

ON-CAMPUS SAFETY PROTOCOLS

Our Shared Responsibility to One Another

PERSONAL SAFETY

MASKS ON! 3-ply cloth (2 will be given to each employee and student but you can use your own).

*No graphics other than school logo

*Must wear at all times in common spaces and classrooms (can remove when 6 ft or more apart outside during recess, PE, and when eating lunch)



WASH/SANITIZE HANDS - often & well! Sanitize your hands when you enter the classroom (available in each classroom).



CLASSROOM SAFETY

DISINFECT Other than first class of the day, **teachers will use spray to coat each chair/desk**, door handle as the students leave and on their own way out of the room.

*Upon entry **students grab a paper towel** to wipe surfaces down, keep paper towel at desk, and toss into the trash as they exit.

Lower School - staying in the classroom so don't need to wash desks.

Larger Study Hall Areas - should still spray down, even on fabric chairs

Cleaning product effective when it sits for 60 seconds; 60% alcohol, smells like a distillery but is not toxic, not dangerous to people.

DISINFECT
surfaces



AIR CIRCULATION MS & US open windows & close door.

LS open windows & door. Air movement = less time for droplets to suspend.

SCREENS Stand behind your screen when interacting with a student >6ft.

STUDENTS ENTERING When girls enter, they will **fill in the seats furthest from the door first** to limit passing time while seated.

Seats are located on dots 6-feet apart; do not move. Students can stand next to or behind their chair for activities, no moving around the room or hovering over students while they work.



KLEENEX Go to the **restroom** to blow your nose, do not do this in class with your mask off - **STUDENTS & TEACHERS.**



The number of people in a room cannot exceed the number of desks.

RESTROOMS

STUDENTS Only allow one student at a time to go to the restroom. There is a **capacity limit on each restroom**

There are **slides on each restroom door** indicating capacity -- when a girl enters the restroom she should slide one of the bars to red and when she leaves the restroom she should slide the bar back to green.



6 FT!



DISTANCING GUIDELINES are to be followed in classrooms, hallways, and outdoor spaces.

Hallways and stairwells are divided into two lanes, **walk on the right.**

Did you miss Lori's training? [WATCH THIS VIDEO](#)

ARRIVAL, DISMISSAL & COHORTS

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ARRIVAL

DROP-OFF/ENTRANCES

LS FRONT ENTRANCE: Grs. 3 & 4

LS LEFT-SIDE DOOR: Gr. 5

LS RIGHT-SIDE ENTRANCE: Gr. 6

MS SIDE DOOR (right of Main Entrance): 7A/8A

LEWIS THEATER LOBBY: 7B/8B

US SCIENCE STAIRWAY DOOR: 9A/9B, 11A/11B

MAIN ENTRANCE: 10A/10B, 12A/12B



DISMISSAL

LS from **home room**, using the SchoolPass app, students to locations above

MS from **last period class** students to locations above

US from **last period class** students to athletics or carpool (locations above); student drivers dismissed before carpool.

COHORT LOCATIONS

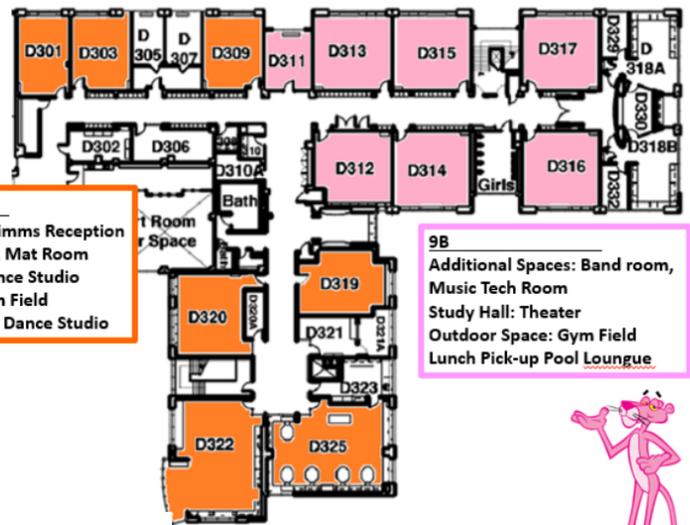
Middle School



7B/8B
Outdoor Space: Centennial Garden
Lunch Pick-up: Outside MS Study Hall

7A/8A
Outdoor Space: Lewis Courtyard
Lunch Pick-up: Alcove by Lewis Courtyard Door

Grade 9



9A
Additional Spaces: Simms Reception Room, Chorus room, Mat Room
Study Hall: Large Dance Studio
Outdoor Space: Gym Field
Lunch Pick-up: Large Dance Studio

9B
Additional Spaces: Band room, Music Tech Room
Study Hall: Theater
Outdoor Space: Gym Field
Lunch Pick-up: Pool Lounge



