

**Addendum to 2020-2021 Parent/Student Handbook**  
**Miami-Dade County Public Schools**  
**COVID-19 Policies and Procedures for the Schoolhouse Instructional Model**

During declared health emergencies, the District will implement policies and procedures consistent with applicable Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FDOH) guidance. In addition, as applicable, the District will consult with and comply with applicable local health department protections. Requirements and procedures established by the District in response to an emergency affecting the health safety and welfare of our students and staff will take precedence over provisions of the Parent/Student Handbook when necessary and until the emergency has ended. Due to circumstances related to the COVID-19 public health emergency, Miami-Dade County Public Schools may need to alter or suspend select in-person operations to protect the health and safety of its students, employees, and their families. Please refer to <http://reopening.dadeschools.net/index.html> to find updated information regarding the District's reopening plan. The following procedures and guidelines are applicable to student attendance in brick and mortar buildings during Stage II reopening.

### **Arrival Procedures During Stage II**

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

- Prior to entering the building, students must have a facial covering.
- There are hand sanitizing stations throughout the building.
- Throughout the building there are water fountains where the students can fill their water bottles.
- PK and KG students will be dropped off outside the gate in the KG building (SW 47 Street). PK drop off is at 8:20-8:25 a.m. and KG drop off is between 8:30-8:35 a.m. Teachers and security will be at the gate to help escort the children to their classrooms.
- Students in Grades 1 – 5 will be dropped off between 8:25-8:35 a.m. in the parent drop off area (SW 129 Ct). Security and staff will be at the gate ensuring the parents drop off and continue driving through. The children will proceed through the gates and depending on their grade level they will enter through different entrances into the school and proceed to their classrooms.
- During rainy days student drop off for grades 1-5 will be in front of the school. Drop off for PK and KG students will remain the same.
- Students having breakfast will proceed through the parent drop off/pick up into the cafeteria at 8:00 a.m. and eat a grab and go breakfast in the cafeteria before proceeding to their classroom at 8:30 a.m. through their designated entrance/hallway.

## **Dismissal Procedures During Stage II**

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

- PK, and KG are dismissed at 2:05 p.m., staggered, outside the gate in the KG building (SW 47 St). Grade 1 will be dismissed, staggered at 2:05 p.m. in the parent drop off/pick up area (SW 129 Ct.)
- Grades 2-5 will be dismissed at 3:35 staggered in the parent drop off/pickup areas (SW 129 Ct.)
- Parents do not get off their vehicles. They drive through and pick up their child.
- Rainy day dismissal: First grade students will be dismissed through front/first grade entrance, 2-5 grade students will be staggered and dismissed from the cafeteria back doors, PK and KG dismissal stays the same.
- MDCPS bus students will dismiss from the front of the school (2 busses, 12 students).
- On Wednesday's, all grade levels dismiss at 2:05 p.m. PK and KG will dismiss staggered outside the KG building, grades 1 – 5 will dismiss SW 129 Ct. staggered, parent drop off/pick up area.
- Private bus students will dismiss from SW 129 Ct. for grades 2-5 (4 busses)
- After Care students will be seated in the cafeteria. Cafeteria tables have been set up for social distancing.
- Students that were not picked up will be escorted to the cafeteria and parents contacted. They will wait in the cafeteria.
- Security monitors, administrators, clerical, paraprofessional staff, instructional staff will help with dismissal.
- All visitors must follow protocol for visitors when picking up a student early. Upon arrival they will be required to check in at the security desk, get a temperature check and fill out the screening. All visitors are required to wear a face covering and follow CDC protocols.

## **Breakfast/Lunch During Stage II**

- There will be four lunches and staggered seating in the cafeteria to ensure social distancing.
- Students will be brought into the cafeteria by their teachers in a staggered fashion and they will sit down in their assigned table.
- They will then be told by a security monitor or administrator when to line up for lunch in order to keep social distancing.
- Cafeteria tables have been arranged for social distancing.
- Students are to keep their face covering on at all time unless they are eating.
- Lunchroom aide, administrators and school monitors will supervise lunches.
- Tables will be cleaned and sanitized after each lunch seating.
- Students will be brought down to the cafeteria staggered by their teachers and will proceed to get their lunch staggered from the cafeteria serving line.
- Students having breakfast will proceed through the parent drop off/pick up into the cafeteria at 8:00 a.m. and eat a grab and go breakfast in the cafeteria before proceeding to their classroom at 8:30 a.m. through their designated entrance/hallway.

