



# 2020 Bedford Middle School Reopening Guidelines

| Location           | Guidelines   |
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| <b>Entrance</b>    | <ul style="list-style-type: none"><li>• Students will arrive and dismiss at staggered times (times are listed below in the <i>Arrival /Dismissal</i> sections) to avoid large crowds of students and allow for social distancing.</li><li>• Staff will be present to monitor each entrance/exit during arrival and dismissal to ensure social distancing guidelines are followed during transition times.</li><li>• If students need to be picked up early during the day, the intercom system available at ENTRY #1 should be used to communicate with school staff to coordinate student pick-up.</li><li>• Signage will be posted at the main entrance and throughout the building reminding students and staff of protocols and procedures necessary for reducing the spread of COVID-19, including frequent hand-washing, staying home when sick, maintaining social distance, etc.</li></ul> |
| <b>Main Office</b> | <ul style="list-style-type: none"><li>• Traffic in the main office will be kept to a minimum as much as possible throughout the school year.</li><li>• When a student needs to meet with the administrators or nurse, the classroom teacher should notify the office and the administrator will determine when and where to meet the student (office, hallway, classroom, etc).</li><li>• Families will use the intercom system at ENTRY #1 to communicate with the administrative assistants in the main office.</li><li>• If a student is ill and a parent is picking the student up, the student will be escorted to the entryway where the family can sign their child out.</li></ul>  |
| <b>Restrooms</b>   | <ul style="list-style-type: none"><li>• Students will use restrooms closest to their classrooms, or current placement in the building.</li><li>• Students will wear facial coverings and maintain proper social distancing in restrooms.</li><li>• The number of students in restrooms will be limited to the number of restroom stalls.</li><li>• Social distancing markers will be utilized in restrooms to encourage students to maintain social distancing.</li><li>• Signage will be present in restrooms to remind students of handwashing best practice.</li><li>• Restrooms will be cleaned and sanitized throughout the day by school staff and custodians, and will be thoroughly cleaned and disinfected nightly.</li></ul>   |



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| <b>Hallways</b>        | <ul style="list-style-type: none"><li>• Facial coverings should be worn in hallways by students and staff at all times.</li><li>• Directional arrows will be used to indicate proper traffic flow in hallways throughout the building.</li><li>• Signage and social distancing markers will be used in hallways to remind students to monitor their proximity to one another.</li><li>• Students and staff must maintain social distancing and follow traffic flow markers at all times.</li><li>• Stairways will be used one-directionally and will be marked as such (i.e. Up Only, Down Only)</li></ul>  |
| <b>Cafeteria</b>       | <ul style="list-style-type: none"><li>• Students will be encouraged to wash hands before and after meals.</li><li>• Hand sanitizer will be available at various stations in the cafeteria and throughout the building.</li><li>• Disposable plates, utensils, etc. will be utilized when necessary.</li><li>• Flow patterns will be established and marked for entry and exit into the cafeteria and through the meal lines.</li><li>• High-touch and high-traffic areas will be cleaned throughout the school day.</li><li>• Food service employees will wear masks/facial coverings.</li><li>• Students will get lunch (grab and go style) and will go directly to their seats using one directional flow patterns.</li><li>• Alternative lunch rooms (gym, gym lobby, classrooms, etc.) will be set up and utilized to eliminate large numbers of students, when necessary.</li><li>• Social distancing marks will be placed on the floor to ensure social distance is maintained while students wait in serving lines.</li><li>• Students will wear masks while waiting in line to receive lunch. Masks can be removed once students are at their tables.</li></ul> |
| <b>Gym</b>             | <ul style="list-style-type: none"><li>• Physical Education (PE) classes will be held outside as much as possible.</li></ul>   |
| <b>Water Fountains</b> | <ul style="list-style-type: none"><li>• Refillable water fountains will be available on all floors</li><li>• Students and staff are encouraged to bring water bottles from home.</li><li>• Students will have the opportunity to refill water bottles throughout the day.</li></ul>   |
| <b>Library</b>         | <ul style="list-style-type: none"><li>• Students will be allowed to check out one book.</li><li>• Upon return, books will be kept out of circulation for at least 72 hours.</li></ul>   |



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## Classrooms

- Administrators will work to balance class numbers as much as possible.
- Unused and/or unnecessary furniture will be removed from all classrooms to accommodate to maximize space for social distancing.
- Student desks will be arranged forward facing and spread out to the greatest extent to maximize social distancing.
- Large spaces will be repurposed when necessary to provide additional learning spaces where students can maintain physical distance.
- Physical interaction will be limited and masks will be required for students and teachers during all small group instruction.
- Teachers will be encouraged to utilize outdoor spaces and large areas for classroom instruction, projects, etc. (when weather permits).
- Extra support and supervision will be provided by additional staff when necessary.
- All high traffic and high touch areas will be disinfected frequently.
- Students will be instructed and reminded to wash hands frequently and at certain specified/scheduled times.
- Signage inside classrooms will remind students of guidelines and procedures.
- Students will not share supplies and consumables to the greatest extent possible.
- If supplies (manipulatives, texts, art supplies, etc.) must be shared, they should be disinfected between student use.
- Teachers will utilize technology as a useful teaching tool and will monitor and minimize the use of paper/worksheets and other high-touch materials.
- When items are completed and turned in, teachers will have designated areas and protocols in place that minimizes interaction between students and maximizes physical distance (i.e. students will not pass out papers, folders, supplies to other students).
- Any student or staff member who is feeling ill will report to the school nurse for temperature and symptom check.

