



MADISON COUNTY
SCHOOLS

MARK OF EXCELLENCE

High School Tentative Plan to Return
Fall 2020

School Germantown High School

Principal Wesley Quick

In the fields provided, please explain your tentative plans for each component.

Transportation	
Arrival- Carpool/ Student Drop off	Front Entry Loop; Proceed Directly to 1 st /5 th Classrooms
Arrival to school- Buses	Plaza/Canopy; Proceed Directly to 1 st /5 th Classrooms
Dismissal/ Carpool	Dismiss Beginning at Completion of Car Driver Dismissal
Dismissal- Buses	Dismiss Bus Students as Buses Arrive; No Earlier than 3:15pm
Student Parking Lot	Dismiss Following Bus Students; No Earlier than 3:30pm
Transportation to MCTC	Walk; GHS Bus for Inclement Weather
Athletic Buses	Follow District Athletic Guidelines
Logistics	
Breakfast in cafeteria	Grab 'n Go Carts in Multiple Locations; Proceed to 1 st /5 th Classrooms
In classrooms (desk arrangement, centers, computer carts, class equipment)	Class sizes have been reduced to allow for social distancing to the extent possible; teacher stationary or roving so not to exceed > 10 minutes at individual student's station; also, teachers will arrange their classrooms in a traditional setting (straight line, facing one direction).
Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)	See following page

Transitions Between Classes & Hallways

Class Change

- Hallways divided with a center line; one-way traffic
- Downstairs Classrooms dismiss first
 - Go to next class and line-up against wall outside of next classroom, if occupied
- Upstairs Classrooms and Portables dismiss next
 - Go to next class

Bathroom Breaks

- Assigned by block, by hall

Prior to Each Class Change

- Teachers will spray each student desk
- Students will use a supplied cloth and wipe their desk
- Teachers will wipe door handles & light switches

After Each Class Change

- Custodial staff will clean stair railings
- Custodial staff will check each student restroom after class changes to ensure it is cleaned and stocked

Daily

- Cleaning cloths will be gathered and laundered
- Building will be professionally cleaned as contracted with ML Jones Janitorial Services

Restroom Procedures	Assigned Breaks per hall per teacher; not to exceed > 5 individuals in each RR at a time. Adults will monitor restrooms to ensure that congregating will not occur.
Lunch time	No outside food delivery. Lunch must be brought by student or purchased from cafeteria. Students will be dismissed from class to food serving areas to obtain lunch and then proceed back to classroom to eat. Social distancing will be maintained to the extent practicable.
Cleaning the Cafeteria	Limited dining for students only Custodial staff will sanitize table(s) daily.
Courtyard/ Break Time Procedures	N/A
Instructions to teach students cleaning procedures	During soft start days via video/in-person tutorials
Types of signage needed (classrooms, entrances, hallways, restrooms, cafeteria)	Restrooms—Wash Hands Hallways—Directional; Face Coverings Required Entryways—Covid Symptom Question Signs; Face Coverings Required
Temperature checks?	Daily for Staff As needed for Students
Face Covering/ Mask?	Required for everyone while in the school buildings until further notice
If Someone Becomes Ill During the School Day	
Sick children at School (quarantine space/ isolation room)	The ISD room will be used as an isolation room for sick students until parents arrive for check out. Students will be supervised by appropriate personnel.
School Staff Becomes Ill at School	Send home immediately; sanitize teacher space.
Cleaning Routines	
Cleaning routines in building: Custodian Duties	<ul style="list-style-type: none"> • Provide hand soap and paper towels in the restroom • Provide toilet paper in the restrooms • Cover water fountains so they cannot be used • Clean exterior ventilation vents throughout the building • Sanitize common areas after each class change

Cleaning routines in building: Front Office Staff	<ul style="list-style-type: none"> • Distribute sanitation supplies • Clean, wipe, sanitize doors and counters on a regular basis and sanitize used items in the front office
Cleaning routines in building: Teachers	<ul style="list-style-type: none"> • Sanitize frequently touched surfaces daily including doorknobs between classes • Ensure sanitizing shared objects after each use • Wear face coverings when necessary
Cleaning routines in building: Students	<ul style="list-style-type: none"> • Require students to wear a face covering • Encourage students to bring hand sanitizer from home • Encourage students to bring water bottles from home • Students should use hand sanitizer before eating lunch
Cleaning routines in building: Classrooms	<ul style="list-style-type: none"> • Provide hand sanitizer • Space or remove furniture to provide social distancing to the extent practicable • Provide tissues and paper towel in all classrooms • Sanitize student's desks throughout the day
Training of all staff on proper safety/sanitation protocols	<ul style="list-style-type: none"> • Proper handwashing, covering coughs, and face coverings • Provide training on sanitation protocols for custodians • Recognizing signs of anxiety, concerns with coming back to school, etc.
Classes and Events with Special Consideration	
Large Gatherings	Avoid unless prior approval is obtained.
PE	Will be held in gym or outside spaces; Follow district athletic guidelines & procedures established for Covid; social distancing will be maintained to the extent practicable; face coverings will be required to the extent practicable
Band	Broken down in smaller groups inside and outdoor; follow district guidelines & procedures established for Covid; social distancing will be maintained to the extent practicable; face coverings will be required to the extent practicable
Choir	Follow district guidelines & procedures established for Covid; social distancing will be maintained to the extent practicable; face coverings will be required to the extent practicable

Athletics	Follow district guidelines & procedures established for Covid; social distancing will be maintained to the extent practicable; face coverings will be required to the extent practicable
ROTC	Follow district guidelines & procedures established for Covid; social distancing will be maintained to the extent practicable; face coverings will be required to the extent practicable
Student Clubs/ Organizations	Utilize Microsoft Teams for Meetings
Parents and Community	
Protocol for visitors	Attempt virtual meeting first. If in-person meeting is necessary, follow same protocol as for teacher entry. Face coverings required. Ensure meeting space is large enough to accommodate social distancing requirements.
PTO Meetings	Attempt virtual meeting first. If in-person meeting is necessary, follow same protocol as for teacher entry. Face coverings required. Ensure meeting space is large enough to accommodate social distancing requirements.
How will you train and continually remind parents and students of appropriate health protocols (social distancing, hand washing, wearing masks, etc.)	Signage, digital and print Social Media Remind/phone messages Report Cards & other media sent home PTO/Booster Clubs
Information Platform for Parents	<ul style="list-style-type: none"> • School website • Constant Contact • Verified phone numbers and emails for parent

**Social Emotional needs will be addressed on 2020-2021 year-long school site PD plans*