



H.B. BEAL Staff Procedures



PRIOR TO LEAVING FOR SCHOOL

Self-Assessment: Prior to leaving home each day complete the Covid-19 self-assessment. If the answer is yes to any of the questions, you are required to stay home until you are symptom free for 24 hours. Put absence into TVARRIS and contact an administrator.

SCHOOL ARRIVAL

Access to Building: Admin Doors will open for staff access at 7:00 am. All other external doors will be secured until 8:15 am and locked again at 8:45 am. After that time, anyone who is late will need to call the main office ((519) 452-2700) for admittance through the King Street entrance.

Entrance Protocol: Upon entering the building, masks are required and staff will follow directional arrows to their destination. For safety, staff will follow social distancing protocols and shared space maximum capacity limits.

SAFETY PROTOCOLS

Hand Hygiene: Hand sanitizers will be available in classrooms that do not have a sink. If a classroom has a sink, staff will wash their hands upon entry. Hand sanitizer will be used throughout class time as needed.

Mask Etiquette: All staff are required to wear a mask in the building. Staff may remove masks to eat/drink while maintaining physical distance and using hand hygiene. Masks may also be removed if staff are **alone** in a private office space.

SCHOOL DAY SCHEDULE

8:15 – Staff expected to be in classes with doors open, External Doors open to students

8:30 – Classes Begin

| Class | Break | Lunch | Class | Break | Study Hall |
|------------|------------------------------|-------------|------------|------------------------------|------------|
| 8:30–10:40 | 10 minutes Grade specific | 10:40–11:30 | 11:30–1:40 | 10 minutes Grade specific | 1:40–2:40 |

Lunchtime: Staff may choose to stay in their classroom for lunchtime. If staff choose to leave the class during lunch, they must leave the classroom door open for hall supervisors and secure confidential materials and any potential safety hazards. Teachers may leave the building during lunch, however they will not be able to access the building until 10 minutes before the final lunch bell when external doors will be unlocked.

Study Hall: Teachers will be in their classes to provide support to both Cohorts (in-class and at-home) during this hour. Attendance will not be taken during Study Hall, therefore if students choose not to remain, they must exit the school and will not be granted re-admittance.

What a student in Cohort A can expect over a typical 2-week cycle

Week 1

Monday, Tuesday, Wednesday – Period 1 in person learning of “Big Ideas” and the ability to get extra help in study hall in-person for Period 1 class or virtually for Period 2 class

Thursday, Friday – Period 1 at-home learning of “Big Ideas” (assignments, video lessons, individual learning projects, homework questions, etc...) and the ability to get extra help in study hall virtually for Period 1 and Period 2 classes.

Week 2

Monday, Tuesday – Period 2 in person learning of “Big Ideas” and the ability to get extra help in study hall in-person for Period 2 class or virtually for Period 1 class

Wednesday, Thursday, Friday – Period 2 at-home learning of “Big Ideas” (assignments, video lessons, individual learning projects, homework questions, etc...) and the ability to get extra help in study hall virtually for Period 1 and Period 2 classes.

Although teachers need to be available during each Study Hall to support students in both Cohorts of both Periods, teachers are only providing Period 1 new learning of “Big Ideas” during the Period 1 week. Likewise, teachers are only providing Period 2 new learning of “Big Ideas” during the Period 2 week.