## **Before/After School Care During Stage II**

- After-school care students will sit down in the cafeteria for their snack and will then proceed to their designated classroom (9:1) with their after-care counselor.
- The cafeteria seating is staggered for social distancing.
- Students must wear their face coverings at all times.
- Students must use the hand sanitizing stations upon arrival and departure from the cafeteria and during different times while in the classroom and restroom.
- Parents will pick up in the front of the school. Once they sign out their child outside, their child will be called and they will exit through the exit door in front of the school where the parent is waiting.
- A sick child will be placed in an isolation room located in the main office until a parent can pick them up. The child will be supervised until a parent picks them up.

## **School Transitions**

All MDCPS schools have put procedures in place to limit large group gatherings. Signage has been placed throughout every campus to remind students of the expectations to promote the safest learning environment possible. When transition between classrooms is necessary schools have developed a plan of either one way or two-lane hallways depending on school design and need. School staff will monitor transitions to ensure students are maintaining maximum social distancing and wearing face coverings. Parents should remind students of the need to comply with school procedures to ensure their safety as well as their classmates.

- Students will be staying in their classrooms for the entire day with the exception of PE, Spanish and lunch. When transitioning to these classes, students are released in small groups and teachers monitor to ensure safe distancing back to class. When they are dismissed back to their classrooms, they are released in small groups and will be monitored by teachers and security to ensure safe distancing and that face coverings are in place.
- Hallways have been marked and are one-directional. All students and staff must follow stairwell signage designation.
- There will be four school lunches. Cafeteria tables have been set up to maintain proper social distancing for the students. Students will come down staggered and will line up staggered so they maintain proper social distancing when picking up their food tray for those that are purchasing food.
- Cafeteria tables will be cleaned and disinfected between lunches by the custodians before the next group of students sit down.

School custodial staff will perform routine environmental cleaning or regular cleaning for most surfaces. School site custodial procedures have been adjusted to increase the frequency of sanitizing high-touch areas with hospital-grade germicide throughout the day. Upon the end of each day, custodial teams will sanitize all areas of the campus in preparation for the next day of learning.

## **Duty to Report Symptoms**

If anyone in the student's household is diagnosed with COVID-19, parents/guardians must report that exposure to the school(s). The school will consult with the public health department to assess what precautions should be taken, including but not limited to, asking your student to stay home from school for fourteen (14) days in order to protect the school community. This is a precaution, and the school will work with you to keep your student engaged and current on all schoolwork to the extent possible during the fourteen (14) day period.

### **Daily Pre-Arrival Health Screening**

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include: a fever over 100.4 degrees Fahrenheit; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, the school will rely on the students, staff, and families to report accurate information for the safety of all the other families affected throughout the District.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus.

If you have symptoms or are diagnosed with COVID-19, or a family member residing in your household tests positive for COVID-19, your student may be required to stay home until they can be tested or receive medical clearance indicating they do not have COVID-19 and can safely return to school.

### **Expectations of All Students at School**

#### General:

1. Stay home if sick.
2. Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
3. Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
4. Avoid touching face and eyes.
5. Wash/sanitize hands after touching or removing facial covering.
6. Limit use of shared objects, such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
7. Bring personal water bottles with water. Water fountains will be turned off and hydration stations will be made available for refills.
8. Follow all directions provided by teachers or administrators for the safety of the school community. It is especially important that students stay in the classrooms and spaces

### **Face Coverings and Social Distancing:**

1. All persons must maximize physical distancing to the extent possible under the circumstances.
2. All persons must wear facial coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation. Students and children over 2 years of age are expected to come to school each day with their personal face coverings. However, quality facial coverings will be available for distribution to students in case of emergency or to reduce stigma where necessary. Students are responsible for their own personal property and face coverings should be stored appropriately. If your child needs a face covering, please contact your child's principal.

