

Pemberton COVID Guide / School Plan



Why?	<p>Pemberton and HCPS are committed to providing in-person learning opportunities for all students this school year. This opportunity will be available based upon the current health and safety conditions as defined by our health committee, and the guidance provided by the Virginia Department of Education. This document serves as planning and implementation for our face to face instruction for the 21-22 school year.</p>
What?	<p>Pemberton and HCPS are committed to five days a week of full length in-person learning in a safe and healthy school environment. Based on current health data and trends, along with the latest guidance from health experts at the Centers for Disease Control and Prevention and the Virginia Department of Health, the Henrico County School Board voted unanimously to open the 2021-22 school year with a mask requirement inside schools and offices for all individuals (employees, students, etc.), regardless of vaccination status. Mask use also remains required on school buses due to a federal order.</p> <ul style="list-style-type: none">• Moving forward, masking protocols will be reviewed approximately every two weeks at the School Board’s public meetings (view the upcoming School Board meeting dates here.)• Please note, this document will be updated throughout the school year to reflect the most up to date guidance that has been provided by HCPS.

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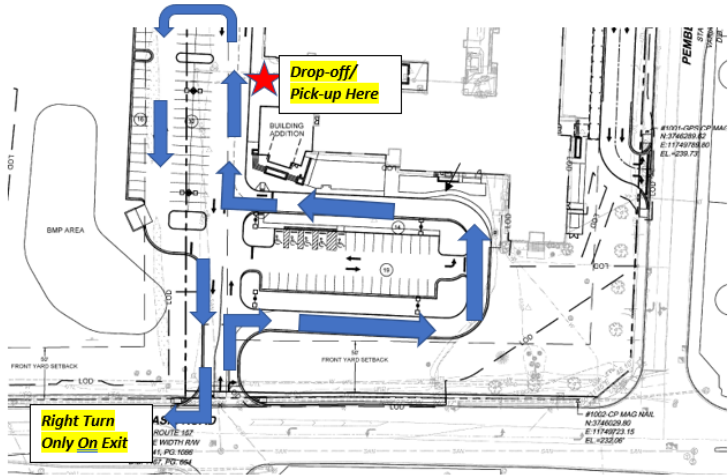
Arrival

- Students will proceed to their classroom immediately upon arrival. Doors will be propped open at both the car and bus loop entrances to eliminate the need to touch door handles.
- Students will follow traffic flow patterns established to limit cross directional traffic flow.
- Teachers will stand by their door, welcome students, and encourage social distancing
- PARENT DROP-OFF:
 - K-5 will come in through the designated entrance wearing masks. Appointed staff will monitor hallways for social distancing. (Staff should have additional disposable masks to give students who may have forgotten theirs.)
 - Parents will drop off at one of designated cones on the car drop-off area. This will allow for additional spacing. Custodian will place cones each morning.
 - Students will be dropped off at the side entrance between the gym and Clinic to allow for additional car traffic to que.
- BUSES:
 - A staff member will dismiss one bus at a time to classrooms upon arrival.
 - All bus riders will come through the designated entrance wearing masks.
- Students should use hand sanitizer when entering the classroom or wash hands if there is an allergy to hand sanitizer.
- Reminder greeting to students to keep masks on and remain social distancing. Provide alternatives to non-touch greetings.
- During arrival and dismissal, classroom doors will be open (but locked) to limit touching of the door handle.
- Only emergency hallway bathroom use during designated arrival period.

Last Update Completed on: 8/31/21

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	 <p>Drop-off/ Pick-up Here</p> <p>Right Turn Only On Exit</p> <p>BMP AREA</p> <p>FRONT YARD SETBACK</p> <p>FRONT YARD SETBACK</p> <p>PEMBL</p> <p>AS</p> <p>INDICATE 187</p> <p>WIDTH ROW</p> <p>P2 1088</p> <p>P2 964</p> <p>#1003-CP MAO N&L</p> <p>N-3746029.89</p> <p>E-1174822.19</p> <p>EL-232.06'</p>
Bathroom	<ul style="list-style-type: none">• The main bathrooms in the upper hallway will be wiped down frequently throughout the day.• Classroom bathrooms will be used in lieu of main bathrooms when possible.• Signage will be posted to remind students of proper handwashing procedures after bathroom usage.• Available staff will monitor the number of students in main bathrooms periodically.

