

What You Need to Know: A Guide on Returning to the Buildings



Intergenerational
S C H O O L S

**BOUNDLESS
LEARNING**

Updated 2/26/2021

Welcome Back!

Dear Families,

We can't wait to open our doors to students and staff at each one of our schools. These past few months have been challenging in many different ways. It has forced us to redesign, rethink, and reconsider how we teach, learn, and meet the needs of students. We've missed you and look forward to seeing you soon!

Nothing is more important than the health and safety of your family and our team. We know that there are many questions about how health and safety will be handled as students and staff return to the buildings. This guide will outline some changes to our procedures so that we can keep everyone safe as we open our doors during this unprecedented school year.

You'll find the following procedures and guidance in the following pages:

- New Safety Protocols & Precautions
 - Daily Symptoms & Temperature Checks
 - Drop-Off Procedures
 - Social Distancing
 - Increased Hand Washing
 - Masks for All Students & Staff Members
 - Increased Cleaning & Sanitizations
 - Meals & Safe Food Preparation
- Classroom Setup
 - Classroom Layout
 - Student Seating Layout
 - Storing Personal Items
- Communicating Illness & Quarantine
- Frequently Asked Questions
- Community Expectations
- Communication & Contact Information

If you have any questions or concerns, please contact your building administrators or teacher. We're here to help!

Thank you in advance for your grace and helping us keep all of our families and staff safe during this time.

Thank you!



Brooke King
Executive Director, Intergenerational Schools

New Safety Protocols & Precautions

Daily Symptoms & Temperature Checks



We ask all families to cooperate in taking steps to reduce the transmission of COVID-19 at school. Please complete a daily health assessment prior to arriving at school and stay home if you are sick and/or experiencing any symptoms:

- Fever of 100.4 F or higher
- Dry cough or shortness of breath
- Sore throat
- Headache
- Chills
- Loss of taste or smell
- Nausea, vomiting or diarrhea
- Congestion or runny nose
- Muscle or body aches

Drop-Off Procedures



- Each school's clinic aide (assisted by additional trained school staff) will take temperatures and ask screening questions at drop-off while wearing appropriate personal protective equipment.
- Temperatures may be taken while the student(s) is still in their vehicle or under the care of their adult. Temperatures may be taken at a school entrance, and your school leadership will communicate your specific school's temperature taking procedures.
- Any student with a temperature of 100.4 degrees Fahrenheit or more or experiencing COVID-19 symptoms will not be allowed to enter the school.
- If a student walks or otherwise arrives at the temperature-taking area without an adult and they have a temperature or other COVID-19 symptoms, they will be immediately separated in an isolation room to await immediate pick up.

Please stay home if your child is sick and/or has any of these symptoms:

- Fever of 100.4 F or higher
- Dry cough or shortness of breath
- Sore throat
- Headache
- Chills
- Loss of taste or smell
- Nausea, vomiting or diarrhea
- Congestion or runny nose
- Muscle or body aches



Social Distancing



- The goal is to maintain a six-foot radius per person at all times (including hallways and classrooms). In some instances where this is not possible due to physical space limitations, there may be a slightly smaller spacing radius between people but will be no less than four feet of spacing. This modification is endorsed by our medical partners at MetroHealth and the American Academy of Pediatrics, given all of the school's comprehensive safety protocols. Should your child be in a classroom with less than six feet of distancing, you will be notified.
- Depending on the actual size of each room, class sizes will be reduced. The number of children in each classroom will vary to allow for maximum spacing possible.
- Visual cues will be placed throughout the hallways, restrooms and classrooms to show the safest social distancing so children know where to stand.
- Desk shields at every student's seat.
- Individual supplies and material sets for each child. No sharing of classroom materials or books, unless they can be appropriately sanitized by an adult between uses.
- Staff stay with the same students and are not exposed to other students in building, creating a “bubble” of individuals, lowering exposure risk and improving response in the event of a positive case.
- Transitions will be limited for students (and staff) to home classroom, restroom, and outside. In some cases, a whole class may move an entire group of students from one room to another empty room, and back (for a special). This may only occur if a strict hallway and staircase schedule allows no interaction or passing with other classes during the transition AND if surfaces and any touched materials can be appropriately sanitized by an adult before and after the transition. If your child is in a class where these types of whole class transitions are planned, you will be notified.
- Some individual students may transition to another space for special education services or other individual/small group services. Small group services and interventions can only be done with a subset of an existing class of students (no mixing students from different classrooms to form a small group). These individuals or small groups also require a coordinated transition schedule, so those students don't come in contact with other classes or students in the hallways. All surfaces and any touched materials must be appropriately sanitized by an adult before and after every student service or intervention. If your child is expected to transition to services or interventions, you will be notified.
- Intergenerational Programs and field trips will be virtual.
- Visitors are limited. Visitors must wear a mask and follow our social distancing guidelines at all times.

