community conditions, the development of the following protocols have been established in order to help ensure that our return to in-person learning is done safely and responsibly.

Since our students are integrated within the university campus, it will be imperative that we follow the safety protocol and standards developed by ETSU as it pertains to campus and building requirements including any change in operation decisions that may happen throughout the year. When there is severe community spread of COVID-19 or when positive cases are identified in the school, the University School staff will work collaboratively with the Tennessee Department of Health, Northeast Regional Health Office (the “Health Department”) and ETSU officials and medical and public health advisors to determine if any revisions to our operation plans are necessary.

If order to assist in making these determinations, the following four factors will be also be considered:

- **Disease epidemiology:** Level of community transmission, number and type of outbreaks, impact of the outbreaks on delivery of healthcare or other critical infrastructure or services, and epidemiology in surrounding jurisdictions.
- **Community characteristics:** Size of community and population density, level of community engagement/support, size and characteristics of vulnerable populations, access to healthcare, transportation, planned large events, and relationship of community to other communities.
- **Local healthcare capacity:** Healthcare workforce, number of healthcare facilities, testing capacity, hospital intensive care unit capacity, and availability of personal protective equipment.
- **Public health capacity:** Public health workforce and availability of resources to implement strategies, and available support from other state/local government agencies and partner organizations.

We realize this will be a fluid process, so we thank you for your continued support and understanding as changes are made in order to keep the education and safety of our students and staff our top priorities.

# General Operation Protocols

## Class Size and Spacing

- All desks and tables will be arranged to face the same direction toward the front of the classroom with as much space between them as possible.
- Students will wear appropriate masks which cover the mouth and nose and will distance approximately six feet apart, when possible.
- Teachers and staff will wear appropriate masks which cover the mouth nose at all times and maintain six feet of spacing between themselves and students and others when possible.
- Appropriate masks will be provided for any student or staff when necessary.
- Classroom windows will be open when possible and conditions allow.

## Movement Operations

- Flow of foot traffic will be directed in hallways will be divided with appropriate directional and space markings.
- Six feet distancing between persons should be utilized when in the hallways.
- Appropriate face masks will be worn at all times while in and moving throughout the building.
- Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways.
- Directional markers will be used at six-foot intervals where line formation is anticipated and to assist with traffic flow throughout the building.

## Wellness Safety Protocols

- Students who develop a fever or fall ill at school will be kept in an area of quarantine (nurse's office or designated area) with a surgical mask in place until they can be transported off campus. They should be transported by their parents, or ambulance if clinically unstable, for offsite testing. In the event that any student tests positive, immediate efforts should be made to inform any close contacts (those who spent more than 15 minutes in close proximity to the student.) Information about close contacts will be shared with the Health Department which will determine if contacts are required to quarantine.
- Nurses will wear appropriate PPE when caring for students who are ill.
- When students return to school after an illness, they will check in with the school nurse and administration to ensure proper communication with health officials.

## **Responding to Positive Tests**

- In the event of a positive test among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed. If large areas of the school were exposed to the person, short-term dismissals (2-5 days) may be required to clean and disinfect the larger areas. This decision will be made in concert with the local public health department.
- If possible, smaller areas will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. Cleaning staff will wear appropriate PPE when cleaning these areas.

## **Use of Personal Protective Equipment and Hand Washing**

- All staff and students will wear appropriate face masks at all times; staff and students may provide their own masks and masks will be made available for those who need one. Masks must be appropriate and will be worn so as to cover both the mouth and the nose.
- Students will wash their hands or use hand sanitizer after changing classrooms; teachers will wash their hands or use sanitizer every time a new group of students enters their room.
- Teachers should schedule hand washing with soap and water throughout the day when practical.
- Privacy or barrier screens may be placed on desks in the labs and classrooms.

## **Cleaning Protocols**

- Routine cleaning with standard soap and water will remove germs and dirt and lower the risk of spreading SARS-CoV-2.
- The school campus will undergo cleaning on a daily basis.
- Frequently touched surfaces, including lights, doors, benches, bathrooms, etc., will undergo cleaning with an [EPA-approved disinfectant](#).
- Libraries, computer labs, arts, and other hands-on classrooms will undergo standard cleaning procedures per normal operating status.
- Student desks may be wiped down with an [EPA-approved disinfectant](#) at the beginning and end of every day.
- Playground equipment and athletic equipment will be cleaned with an [EPA-approved disinfectant](#) three times daily.

## **Protocols for Staggered/Hybrid Schedule**

These protocols will be followed when University School is operating on a staggered/hybrid schedule.

