

# Public Health Guidance for Matthews Daily Operations

First and foremost, all Covid-19 protocols and procedures must begin with compassion toward the student, their situation, and the context of the pandemic.

## Masks

Every person entering Matthews High School who is above the age of ten years will be expected to wear a mask throughout their time on campus. Masks may be removed for the purpose of eating and drinking, but otherwise are to be worn at all times.

LISD will provide a white cotton mask for each student, an LISD mask for each teacher, and paper masks will be available as well for those who forget their masks at home. Staff and students are allowed to wear a different mask of their choosing so long as it covers their nose and mouth at all times.

## Social Distancing

Social Distancing protocols will be in place throughout the campus at all times. Staff and students are to remain six feet apart at all times, as able. There will be signage to help remind staff and students in the hallways, and the hallways will be separated into lanes to allow for social distancing. Classrooms will be arranged by teachers to allow for social distancing during instructional time.

The cafeteria and other large spaces, such as the gym and auditorium, will have limited seating to ensure social distancing protocols are adhered to at all times. Furthermore, the gym will be closed until such a time as procedures can be put into place and the campus can acquire gym supplies to allow for a 1 to 1 student to equipment ratio; this policy will ensure that students are not sharing gym supplies.

## Meals

Breakfast will be served off of the cart at the front door each morning. Students may take their breakfast to the cafeteria or to a classroom to eat their breakfast.

Lunch lines will have marks to designate social distancing expectations. Students may eat their lunch in the cafeteria, in a classroom, or outside. Overflow will be handled in the library or the gym as needed.

While in the cafeteria, there will be no more than 2 students per table, and the student is responsible for cleaning up their own trash.

Disinfection procedures in the cafeteria will be handled by cafeteria employees; disinfection procedures elsewhere will be handled by the custodial staff or classroom teacher as needed. The Matthews administration team will be on duty during lunch. Morning duty will be handled by Matthews's staff and the breakfast crew.

## Classroom procedures

Classrooms will be cleaned and disinfected after each class in the last few minutes of the instructional period. The teacher will be responsible for ensuring the cleaning supplies are kept in a secure location, only to be brought out for use and then replaced when usage is complete. Teachers will spray desks and chairs that were used in that class period with disinfectant.

The student will be responsible for wiping down their station with paper towels distributed by the teacher, and then disposing of the paper towels.

As indicated, teachers will arrange their classrooms so as to ensure that social distancing guidelines can be followed by students when seated. Further, teachers are not to have soft points in their classrooms; this includes blankets, chairs, couches, and other similar surfaces that can hold pathogens. Any such surfaces must be moved to a secure location or rendered unusable prior to the first day of school.

## Supply distribution / extra supplies

Each student will be given a baggie of supplies (pens, pencils, etc) necessary for classroom operations. Any other supplies will be provided in the classroom brand new. Students are not to share supplies during the Covid-19 pandemic.

## Passing Period

Students are expected to maintain social distance and wear masks while in common areas. In order to help make this process easier, the halls will be divided into two lanes of traffic and there will be arrows placed throughout at six foot intervals. In the event that it becomes necessary, teachers will consider staggered release of classes. Social distancing will be modeled, monitored, and taught by the adults on campus.

## Daycare

No students or adults are to be allowed in the daycare, and the daycare workers are not allowed in the main section of the building. Daycare employees will have their temperature checked before entering the daycare. Students will check their baby in, either at the double-doors inside the building or at the back door of the building. At check-in, baby temperatures will be taken by the daycare employees; in the event there is any concern over the temperature, the nurse will be notified and she will then determine appropriate protocol.

Student mothers will no longer be dismissed from school early and any nursing mothers will do so after temperature check and approval in the daycare nursing room.

*Young mothers will no longer be allowed to leave early at the end of the day.*

## Arrival

All students will enter the building through the front door. Teen parents will also enter through the front doors.

## End of Day

Students will be dismissed from classes and leave the building through the front door.

## Bathroom procedures

There will only be two students allowed in each bathroom at a time. The bathrooms will have stalls and urinals marked to ensure social distancing protocols are adhered to at all times.

## Water fountain procedures

Water fountains may be used to fill reusable or plastic water bottles; however, they **cannot** be used for directly drinking water. Water bottles will be available on campus at Matthews.

## Chromebooks

Students are issued a Chromebook upon enrollment as a Matthews's student. Any student who fails to remember their own Chromebook, or fails to charge their Chromebook, will be provided with a fully charged and sanitized Chromebook by the Matthews staff. It will be returned by the student before leaving campus to be sanitized and recharged.

## Remote Learning - Synchronous and Asynchronous instruction

All teachers will have google classroom for all classes in order to allow students to work remotely, as needed. All in-class material will be available to students, and students will be able to attend classes using google-meet links, all handled through their teacher's google classroom.

## Micro Closures

A micro closure is a method by which a school asks certain staff or students to remain home for a specified period of time in order to prevent spread of Covid - 19. Micro Closures will happen as determined by Lubbock ISD in cooperation with local and state health officials. In case of micro closure, students and teachers will be alerted who is to stay home and for how long. Teachers will continue to teach, as able, from home using their google classroom in combination with synchronous meeting technologies. Students will attend classes using the same technologies.