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Breakfast	<ul style="list-style-type: none">• Breakfast will be grab and go in the main hall. Students will eat in their classrooms and throw trash away in designated trash cans.• Grab and go breakfast will be in the cafeteria. Staff members will be on duty to assist with breakfast and maintain the safety of students.• If students forget or did not receive breakfast, a staff member will bring that child breakfast.• Breakfast will be brought to the classroom.•
Lunch	<ul style="list-style-type: none">• We plan to utilize the cafeteria daily for lunch.• Students will maintain 3 ft spacing in line with their class cohort, if they are getting a school lunch.• We will be having only one grade level at a time in the cafeteria during lunch. Students will sit every other seat to create more space between students while they are eating.• Plexiglass partitions will be used strategically throughout the cafeteria tables for additional mitigation.• Students will enter the cafeteria and go directly to their seats. One class at a time will be directed to go through the line for a school lunch.• For the cafeteria, we will have assigned seats to start the school year. School lunches are free this year.• Several industrial air purification systems were installed to add an additional layer of air purification. Will have multiple brand new “air scrubbers” in it, which perform a 5-stage process of filtering and purifying indoor air. Additional information about our review of air-handling systems is available here.

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- At this time, we will not be allowing families to visit and have lunch with their student(s). Once the VDH moves out of high or substantial, we will revisit this opportunity.



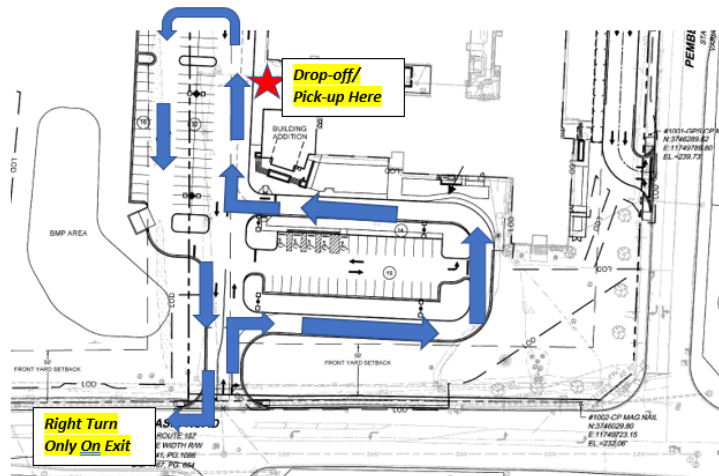
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Bus Dismissal	<ul style="list-style-type: none">• Ensure students are packed and ready to go at dismissal with social distancing.• Stagger release of students to buses by grade level. We will announce each bus individually to allow one bus at a time to load.• Staff will monitor the hallways to ensure a one way traffic flow to buses and social distancing.• Staff will monitor the loading of buses and account for each child on the bus list using the student dismissal tags.• Once one bus is fully loaded, staff will radio for the next bus. Buses will be color coded.
Car Rider Dismissal	<ul style="list-style-type: none">• We will not have parents sign out students. The assigned car tag is permission. ALL students must be picked up at the car rider loop.• Students will be assigned a number that will correspond to a car tag issued to parents. The student number will be relayed to someone in the main office who will enter the number into a live Google sheet. Teachers will monitor from the classroom and dismiss students to the car loop directly. Staff in the car loop will check off that student has arrived safely at the loop and placed in their car or daycare van.• All early dismissals need to occur by 30 minutes prior to end of the day.

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<p>Late Arrival/Early Dismissals</p>	<ul style="list-style-type: none">● If a student arrives after the tardy bell, parents will ring the front door, state their child's name, and reason for tardy.● For late arrivals, office staff will let the child in the building and he/she will go directly to class.● During this time, we ask families to try and schedule appointments after the end of the day to avoid an early dismissal.● If a student requires an early dismissal, please notify the office in writing prior. All early dismissals need to occur before 30 minutes prior to the end of the day; no later than 2:10PM.● When you arrive to school to pick up your child early, please wait in your car and call the main office; 750-2660. At that time, the office will get your child's name, name of the person picking up, and phone number. The office will get the child out of class, check the authorization to pick up form, and call back the parent or authorized person picking up notifying that we are ready to bring the child outside. The parent will sign the child out from outside the main office.
<p>Classroom Layout</p>	<ul style="list-style-type: none">● Students will be spaced 3ft apart where possible.● Teachers must maintain updated seating charts and share them with administration.● There will be no flexible seating to start the year.● Plexiglass dividers will be available at the request of our families.● Teacher selects multiple books for students from the classroom library bi-weekly. Students keep in individual book boxes/ large plastic bags. Book boxes/bags remain on or around the student area.● For small groups, we will use a kidney table to maintain as close to 3ft social distance as possible. Seating charts will be maintained for all small groups throughout the day.● Teachers can mark student spaces with tape on the floor (optional).● Teachers mark line up spaces to assist with lining up 3 ft apart.