## Arrival

- Students will arrive and dismiss at staggered times to avoid large crowds of students and allow for social distancing.
  - **Bus Arrival | 8am**
  - **Car/Walkers Arrival | 7:50am (Doors Open at 7:50am)**
  - **Special Education Bus Arrival | 8:15am**
  - **Tardy Bell | 8:20am**



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| <b>Arrival</b>                                     | <ul style="list-style-type: none"><li>• Buses will be released one at a time and bus riders will enter through either Entry #6 (Breakfast eaters) or Main Gym Doors (Non-breakfast eaters).</li><li>• Staff will be present to monitor each entrance/exit during arrival and dismissal to ensure social distancing guidelines are followed during transition times.</li><li>• Students will wear facial coverings during arrival and dismissal.</li><li>• During morning drop-off, parents/guardians should drop students off at Entry #1   N Street and students should wait on social distancing markers with siblings/family until instructed to go into the building.</li><li>• Students walking will utilize Entry #1 beginning at 7:50am</li><li>• Medically Fragile students will enter through Door 7 (Please coordinate through the Main Office 812-279-9781)</li></ul> |
| <b>Dismissal</b>                                   | <ul style="list-style-type: none"><li>• Buses will be called at staggered times and students riding each bus will be given appropriate time to make their way to each bus before the next is called to eliminate congregating and maximize physical distance between students.</li><li>• Students will be dismissed at staggered times as outlined below:<ul style="list-style-type: none"><li>○ <b><u>Bus Pick Up/Load Beginning   2:52pm</u></b></li><li>○ <b><u>Parent/Guardian Pick Up/Walkers   3pm</u></b></li></ul></li></ul>   |
| <b>Clubs &amp;<br/>Extra-Curricular<br/>Events</b> | <ul style="list-style-type: none"><li>• Clubs and Extracurricular activities may continue to meet at the sponsor's discretion, but encouraged to meet virtually when possible</li><li>• All social-distancing protocols will be followed</li><li>• Face coverings will be worn when social distancing is not possible</li><li>• Athletics will adhere to all IHSA protocols and procedures</li></ul>   |
| <b>Visitors</b>                                    | <ul style="list-style-type: none"><li>• Parents/Guardians may communicate with the school's main office through the outside intercom before entering the building. Administrative assistants will communicate to provide further instructions for entry. Access will be limited to the main office only.</li><li>• Masks will be required upon entry to the building. If you do not have one, one will be provided to you.</li><li>• Meetings with administrators and/or teachers can be arranged virtually or by phone/email when possible.</li></ul>   |
| <b>Substitute<br/>Teachers</b>                     | <ul style="list-style-type: none"><li>• Substitute teachers will be trained and updated on the district's (and school's) current procedures and safety protocols.</li><li>• Substitute teachers will be expected to follow all guidelines and safety procedures.</li><li>• Substitute teachers will check-in at the main office and will</li></ul>   |



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|                             | <p>follow district guidelines surrounding facial coverings.</p>   |
| <b>Handwashing Schedule</b> | <ul style="list-style-type: none"><li>• Hand sanitizer will be available throughout the building.</li><li>• Students will wash or sanitize hands upon entering classrooms, after all transitions (restroom breaks, lunch, etc.) and periodically throughout the day.</li><li>• Handwashing procedures will be regularly discussed and reviewed with students.</li><li>• Signage will be posted in restrooms and at classroom sinks as a reminder to students on the importance of handwashing and handwashing best practice.</li></ul>  |
| <b>Self-Screening</b>       | <p><b>Every family must complete a daily self-screening of each child for symptoms associated with COVID-19, including:</b></p> <ul style="list-style-type: none"><li>• Fever (100.4 degrees Fahrenheit)</li><li>• Chills</li><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li><li>• New loss of taste or smell</li><li>• Sore throat</li><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul> <p><b>Parents/Guardians should inform the school if a student exhibits any of these symptoms associated with COVID-19 and the student should not report to school. Parents/Guardians should also contact the student's healthcare provider.</b></p> |



# 2020 Bedford Middle School Reopening Guidelines

## Facial Coverings/Facial Shields

- Facial coverings/shields are required of students, teachers at staff at a variety of times throughout the school day.
- 7-8 Students
  - Facial coverings/shields will be worn:
    - during arrival and dismissal
    - while in the hallways
    - during restroom breaks
    - on buses
    - during times when social distancing is not possible
    - during small group lessons and activities
    - during transitions outside the classroom
  - Facial coverings/shields can be removed:
    - during meals (while eating)
    - when socially distanced

Facial Coverings - A “face covering” means a cloth which covers the nose and mouth and is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face.

Face Shields - A “face shield” is a mask, typically made of plastic, which covers the nose and mouth.