



Jie Ming Mandarin Immersion Academy In Person Handbook

January, 2021

This handbook is designed to highlight the many ways Jie Ming will modify operational practices to keep students and staff as safe as possible during in-person learning.



Introduction

As students return to on-site learning, building routines and spaces will need to be adjusted to accommodate COVID-19 regulations. This Handbook is a guide to the requirements and their implementation in our school. Staff, students and families need to collaborate in building a culture of respect for social distancing and maintaining safety for all while in the school building.

SPPS COVID-19 Guiding Document

- [Student/Family Guidelines and Expectations](#)
- [Passive Screening](#)
- [COVID-19 Disinfection and Cleaning Procedure](#)
- [Covid-19 Reporting](#)

Checklist for On-site Learning

- Building routines adjusted for social distancing,
 - Bathroom and hydration stations
 - Bus arrival and departure
 - Hallway and staircase
 - Lockers
 - Mealtime
 - Student arrival and departures during the day
 - Use of other communal spaces
 - Visitors and volunteers
- COVID-19 reporting process reviewed with staff
- First aid and daily medication procedures adjusted
- Handwashing routines and supplies established
- Materials handling protocol reviewed
- Passive health screening routine reviewed
- Personal protective equipment (PPE) management and routines reviewed
- Room usage and capacity coordinated with expected enrollment
- Specialists and program adjustments per guidelines in handbook (e.g. Library, PE, Music)
- Staff trained on new routines

Jie Ming Routines

Classroom Routines to Develop

- Handwashing and hand sanitizing
- Mask Wearing

- Material Use
- Classroom flow
- Lockers and cubbies
- Student supplies
- Water bottles
- Hallway social distancing
- Classroom social distancing
- Classroom use of wipes or cleaning spray
- Bathroom breaks

Building Readiness

- We will have new MERV 11 filters in our uninvents.
- We need to ensure that space is cleared around all air handlers or uninvents.
- Classroom set up ensuring 3-foot social distancing.
- Set up the isolation room.
- The custodial team will complete the typical protocols for plumbing and other building systems.
- The custodial team will prepare PPE for all classroom spaces including: gloves, hand sanitizer, extra masks for those who forget, disinfecting wipes and spray, paper towels and soap.
- Cloth masks for students.
- Post room capacity signs and other building signs to support social distancing and other safety measures.
- Disinfecting the classrooms and offices after the students and staff have left.
- Many [signs](#) will be posted around the building to reinforce safety regulations.

Bus Arrival and Departure Routines

In-person

- Provide training for students on bus protocol
- K-12 students are expected to wear masks on the bus.
- Students load the bus from back to front (first on sitting farthest back)
- Students have assigned seats to facilitate loading.
- Children in the same family should share a seat
- Students are not screened entering or exiting the bus. People must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
- Drivers will wear masks
- Buses are disinfected daily
- Drivers will sanitize high-touch areas between runs
- These bus guidelines follow recommendations from MDE [Safe Learning Plan for the 2020-21 School Year](#)

AM

- Jie Ming staff will supervise bus drop-off by meeting each bus, monitoring the number of students exiting at one time, and encouraging students to maintain social distance while getting off the bus and waiting in the breakfast line.
- Buses lineup on arrival and drivers hold students until signaled to release from the bus to maintain social distancing.
- Students leave the bus from front to back, maintaining social distance as they move directly into the school building.
- As they enter the building a Jie Ming Staff member will be spraying their hands with hand sanitizer.

PM

- Jie Ming's schedule will allow for staggered bus loading.
- Buses arrive and line up in the parking lot and Sue Street as in past years.
- All classes will exit the building on the east side of the building and walk down the sidewalk one class at a time to support social distancing.
- Students load the bus from the back to the front for afternoon bus loading.
- Jie Ming staff ensure that students are seated appropriately for social distancing before departing school.

Family Drop off/ Pick Up Arrival and Departure

- Our school day starts at 9:30 a.m. and ends at 4:00 p.m.
- Students can enter the building through the main door starting at 9:15 a.m.

AM Student Drop off

- Parents driving students to school in the morning should drop the student on Sheridan just past the school.
- We will assign staff to monitor drop-off to ensure students wear a mask, maintain social distance, and enter buildings directly.
- Staff will monitor staggered drop-off to limit the number of students entering the building at one time; if needed, ask students to pause before leaving their cars.
- Staff will spray children's hands with hand sanitizer as they enter the building.

PM Student Pick-up

- Parents picking children up at the end of the day on Sheridan Street just past the school.
- If there are any changes to a child's regular dismissal routine, families should provide a written note to their child's teacher or call the office at 651-744-4770 **by 2:30 pm**.
- We will assign staff members (inside and outside roles) to supervise student pick-up
 - Staff outside meet cars and use radio to call names for students to come outside
 - Staff inside receive calls and let students know it is their turn to leave. They also support students maintaining social distancing
- Students waiting for parent pick-up space out to maintain social distancing
- Staff will ask parents to wait in their car as their child is called

Student check in and out during the school day

- Parents and other visitors cannot come inside the building during COVID-19

- Families seeking to pick-up students during the school day should phone ahead to the school office (651-744-4770) if possible.
- When a family member arrives for pick-up, they should phone the school office or use the school's outside intercom system to let the office know they have arrived.
- A staff member will bring the child out to the car for pick up.