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Cleaning	<ul style="list-style-type: none">● Cleaning is a shared community responsibility. Everyone(Staff and Students) will need to participate in cleaning activities throughout the day.● Each classroom will have wipes and hand sanitizer.● Teachers establish a hand washing schedule to be completed throughout the day.● Students wipe down chairs and desks and wash hands prior to leaving for the day.● Custodians will wipe down everything again when they clean rooms in the evening.● Custodial staff will clean bathrooms on a rotation throughout the day and after school hours.
Clinic and Isolation Room	<ul style="list-style-type: none">● The clinic is used for distribution of medication and non sick visits.● An isolation room is designated for students having COVID-19 symptoms.● If there is a child experiencing illness symptoms, please contact the school nurse or administration directly.● Medications will be brought to students in their classrooms.● The nurse secures back-up to cover the clinic, if applicable.● The nurse provides the student with a medical mask and escorts the student to the isolation room.● The nurse follows care and reporting protocol.

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<p>Contact Tracing and Quarantine</p>	<ul style="list-style-type: none"> • The front office will maintain a log of visitors or non-Pemberton staff daily. • Pemberton staff will continue contactless sign in and sign out daily. • Seating charts will be maintained for all situations where 6ft spacing cannot occur. • If a contact or positive case is identified, the school will utilize the contact tracing forms and procedures. • If a child has symptoms identified by the health screener, we ask that families call the school where they will be advised about quarantining or contact tracing. Additionally, if a child has been exposed to a positive COVID case, we will ask that they keep their child home and call the school for directions. • Should students have to quarantine, teachers will provide as much instructional resources as possible to help students to stay on track. Teachers will work directly with students and families to provide instructional resources and assignments.
<p>Counselors</p>	<ul style="list-style-type: none"> • Counselors should be consistent with health plan guidance in regards to meeting with parents and/or small groups. • Seating charts will be maintained for all small group settings. • This year, we will have an additional part-time counselor to help meet the social and emotional needs of students.
<p>Daycare Dismissal</p>	<ul style="list-style-type: none"> • Daycare students will be treated like car rider students and dismissed in the same way. Each daycare will be assigned a number like car riders. • Assign duties to staff to efficiently monitor this protocol.

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<p>Exceptional Education</p>	<ul style="list-style-type: none"> • We will hold Exceptional Education meetings virtually when possible, but in-person meetings will be available following the proper protocol. • We will review integrated services classrooms and setup to ensure spacing is appropriate for maximizing social distancing and provide for appropriate service delivery. • Any pull-out instruction or blending of cohorts will have a seating chart for contact tracing.
<p>Field Trips</p>	<ul style="list-style-type: none"> • There will be no field trips for the first quarter. This will be revisited as health conditions change.
<p>Masks</p>	<ul style="list-style-type: none"> • Masks are required inside schools and offices for all individuals (employees, students and others), regardless of vaccination status. This policy is based on current health data and trends, along with the latest guidance from health experts at the Centers for Disease Control and Prevention and the Virginia Department of Health. Mask protocols will be reviewed approximately every two weeks at the School Board's upcoming public meetings. Attached you can also find the HCPS Health Committee approved mask guidance document. Mask-Update-Aug-2021 Approved Mask Guidance.pdf • School buses: Mask-use continues to be required as part of a federal order concerning public transportation.

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| | <ul style="list-style-type: none">• o Outdoors: Masks will still be strongly recommended, especially for individuals who are not yet vaccinated, or when physical distancing is not possible. Students may take off their masks if playing at a distance of six feet or more.• o Specific activities: Click to see a list of mask FAQ and an infographic for a deeper look at specific circumstances. |
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2021-22 School Year

HCPS Health Committee: Recommended mask guidance



Transportation	Fully Vaccinated (Is a mask required?) [^]		Unvaccinated (Is a mask required?) [^]	
School Bus	Yes (Pre-K through 12)		Yes (Pre-K through 12)	
Indoor Setting	Elementary (Pre-K through 5)	Secondary (6-12)	Elementary (Pre-K through 5)	Secondary (6-12)
Schools (students present)	Yes	Yes	Yes	Yes
Schools (no students present)	Yes	Yes	Yes	Yes
Central Offices	Yes	Yes	Yes	Yes
P.E.	Yes	Yes	Yes	Yes
Recess	Yes	Yes	Yes	Yes
Naps	No	-	No	-
Band	-	Yes*	-	Yes*
Chorus/Elementary Music	Yes	Yes	Yes	Yes
Orchestra	-	Yes	-	Yes
Theatre	-	Yes*	-	Yes*
Athletics	-	Yes*	-	Yes*
Outdoor Setting	Elementary (Pre-K through 5)	Secondary (6-12)	Elementary (Pre-K through 5)	Secondary (6-12)
P.E.	No	No	No	No
Recess	No	-	No	-
Athletics	-	Yes*	-	Yes*

[^] Exceptions for a person who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA) (42U.S.C. 12101 et seq.).

