



September 1, 2020

Welcome back to a school year unlike all others!

Numerous people have worked during the summer to develop ways for us to return to face to face teaching. The Helena Public School Nurses have worked with Lewis & Clark Public Health to develop safety protocols to protect our health. It will be up to all of us to follow and model these protocols to keep ourselves, our students, our co-workers, and our community safe this school year.

### *The Worksite*

The District and all employees shall follow CDC recommendations and comply with all state and county health directives for maintaining workplace safety and the safety of students (e.g., social distancing, etc.) as set forth in District policy or procedure. Employees will provide their own masks; however, the District shall provide a mask to employees if needed. The District will provide gloves, face shields, and/or gowns daily for those employees whose safety requires these measures based on assignment. The District shall provide Personal Protective Equipment (PPE) necessary to conform to CDC guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and hand sanitizer. The District shall provide adequate time for students to wash their hands with soap and water before eating lunch or snacks if possible, if not, hand sanitizer will be provided and used. Employees shall, along with students, wipe down high-touch surfaces (student and teacher desks, tables, counters, etc.) with appropriate cleaning wipes/solutions. No other cleaning or sanitizing will be required of employees.

### *Masks*

As noted above everyone in Helena Public School Buildings will need to wear a mask. **Gaiters, buffs, bandanas, and face shields alone are not acceptable face coverings.** We are recommending a mask that fits snugly under your chin and over your nose with preferably 2-3 layers of fabric. Your mouth and nose should **always** be covered when you are in the building. If you are alone in your office or classroom with the door closed, you may remove your mask. As soon as you leave your office or classroom, or another person enters your office or classroom you need to wear your mask. **We encourage you to take mask breaks, but whenever possible please take them outside.** Even when you are outside with others you must be socially distanced. Should you need a mask, cloth masks will be available for use while at school and will be washed daily. Your personal cloth mask should be washed daily.

### ***Student Mask Breaks***

Students may take mask breaks. They should be taken outside; 6 feet of social distancing should be maintained and student mask breaks should be coordinated by a staff member.

### ***Hand Hygiene***

Staff and students should wash their hands or use hand sanitizer frequently during the day especially:

- ❖ when entering school
- ❖ when entering a classroom
- ❖ before and after putting on and taking off masks
- ❖ before eating
- ❖ after using the restroom – be sure to have your students use hand sanitizer when returning to your classroom after using the restroom – just in case. 😊

**Remember to keep your hands away from your face and mask.** Don't touch your face and it doesn't matter how much virus you touched.

### ***Social Distancing***

Our goal is to maintain 6-foot social distancing for everyone, not just students. **Masks are still required even with 6-foot social distancing.**

### ***Recess***

Students will need to wear masks during recess because recess is less structured than PE and 6 foot distancing is more challenging to maintain. However, continue to encourage social distancing.

### ***P.E.***

If the air quality is acceptable for outside PE, then masks do not need to be worn but students should still observe social distancing. If PE is to be held inside, these guidelines should be implemented:

- ❖ Masks worn by all students
- ❖ Observe social distancing as much as possible
- ❖ No strenuous activities/limiting aerobic activities due to masks.

### ***Disinfecting***

All staff are expected to regularly disinfect frequently used surfaces throughout the day. Examples: desks, phones, doorknobs, keyboards, copy machine pads. Feel free to establish a cleaning routine that works for you, and use the district provided supplies.

### ***Checking for Symptoms***

All staff are asked to assess themselves for symptoms of COVID-19 before coming to work. If a staff member has **one** of the following symptoms that cannot be explained by another condition (ex: poor air quality, seasonal allergies, chronic illness), stay home for 24 hours after symptoms resolve, without the use of medication:

- A temperature of 100\* or more

- Nausea or vomiting
- Diarrhea
- Chills
- Headache
- Muscle or body aches
- Sore throat
- Fatigue (very tired/low energy)
- Congestion or runny nose

If a staff member has **two of the above symptoms OR one symptom below**, stay home and contact their health care provider and follow their health care provider’s instructions regarding testing.

- Recent loss of taste or smell
- Shortness of breath
- New onset cough (congested or dry)

***Staff Breaks and Lunch***

Staff should maintain 6-foot social distancing and may remove masks while eating. Staff members are expected to use the provided disinfectant to clean the area where they eat before leaving. No food will be allowed in the school to be shared with staff.

***Snacks in the Classroom***

Commercially packaged, individually and commercially wrapped snacks may be provided to students. The teacher will distribute snacks to students and must sanitize their hands prior to distribution. Students will sanitize their hands before eating.

***Teacher Flow Chart for Student Injuries/Illness***

To decrease the number of healthy, but injured, students from coming to the Health Room, the school nurses have developed a flow chart for managing minor injuries in the classroom. Your school nurse will provide you with this flow chart.

This is our first pandemic. Working together we can get through the challenge of protecting ourselves and our community by using the tools we have been provided: Masks, 6-foot social distancing, and hand hygiene. Have a safe and productive year!

Thank you for your commitment to keeping everyone safe and healthy!

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