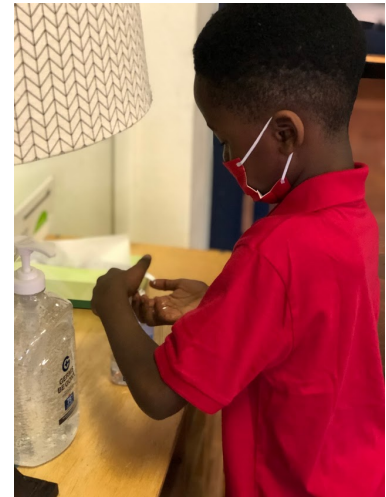


Classes are encouraged to go outside frequently throughout the day for fresh air, time to exercise, and mask breaks while maintaining safe distances.

Increased Hand Washing



- Hand washing/sanitizing will occur throughout the school day.
- Staff and students will be expected to sanitize their hands when they enter and exit the buildings and any classroom.
- Sanitation stations will be set up at each building entrance, in hallways and by classroom doors.
- Staff and students will be expected to wash their hands every time they use the restroom, when they return indoors from recess/mask breaks and before lunch and snack (if applicable).
- Teachers may take their class to the restroom for more frequent hand washing depending on scheduled activities for that day.



Masks for All Staff Members & Students



- Masks are required for all staff and students.
- Staff and students should bring their own personal masks from home.
- Schools will stock extra masks in child and adult sizes for students and staff who might forget.
- Schools will supply face shields to have available for all in-person staff and students. These must be worn with a mask for added protection. Shields will be labeled with the student's name.
- Classes will go outside frequently (weather permitting) throughout the day for mask breaks while maintaining safe distances.



Increased Cleaning & Sanitization



When students and staff are in the building, a daily schedule of cleaning, sanitizing and disinfecting will include:

- All classrooms will be equipped with disinfectant wipes and hand sanitizer, so teachers can wipe surfaces frequently throughout the day.
- Hand sanitizing stations located in every classroom and at every entrance throughout the building.
- Regular disinfecting of high-touch areas throughout the building (doorknobs, railings, tabletops, chairs, etc.).
- Regular disinfecting of restrooms (sinks, toilets/urinals, stall handles and doors, etc.)
- Regular cleaning protocols in the kitchen with additional sanitizing and disinfecting throughout the day. Limited access to the kitchen.
- Evening cleaning will include everything already mentioned above plus floors, offices, hallways, breakroom, etc.
- When students and staff are out of the building (Wednesdays and weekends), the entire building will be deep cleaned.

Meals & Safe Food Preparation



- 'Grab and Go' breakfast can be picked up by the students at arrival and carried to classroom.
- Lunches will be delivered to classrooms for students to eat at their desks.
- Regular cleaning protocols in the kitchen with additional sanitizing and disinfecting throughout the day.

Classroom Setup

Classroom Layout



- Communal seating areas will be removed (ie, reading corners).
- Books, manipulatives, and other supply containers will be put away and out of sight.
- Student backpacks will hang on backs of chairs and hold their individual supplies when not in use.
- A hand sanitizing station will be placed near the entrance to the classroom.

Student Seating Layout



- Tables/desks spaced so student seats are as close to 6 feet apart as possible
- Each student will be required to use a mobile desk shield. The shield will be labeled with their name and disinfected each day.
- If possible, arrange some seats to be within cord reach of an electrical outlet for Chromebooks and devices.



A Note About Supplies

- Students will not be able to share supplies.
- Each student should bring their fully charged Chromebook, charger, headset, and school provided supplies with them each day.
- Supplies should be kept in a clear, plastic Ziploc bag.
- Additional items, such as lunch bags, change of clothes, sweater, water bottle, etc. can be kept in a book bag placed on the back of their chair.