* Masks may be removed for performances/competitions.

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<p>Materials for Learning</p>	<ul style="list-style-type: none">● Backpacks may be stored on students' seats or on classroom hooks. Teachers will use a staggered approach to picking up bags and putting materials away.● The only materials that may be shared by a limited number of students if necessary are “non-porous” (think plastic counters, unifix cubes, plastic spinner, etc.); porous materials (books, papers, cards) should not be shared.● Students must use hand sanitizer prior to and after touching any shared materials.● When possible, students will have an individual bag of manipulatives that will be used most often. Two sided counters will be extremely useful to divide up.● The book room will be open and will continue to be utilized for guided reading and reading conferences.● Individual book boxes will be used. Teachers should change out the books on a bimonthly basis.● Students will use only their own laptop, iPad, or device.
<p>Meetings</p>	<ul style="list-style-type: none">● Grade level team meetings should be socially distanced at least six feet with masks. Faculty meetings will be held in the auditorium to allow for appropriate spacing. Some meetings will continue to be held virtually.● Any in-person Action Team, Safety, and VCSIP meetings will incorporate social distancing of at least six feet with masks.

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Recess

- Students must hand wash or use hand sanitizer before and after recess.
- Assigned Zones & suggested games for each zone will be provided. Each grade level will have a designated recess time and classes will be in separate areas. Classes will not commingle.
- Students may not play games that require them to touch/tag one another; encourage games and play that have students spread out.
- Recess bags will be provided for each individual classroom.
- Students in the same class can share recess equipment.
- Playground equipment will be used and daily high touch cleaning will take place.
- Students may take their masks off during recess. Students must be six feet apart since this is a mask break. If this isn't possible, students need to wear masks.
- Unstructured recess activities may include activities outside and/or inside the classroom.

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<p style="text-align: center;">LAMP</p>	<ul style="list-style-type: none"> ● LAMP class will occur in traditional classrooms. (Gym, Art Room, Music Room) ● 3ft distancing or more will be maintained where possible. ● Seating charts will be utilized for all LAMP classes. ● Students will have a resource each day. ● Seating charts will be maintained and consistent grouping of students as classroom for quarantine and contact tracing purposes. ● PE may be held outdoors as long as it does not conflict with the recess plan. During outside PE students may remove their masks and 6ft social distancing will be encouraged. Students may continue to wear their mask, if this is a preference.
<p style="text-align: center;">Student Desks/ Tables</p>	<ul style="list-style-type: none"> ● Desks should be sanitized daily. ● Students should be spaced at least three feet apart where possible. ● Chairs should not be stacked at the end of the day, but should be pushed in under desks. ● Teachers will provide administration with a seating chart.
<p style="text-align: center;">Teacher's Lounge</p>	<ul style="list-style-type: none"> ● Limited to staff bathroom, food storage in refrigerator, and microwave use. No congregation in the lounge will occur.

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<h2>Hallway</h2>	<ul style="list-style-type: none"> ● Each class will have a “mailbox” for notes and messages to eliminate students in hallways delivering items. <ul style="list-style-type: none"> ○ ○
<h2>Volunteers and Visitors</h2>	<p>The visitor protocol is as follows during High or Substantial community transmission levels:</p> <ul style="list-style-type: none"> ● Visitors are permitted outside the building. ● For inside the building, visitors will be limited to only parents/guardians. ● In-person meetings with school staff and parents/guardians will occur as usual, and only by appointment if that follows pre-COVID procedures; however, virtual meetings should be offered as well if that better suits the parent/guardian. ● Parent/guardian are permitted inside the building for their student(s) performances. ● Lunch visitors will be dependent on community transmission levels. If community transmission levels are Substantial or High, it will not be permitted. ● Visitors that are specific to the growth of the learning environment will be permitted. ● School sponsored activities, including PTA events with visitors can occur; however, must be after-school hours. ● Volunteer Guidelines- <ul style="list-style-type: none"> ○ Will permit volunteers in the building while in Tier 3 <u>IE</u> during non-instructional times (after/before school hours, after-school events, etc.) ○ Volunteers need to be vaccinated, wear a mask, and maintain social distancing.

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Water Fountains	<ul style="list-style-type: none">• Water fountains will be operational and students can still use the touchless feature to fill their water bottle.• Students are encouraged to bring bottled water from home.• Students may drink water throughout the day by removing their mask anytime they need to take a sip of water and replacing their mask immediately after.
Devices	<ul style="list-style-type: none">• Students will have the ability to take home their devices as needed. It will be up to the classroom teacher on the frequency. Classroom teachers will communicate with families when the devices are coming home to support an assignment/project.• The majority of the time, student devices will remain at school.