Grade 10

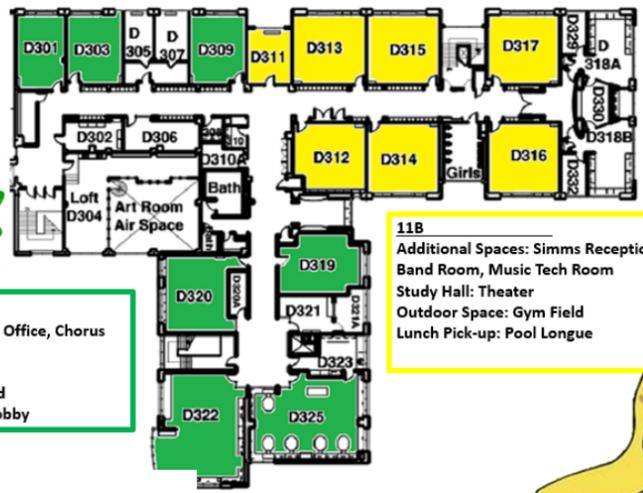


10A
Additional Spaces: Dance Studio A, Orchestra Room
Study Hall: Library
Outdoor Space: Outside Library Breezeway
Lunch Pick-up: Library Breezeway

10B
Additional Spaces: Dance Studio B, G126 (Health Room)
Study Hall: 10B Lecture Hall
Outdoor space: Tennis Courts
Lunch Pick-up: Theater Lobby

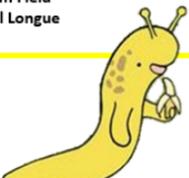


Grade 11

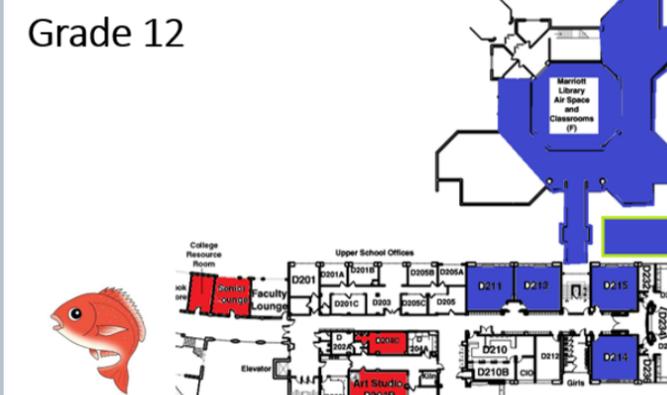


11A
Additional Spaces: Deans Office, Chorus Room, Mat Room
Study Hall: Lecture Hall
Outdoor Space: Gym Field
Lunch Pick-up: Theater Lobby

11B
Additional Spaces: Simms Reception Room, Band Room, Music Tech Room
Study Hall: Theater
Outdoor Space: Gym Field
Lunch Pick-up: Pool Lounge



Grade 12



12B
Additional Spaces: Dance Studio A, Orchestra Room
Study Hall: Library
Outdoor space: Outside Library Breezeway
Lunch Pick-up: Library Breezeway

12B
Additional Spaces: Dance Studio B, G126 (Health Room)
Study Hall: Large Dance Studio
Outdoor space: Tennis Courts
Lunch Pick-up: Large Dance Studio



STAYING HEALTHY

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WELLNESS CHECK

Must be completed by all students, faculty, and staff prior to arriving on campus.



ILLNESS

Holton has a zero tolerance policy on illness in the building. If students, faculty, staff are sick, they need to stay home

Will need to contact your medical provider to be diagnosed-- cannot come back until they are symptom free and have a clearance note from a medical provider.

COVID SYMPTOMS

Include: fever or chills, 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, diarrhea.

If there is a positive case Holton is required to contact the health department, who will then decide what protocols will be followed and communicate directly with anyone impacted by the need for contact tracing.

NURSE LOCATIONS

INFIRMARY is the **healthy** space (cramps, cuts, medication)
FCL is the **sick** space (windows to open, rubber mats, hand washing station)



PROCESS FOR STUDENTS WHO NEED TO SEE THE NURSE

Contacted by radio on Channel 3 **prior to sending any student**.
In an emergency, keep the student in place and call the nurse or the front desk on the radio and she will come to you.

****Do not use the phone - the nurse is shuttling between rooms****

- No students, in any division, can congregate in the infirmary hallway unsupervised.
- A student being sent out of class for not feeling well, must bring all their things with them, they will not be returning to class, if they are coming for a non-illness reason, they will return with a note.
- If a student takes a daily medication they can come to the infirmary to take it, but the nurse must be radioed first to assure she is not with an ill student in the secondary space (FCL).
- If a student is experiencing illness, the nurse will take temperature with an oral thermometer for a more accurate read, so please send them to the nurse for isolation (FCL).
- All sick students will need to wait in our isolation space (FCL).
- Parents required to be here in 60 minutes or less

TEMPERATURE TAKING BEFORE LUNCH

Any temperature inhibiting medication will have worn off at this point

- Faculty will take each student's temperature
- Stand behind the screen in your classroom
- Reach arm around to take student temperature on forearm is fine
- Show them thermometers, hold within 1-1.5 inches of skin for accurate read
- If student temperature is higher than 100, follow process to send to school nurse