Cleaning Routines and Supplies

- Staff and students are requested to collaborate on cleaning routines by disinfecting personal items and common touch areas in the classrooms using supplied disinfectant wipes on an as needed basis
- Rooms will not be cleaned during the day but will be disinfected at the end of each day. This aligns with updated COVID-19 information that surface transmission is not a significant risk factor.

Communal Spaces

- We will discontinue activities that bring together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc.
 - Move group events, gatherings or meetings online
 - If in person meetings are necessary, break into small groups and spread students out
 - Project assemblies in each classroom rather than gathering in the gym/cafeteria/auditorium
- The American Academy of Pediatrics recommends placing student desks at least 3 feet apart, and ideally 6 feet apart when feasible
 - For in-person only: three feet of physical distancing or more is strongly recommended when feasible.
 - Keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day. Limit mixing between cohort groups as much as possible (e.g., during lunch, bathroom breaks, arrival and dismissal, free periods, recess).
 - All special lessons must be held in the classroom or outside (weather permitting).
 - Physical education classes may continue to be held indoors outside of individual classrooms so long as students and staff are wearing face coverings.
 - Student support programs such as special education, EL, gifted and talented and counseling may continue to pull students from their primary classrooms in order to provide these essential support services. Groups should be kept as small as possible and as consistent as possible from day to day, and as much physical distance as possible should be maintained between group members.

Bathroom and Hydration Stations

- When taking the whole class bathroom trips, students should wait in the hallway ensuring social distance for their turn.
- The number of students in bathrooms should be limited to 50% of the number of stalls (toilets, urinals) in the bathroom. Single occupant restrooms (including recent inclusive restrooms) do not need to limit usage.
- Hydration stations and drinking fountains should only be used to fill water bottles.
- Students will be provided with SPPS water bottles

- Cleaning and disinfecting will follow the COVID-19 Disinfection and Cleaning Procedure.

Classroom Set Ups

- Classrooms need to be set up so that we maintain 3 ft social distancing for student spaces.
- We are able to use our gathering spaces (rugs or platforms) as long as we are able to have students seated on the floor 3 feet apart.
- Each teacher will also be given signs on the floor for marking social distancing around the classroom.

Hallways and Stairwells

- Staff and students in hallways should wear masks and maintain social distancing
- We will use the north stairs (by the parking lot) for going up, and the south stairs (by science room) for coming down.
- We will not have one way traffic in halls except for arrival, breakfast to go, lunch, and dismissal.
- Teachers need to use the closest exit or staircase to their classroom to avoid congestion in the halls.
- Teachers should ensure that their students walk on the right side of the stairs and hallways.
- One student per class can be out at a time using a hall pass.

Lockers and Cubbies

- We will use lockers and cubbies to keep students' belongings.
- When assigning them, we need to allow for social distancing.

Recess/Playground

- We will schedule recess times and designate the playground specific classes should use to maintain social distancing.
- Masks should be worn outside at recess.
- These areas cannot practically be disinfected but are subject to natural light and attenuation.
- Students should wash their hands or use hand sanitizer before and after use.
- Encourage dressing for the weather to allow for outdoor activity.
- We don't have coats or boots for students to borrow.

School Supplies

- As much as possible, students should use their own materials.
- SPPS provided a learning kit for each student, including typical school supplies that can be used to supply each student with materials.

Technology Considerations

- Students will be expected to bring their iPad to and from school on their days in the building.
- iPads should be brought to school fully charged.

Content Area and Program Considerations

Library Visits

1. Visits to the school library will be limited to 15 minutes.
2. Library capacity will be at 50%.
3. Masks will be worn by everyone in the library.
4. Students and staff visiting the library will wash or sanitize their hands before and after visiting the library.

5. Students visiting the library will maintain 6 ft of social distance.
6. Teacher will wipe down circulation areas and other high touch areas after each class visit.

Library Circulation

1. Only Teacher will checkout materials to avoid having multiple people handling the barcode scanner.
2. Students will be able to reserve books using Destiny Library catalog and books will either be available for express pick-up or be delivered to classrooms (administrators and library staff may choose which model they prefer).
3. Returned materials will be held for at least 24 hours before recirculating or being reshelved.