Storing Personal Items



- Buildings and classrooms will have limited space for coats, boots, and book bags to reduce the need to gather closely in small areas.
- Depending on the space available in each school building, coats and bookbags will be most likely kept on the back of the student's chair.
- Supplies and items not currently in use by the student will be stored in their book bag on the back of their chair.
- Please remember to frequently clean out and disinfect your child(ren)'s book bags, outerwear and lunch bags.



Communicating Illness and Quarantine

- All Illness Procedures as outlined in the family handbook will be closely followed.
- All families and staff are instructed to notify the Principal and Director of Network Operations (salonso@igschools.org) immediately upon receiving a positive COVID-19 test result.
- Schools will contact the local health department with details such as disinfection schedules, where the individual went in the building, when the individual was in the school, who they were in contact with, etc. to determine necessary quarantine and contact tracing.

Any student or staff member who has tested positive for COVID-19 is required to quarantine for 14-days, or other amount of time as local health department deems necessary, based on time of onset of symptoms. If after the quarantine period, the student or staff member still has a fever when not medicated, they must extend the quarantine period until such time that they are fever-free without medication, regardless of the number of days they have already quarantined.

A positive COVID-19 test will be communicated to the rest of the class within 24 hours through Jupiter message, email, phone message or phone call.

		Symptoms		
		A student or staff member is symptomatic with a fever only and has NO known exposure to COVID-19.	A student or staff member is symptomatic with COVID-19 symptoms but no fever and has NO known exposure to COVID-19.	A student of staff member is symptomatic with COVID-19 symptoms AND has a fever but NO known exposure to COVID-19.
Quarantine	<p>YES, until 24 hours fever-free without medication</p>	<p>YES, until 24 hours symptom-free without medication</p>	<p>YES, until 24 hours after being fever-free and symptom-free without medication.</p>	
Communication	<p>No notice to rest of class unless it is the teacher.</p> <p>If a student develops a fever at school, the student will be moved to an isolation room and a phone call will be made home to pick up the student immediately.</p> <p>If a staff member develops a fever at school, the staff member will be sent home immediately.</p>	<p>No notice to rest of class unless it is the teacher.</p> <p>If a student becomes symptomatic at school, the student will be moved to an isolation room and a phone call will be made home to pick up the child immediately.</p> <p>If a staff member becomes symptomatic at school, the staff member will be sent home immediately.</p>	<p>No notice to rest of class unless it is the teacher.</p> <p>If a student develops a fever and COVID-19 symptom(s) at school, the student will be moved to an isolation room and a phone call will be made home to pick up the child immediately.</p> <p>If a staff member develops a fever and COVID-19 symptom(s) at school, the staff member will be sent home immediately.</p>	

Exposure			
	A student or staff member has been in close contact outside of school with someone who tested positive for COVID-19, but is not showing any symptoms.	A student/staff member in the classroom has been in close contact with another person at school who tested positive for COVID-19. The student/staff member exposed is not showing any symptoms AND everyone in that classroom is socially distancing at 6 feet, properly masking, handwashing, etc.	A student/staff member in the classroom has been in close contact with another person at school who tested positive for COVID-19, but that student/staff member is not showing any symptoms. All protocols (proper masking, handwashing, etc.) are followed, however social distancing is less than six feet apart in the classroom.
Quarantine	<p>YES. That particular student/staff who was exposed must quarantine for a minimum of 14 days (or possibly less if they can show a negative COVID-19 test result). Students who are asymptomatic should continue with remote learning.</p> <p>If teacher is in quarantine, the entire class may need to move to remote learning as well.</p>	<p>YES. Only that particular student who was exposed at close contact (less than 6 feet for 15 minutes) would quarantine for a maximum of 14 days. The entire class would not necessarily need to quarantine if social distancing is maintained at six feet and proper masking (coverage of the nose and mouth) has occurred throughout the school day - unless otherwise communicated by the local health department.</p> <p>Asymptomatic students and teachers may continue learning/teaching remotely during quarantine.</p>	<p>YES. All students and staff in the classroom must quarantine for a maximum of 14 days, if social distancing is less than 6 feet apart (even with proper masking and other protocols in place).</p> <p>Anyone asymptomatic or experiencing mild symptoms would continue learning remotely.</p>
Communication	No notice to rest of class unless it is the teacher.	Within 24 hours, families with students in that class will be notified via Jupiter, e-mail, phone message and/or phone call.	<p>Within 24 hours, families with students in that class will be notified via Jupiter, e-mail, phone message and/or phone call.</p> <p>A separate message to the entire school community will be sent out.</p>

Frequently Asked Questions

Will my child be required to wear a mask all day?