### **A. Parent and Student Expectations**

- Students will enter the building at designated entrances and must egress from other exits to keep traffic moving in a single direction.
- Parents are not allowed in the school building except under extenuating circumstances; adults entering the building should wash or sanitize hands prior to entering, should practice social distancing, and should wear masks at all times when in the building or within 6ft of others when on the university campus. If there are extenuating circumstances that necessitate a parent entering the school, parents need to call the school office (439-4271) prior to arriving and must follow all safety protocols when in the building.
- Parents/Guardians should check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or above will stay home and consider coronavirus testing if no other explanation is available.
- Parents/Guardians will monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will require the parent to keep the student home from school.
- Masks are required when on the ETSU campus which includes University School. Anyone without a mask will be given a disposable or cloth mask for use while on campus.

### **B. Instruction**

- All academic material will be offered in a hybrid format, to ensure all students have an opportunity for both on-line and in-person learning.
- Teachers will be assigned to two in-person learning days which will take place on either Mondays and Tuesday or Thursday and Friday. Wednesdays will be set aside as a remote learning day for all students.
- Students will be physically present two days a week and will work remotely on the other three days of the week.
- It will be necessary for students to use technology at home to stay engaged. Chromebooks will be issued and available for grades 6-12. Students in grades K-5 will be issued an iPad and keyboard.
- All students will be expected to complete all assignments during both in-person and remote instruction.

- Full-time Remote Learning option is available for all students who choose to continue remotely. Anyone choosing the full-time remote option must complete and return the remote learning contract.

### **C. Nutrition Services**

- Students will wear appropriate masks that cover the nose and mouth while in the cafeteria except while they are seated and eating.
- Meal service will be organized in such a way that students do not touch community serving utensils.
- Seating will be structured in such a way as to ensure social distancing.
- Outdoor seating will be utilized when weather permits.
- All students will need to wash or sanitize their hands before and after every meal.
- Provision are available for students who are not physically in class on any given day to pick up meals at school via a ‘drive through’ arrangement.

### **D. Travel**

- Students and staff travel will be eliminated or limited to only essential travel as determined by ETSU and/or TSSAA protocols and guidelines.

### **E. Communication**

- All students (K-12) will be issued an email address for the 2020-2021 school year. Primary communication with students will be via email.
- Communication with parents will be via Blackboard (additional emails can be added to receive notifications by following directions on the school website) and classroom adopted digital applications.
- Email reminders about completing daily temperature and screening protocols at home will be sent via email regularly.

## **F. Extra-curricular activities**

- University School activities and athletics will follow the guidance provided by ETSU, the First CORE Region Superintendents, Tennessee Secondary Athletic Association (TSSAA), and state and local health departments in order to determine safety and participation guidelines for our athletic activities.

## **G. Special Populations/Circumstances**

- Special circumstances may require some students to attend additional in-person days. If so, these will be arranged on an individual basis. Appropriate distancing and safety protocols will be established and maintained.

## **H. Common Areas**

- A screening/temperature checks should take place at home and may be conducted at school if needed.
- Areas such as administrative offices, clinics, libraries, cafeterias, etc. will be organized in such a way as to minimize the number of people present at any given time.
- Restrooms will be monitored to minimize the number of people present at any given time.
- One-way traffic patterns in stairwells will be implemented except for emergency evacuation purposes when possible.

## **I. Classrooms**

- Doors will be propped open during times students are moving to reduce touching.
- Cloth masks are required and must be worn unless physically isolated or eating and drinking.
- Classrooms will be provided with hand sanitizer and disinfectant wipes.
- Students will not share text materials or technology unless the objects are sanitized between uses.
- Appropriate 6ft distancing will be observed when possible.
- Carpeted areas, upholstered common furniture and similar items will be removed or not utilized if possible.
- Desks will be arranged to maximize 6ft distancing and all students will be facing in the same direction.
- Lockers use will be limited or unavailable.

### **J. Personal Protective Equipment (PPE)**

- Reusable cloth masks for students and will be required on ETSU campus including University School. Any person without a mask will be given a disposable mask for use upon entering the building and while on campus grounds.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room and make appropriate provisions for students to do so when transitioning.
- Crowd control and waiting line measures will be in place to promote physical distancing (plexiglass at select service windows, distancing spaces marked on floors, directional signs for stairwells and other areas as possible).

### **K. After-Care**

- Operation will continue only for students on the staggered days they are assigned with continued safety protocols as listed above. Please contact after-school coordinator for additional information.

**Note:** In addition to the above expectations, all students are expected to follow school expectations listed in the [University School Student Handbook](#) located on the school website.