Physical Education

- Consistent with Executive Order 20-103, face coverings must be worn at all times during indoor physical activity (e.g., when exercising in a gym, fitness center, or during recess), regardless of the level of physical exertion. Previous guidance allowing face coverings to be removed during high exertion activities is no longer applicable.
- Note that there are exemptions for people who are unable to wear or tolerate a face covering due to medical or other reasons. Face coverings are not recommended for anyone that has trouble breathing (e.g., asthma)
- Students and staff **wash or sanitize hands as they enter and exit** the physical education classroom.
- Physical education classes should take place where students and staff can respect physical distancing guidelines and remain 3-6 feet apart
- Utilize visual guides and signs on the gym floor and in hallways to help facilitate physical distancing.
- Minimize the use of playground equipment, benches, and other permanent structures.
- Encourage students to bring their own water bottles and provide water bottle filling stations. Drinking fountain use should be minimized.
- Leaving equipment unused overnight is enough, it is not necessary to clean nightly. Cleaning is recommended when equipment is visibly dirty.

Science & Art

- Follow general SPPS handwashing and material handling recommendations, as well as normal science safety and lab hygiene practices.
- Specialists with the exception of PhyEd will teach from homeroom classrooms.
- During this time teachers on prep will be able to use a table or space in the specialist's classroom.
 - Teachers will need to sanitize or wash your hands on the way in.
 - Disinfect or wipe the area used when finished.
 - Teachers will need to wash their hands before returning to their classrooms.

COVID-19 Reporting

- Support staff and families in using the online report for any COVID-19 related symptoms, positive cases or close contact exposure: [SPPS COVID-19 Reporting System](#)

First Aid and Daily Medication Procedures

- Minimize unnecessary visits to the health office to avoid contact exposure between healthy and potentially contagious individuals

- Basic first aid (scrapes, paper cuts, minor nosebleeds) may be provided in the classroom.
- Licensed School Nurses, Pai Lee may work with licensed staff on a case by case basis to support medication administration in the classroom to reduce risk of exposure to healthy students
- Signs will be posted outside of the health office directing students who are well to wait in another area away from students that are ill
- Isolation room should accommodate more than one individual with suspected COVID-19

Handwashing Routines

Reinforce handwashing for both staff and students during key times:

- Upon arrival and dismissal
- When moving from one space to another
- Before, during and after preparing or eating food
- After using the bathroom
- After blowing your nose, coughing or sneezing
- Before and after touching objects with bare hands that are frequently handled by other people (i.e. printers, computers)
- Handwashing signage (posted by Facilities at sites)
- [MDH Video: How to Wash Your Hands](#)

Materials Use and Handling

- Where possible, provide enough materials so sharing is not needed
- Have students keep personal items in individually labeled cubbies, containers, desks or lockers
- It is not required to have 1:1 materials for all activities, as long as hand washing protocol is followed
 - Wash-Work-Wash
- When able, an extreme precaution is to set aside materials for 24 hours before using again if necessary.

Meal Service

Establish mealtime routines for handwashing, social distancing, low touch and mask wearing.

- Students and staff will practice handwashing before and after eating, handling food, and when hands become soiled or contaminated
- Students and staff will be required to wear masks when they are not eating or drinking
- Students and staff will adhere to social distance requirements
- Breakfast To Go will remain in place at all schools
 - Meals will be pre-packaged for quick and efficient selection by students
 - Milk will be offered on the side
 - Students will eat their breakfast in the classroom
- Lunch service will be held in the classroom
- Serving lines and point of sale will be contact-free
 - Students will be offered a selection of foods each day, and NS will serve all foods in closed containers rather than traditional lunch trays

- Scanning technology will replace pin pads at the cashier station
- Weekly meal boxes will be provided to students to ensure they have access to nutritious meals when they are scheduled for distance learning
 - These meals boxes will be available for pick up at designated locations
 - Essential home delivery will be provided on a limited basis for students who are medically fragile and/or do not have access to transportation
 - Details and registration available at spps.org/nutrition

Passive Health Screening

SPPS is implementing passive screening.

Passive Screening: Individual or parent of student assumes responsibility to monitor health status and exclude when needed.

- For PreK-3rd grade and ECSE, teachers should monitor students for signs of illness or changes in behavior throughout the day and contact the health office accordingly
- For 4th-12th grade and Focus Beyond, teachers lead students through the health screening questions at the beginning and middle of each day (i.e. morning meeting, announcements, student involvement, youth leadership), in addition to monitoring students for signs of illness or changes in behavior throughout the day
- Should students show evidence of COVID-19 symptoms, staff should follow the Isolation Procedures.
- COVID-19 saliva testing will be conducted every two weeks for all SPPS staff who work onsite.

Isolation Room

- The Jie Ming Isolation Room will be at the in the small room in the nurse office
- Families keep sick children home
- Children who are determined to be sick at school will be sent home or kept in the isolation room until someone is able to pick them up.

Personal Protective Equipment and Face Coverings

- SPPS will provide one cloth face covering for each student. Additional disposable face coverings will be available for students that lose or soil their face covering during the school day.

Visitors and Volunteers

- No visitors or volunteers are allowed on-site during pandemic.