Yes, at all times in the building and classroom. Classes will go outside for 'mask breaks' while maintaining safe distances. If a child forgets their mask, the school will provide them with one at arrival. Students will be reminded to wear their mask properly (covering mouth and nose) throughout the day.

How will teachers teach both students physically present and those present remotely?

The students will continue to learn through the remote platforms. The difference will be that the students who are in person, will be sitting in the classroom, and will be physically present with their teacher for small group and one on one instruction (that is now normally provided through a small group Zoom meeting). They will continue to conduct their independent work (which can often be done with paper and pencil) and submit it through the same online learning platforms (which can often be done by taking a photo) and will be guided by their classroom teacher while doing so.

How are children expected to remain physically distant during the day?

Classrooms have been reconfigured to allow for more space for social distancing and tables will have protective shields at each work station. Teachers will design activities that can be completed in their own space. Also, the buildings will have visual cues in the hallways, classrooms, and bathrooms to remind students to stay at a distance.

Will my child be able to socialize with other students?

Yes, there are many points throughout the day where students will be able to have a conversation with their peers such as arrival, dismissal, recess and outside breaks, morning meeting, and lunch. Also, teachers will create opportunities for "brain breaks" where students can do an activity with each other that does not involve sharing items or close proximity. Students participating remotely will also be involved in the "brain breaks."

What if a child has symptoms during the day? What will you do to keep everyone safe?

Each school will have a clinic aide present in the building. This individual will staff a designated 'isolation room,' where the student may rest until their parent arrives. Please have your list of emergency contacts prepared to pick up immediately from the school's phone call, if your child is sick. If immediate pick up is not possible, it must be at least within the hour of the school's phone call.

If my child requires support services, including counseling and special education services, will they still be able to receive those services?

Yes, support services such as counseling and Special Education will be available to students in person and remotely. See "Social Distancing" section on transitions for details on how this will work when in the building.

Will students play outside?

Yes! As much as possible throughout the day, weather permitting. Each school will have a schedule for when classes can be outside to allow for social distancing. Please dress your child appropriately for outside play.

Will my child need to wear the school uniform?

For the remainder of the school year, students will not be required to wear the school uniform. If possible, please have your student wear a shirt color reflective of the stage he/she is in. Clothes should not be distracting and fit properly. Students must be able to get into tornado drill position and sit criss-cross without clothing restrictions. Students should be able to handle all straps, buttons, laces and zippers by themselves.

How will meals be different? Will there continue to be hot meals?

Free breakfast and lunch will be available to students. Breakfast will be served as a "Grab and Go" meal students will have the option of picking up as they enter into the building. Lunch will be delivered to the classroom. For the first two weeks, lunch will be a cold brown bag option. After two weeks, we plan to serve hot lunch as provided in previous years.

What if I have other questions or concerns?

We are here to assist your family and child. If you have any questions or concerns, please reach out to your child's teacher or principal for an immediate answer. We read all of the comments and use this information to learn and improve upon our processes. We will be updating the FAQ section located on www.igschools.org/reopening.

The information presented in this guide is up-to-date as of February 8, 2021 and subject to change as new information is released by health care and government agencies.

Community Expectations

- Teachers, staff, and students will stay home when sick.
- Teachers, staff, and families will be available, especially in case of an emergency or if a student is showing symptoms during the day.
- The school will loan Chromebooks to students without technology to use for the duration of the school year. School supplies, headsets, and other educational tools will be provided by the school. Families can help make sure their child arrives at school ready to work by making sure they charge their device the night before and place their school-provided supplies in their book bag.
- Teachers, staff, and families will maintain open lines of communication with regard to social, educational, or health concerns.
- Teachers, staff, and families will work together to improve the learning experience for students by providing feedback and supporting one another with patience and grace.

Communication & Contact Information

Please notify the Principal or Director of Network Operations immediately upon exposure, experiencing COVID-19 symptoms or receiving a positive test result.

Intergenerational Schools Network

Director of Network Operations
Sarah Alonso (salonso@igschools.org)
216.961.4308

Lakeshore Intergenerational School

Principal Shawn Hallowell (shallowell@igschools.org)
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Near West Intergenerational School

Principal April Maimone (amaimone@igschools.org)
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The Intergenerational School

Principal Silvia Kruger (skruger@igschools.org)
216.721.0120



**Check Jupiter and go to
www.igschools.org/reopening for updates**

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