



Quincy Community Schools

School Operations Guide 2021-2022

Personal Protective Equipment/Hygiene/Cleaning

- **Staff/Students:** Quincy Community Schools, in conjunction with the Center for Disease Control and Branch Hillsdale St. Joseph Health Department, recommends that all staff and students wear masks while at school or on school grounds. Currently this is a recommendation and not a requirement and masks are optional at our school. The district encourages the use of masks. The district will make masks available to staff members, students and visitors if requested.
- Frequent **handwashing** with adequate soap and **hand sanitizer** available.
- Enhanced **cleaning/sanitization** protocols will continue this school year.
- As recommended by the Branch Hillsdale and St. Joseph Health Department, all students and staff eligible for the **vaccination** are encouraged to be vaccinated to help slow the spread of the virus.

Building Procedures

- **Elementary (DK-5)** classes will operate in cohorts when feasible.
- **Elementary (DK-4)** classes will eat **lunch** with their cohort.
- **Elementary (DK-4)** classes will have **recess** with their cohort.
- **Elementary (DK-5)** staffing restored this year to reduce class sizes.
- To the extent possible, **Middle School classes** will operate in **cohorts**.
- **MS/HS lunches (5-12)** will be served in a combination of areas such as the cafeteria, commons area, classrooms and outdoor spaces to provide spacing to the extent possible.
- To the extent possible, **spacing in buildings** will be adjusted. A minimum of 3 feet of spacing in classrooms will be utilized when possible. Students in halls are encouraged to maintain 6 feet of distancing. Seating charts will be utilized in classrooms when possible.
- **Visitors will have limited access to the buildings** and will be screened and sign-in before entering the buildings.
- To the extent possible, more fresh air will be brought in to classrooms through windows and adjustments of ventilation systems.

Transportation

- **Masks are required on school buses or other school vehicles** (Current federal guidelines mandate masks on public transportation including school buses.)
- **Hand sanitizer** is available when boarding buses.
- **Assigned or staggered seating** (families together) on the buses may be implemented when feasible.
- If a **student becomes sick** during the day, they cannot ride the bus home but will need to **use alternate transportation** to return home.
- When possible **roof vents and windows** will be used to bring in fresh air.
- Buses will be **disinfected** between runs.

Athletics

Athletics will follow MHSAA and State guidance as it is released.

Clubs

Clubs will be handled on a case by case basis.

Band—PPE Utilized/HS in the Middle School Gym

Screening

- **Students with COVID-19 symptoms** will be required to move to a designated sick room and must be picked up after parent/guardian contact is made by the school.
- **All staff** are required to conduct a **health safety assessment** before coming to work.
- **Students or staff that are sick** should remain home until COVID-19 is ruled out or they are no longer contagious. (May require health department guidance.)
- If a **confirmed case of COVID-19** is identified at school, Quincy Schools will work with the local health department to determine close contacts, quarantines, make appropriate notifications, and follow any other health department guidance.
- **Parents are asked to screen their children for symptoms of COVID-19 each day.** The presence of any symptoms, including cough or shortness of breath or temperature of 100.4 or greater should prompt the family to keep the student home from school and to follow up with a primary care provider.

*As we have seen in the past two years, things can change rapidly. If changes occur or the need arises, the district may need to revisit these protocols and make adjustments to stay in compliance with state or local agencies and maintain safety protocols. Some protocols may be relaxed if conditions improve and allow for decreased mitigation measures.