3. Facial coverings must be made from a minimum of double layer cloth and be snug fitting to cover both the nose and mouth. Facial coverings should not include any type of exhalation valves or vents or masks designed as a costume.
4. It is recommended to have two face coverings available each day in case one face covering becomes unfit for use. Under no circumstances should student share or swap facial coverings. To learn more about appropriate face covering use and the types of face coverings recommended for use in schools, please review pages 28 and 29 of the District's Reopening Guide [Reopening Guide-English](#)
5. All student facial coverings must meet the requirements of the *Code of Student Conduct* and Policy 5511, Dress Code and School Uniform. Face coverings are apparel/accessory and must not include obscene, profane, drug-related, gang-related, or inflammatory messages or pictorial graphics. Face coverings which include inappropriate language that could be perceived as offensive, derogatory, threatening, or intimidating are strictly prohibited. Repeated display of such face coverings will constitute disciplinary measures as outlined in the *Code of Student Conduct*.
6. Refusal to wear a face covering after directed to comply by an authority figure will constitute defiance of school personnel and/or disruptive behavior pursuant to the *Code of Student Conduct*. Continuous refusal to comply may result in a student being assigned to online or remote learning. Developmental ages and intellectual, developmental, and behavioral disabilities must be duly considered by the principal, as appropriate.
7. Students participating in extracurricular activities, such as athletics, musical or theatrical performances, where the wearing of facial coverings is not practicable or may create a health risk, will be directed by their teacher, coach, or advisor as to when facial coverings may be removed during the activity such as swimming or high intensity activities where breathing may be more difficult. However, students must continue to follow maximum social distancing and all other safety procedures in place for the activity and must resume wearing the facial covering when directed to do so.
8. Exemptions from the use of facial coverings must be requested directly to the school principal. Supporting documentation for the any exemption will be required. Students who have difficulty breathing, or sensory issues arising from a documented medical or psychological issue, or students who have communication issues and may require the teacher or service provider to see their mouth, may request an exemption from the Principal. If appropriate, they may be asked to wear a clear facial covering or face shield. Face shields must wrap around the sides of the wearer's face and extend below the chin. Documentation from a medical provider must be on file and reviewed by staff before a student will be excused from this facial covering requirement.
9. Facial coverings should not be required for anyone who is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance.

### **Student Illness at School**

If a student becomes ill or exhibits symptoms of COVID-19 while at school, the student will be separated from other students and staff to the designated space identified as the school's Isolation Room. While in the Isolation Room, the student will be monitored by school staff. Students must be picked up by a parent/guardian after initial illness identification. The District will contact parents/guardians and, if needed, the student's emergency contacts. Parents/guardians and/or emergency contacts will be informed of the importance of the student being picked up for the safety of the student and others.

## **Return to School**

1. Students presenting with general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours.
2. Students presenting with COVID-like symptoms, **but no known COVID contact**, are required to remain home until they receive a negative COVID test OR are fever-free without the use of medication for 24 hours AND have improved symptoms.
3. Students presenting with COVID-like symptoms, and **have a known COVID contact**, are required to remain home until they are cleared from isolation or quarantine by a medical professional AND they are fever free without the use of medication for 24 hours AND have improved symptoms.

## **Parents and other Visitors**

To prevent the spread of COVID-19, visitor access will be limited and restricted to the main office. Visitors are not permitted to enter any District buildings under the following conditions:

1. The individual has any of the following symptoms: a temperature of 100.4 degrees or higher; shortness of breath; cough; loss of taste or smell; muscle aches; weakness; chills; nausea; vomiting; or any other symptoms of COVID-19;
2. The individual has tested positive for COVID-19;
3. The individual has been exposed to someone with symptoms of COVID-19;
4. The individual has been exposed to someone who has tested positive for COVID-19.

Any visitors that are permitted to enter District buildings will be subject to screening, must wear a face covering and adhere to all District guidelines contained at [MDCPS Reopening Website](#), CDC, FDOH, and local health department guidelines.

**ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID#

**Royal Green Elementary School**

\_\_\_\_\_  
Homeroom

**ACKNOWLEDGEMENT**

I have read this Addendum to the 2020-2021 Parent/Student Handbook. I agree to abide by these requirements, as well as any other applicable District guidelines, and understand that these requirements are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my child, to take my child's temperature, and to ensure that there is no appearance of illness that would warrant my child staying home from school. I acknowledge that this is my responsibility and that for the safety of my school community, I must comply with these policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date