

The Bromfield School Student/Parent Covid Guidelines

As we approach the start of the school year, we recognize that we need to further refine procedures around distancing and safety for day-to-day operations at Bromfield.

Arrival and Dismissal (Please refer to the diagram below)

Arrival

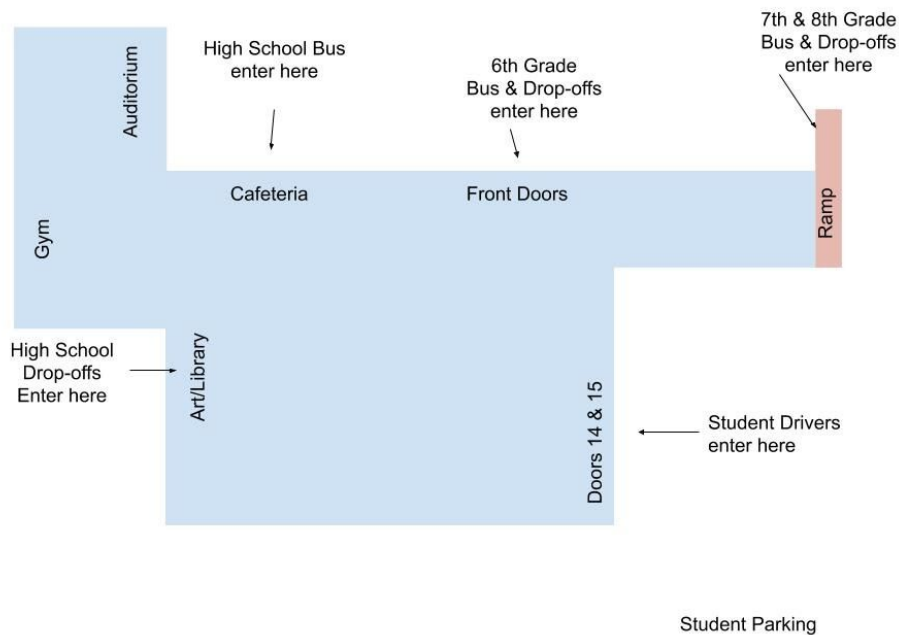
- 1) All faculty are expected to be in their classrooms beginning at 7:30.
- 2) The building will be open for students starting at 7:30. Please maintain proper distancing as you wait.
- 3) Students must proceed directly to their first period upon entering.
- 4) Students who **ride the bus** will enter the building in the following manner...
 - a) Grades 7 and 8 will enter via the ramp.
 - b) Grade 6 will enter through the front door.
 - c) Grades 9 -12 will enter through the cafeteria.
- 5) Students who drive themselves to school or are driven by an older sibling will park in the back lot and enter school via doors 14 and 15.
 - a) If students are going upstairs, they will use door 14.
 - b) If students are going downstairs, they will use door 15.
- 6) Parents who are dropping off their children **MUST** use Pond Road to ensure safe traffic flow and proper social distancing. Students who are being dropped off...
 - a) If the student is a high school student, the student should use door 10 (the art wing entrance).
 - b) If the student is a middle school student, the student should be dropped off at the stop sign in front of the auditorium and then proceed as if they were a bus student.
- 7) Students who walk or ride their bikes to school should adhere to the directions above.

Dismissal

Dismissal will be staggered to help with traffic and to maintain proper social distancing. We will use the PA to call dismissal.

- 1) Students who are riding the bus will be dismissed first. Buses 1, 3, 5, and 7 and then 2, 4, and 6.
- 2) Pick-ups, drivers, and walkers will be dismissed next.
 - a) All pickups will be at the stop sign at the corner by the auditorium. It is imperative that all people who are picking up students enter via Pond Road.
- 3) Drivers will again go to doors 14 and 15 to get to their cars.

Please see diagram below



Before and After School

Students will not be allowed to enter the building prior to 7:30. At 7:30, students will proceed directly to their first period class. When the day ends and students are dismissed, all students will need to leave the building for the day. They may NOT stay for extra help or to do make-up work. Teachers will have office hours four times a week to give extra help or allow students to make-up work. We will not host students before or after school. The only exception will be those students who are waiting to be picked up by a parent after HES dismissal. In that case, they will be waiting in a designated area.

Attendance

Students will go directly to their first period class and attendance will be taken at 7:45. Classes begin at 7:45 and if a student arrives after 7:45, they will be marked late. If a student arrives after 8:00, they must check in at the main office. Attendance will be taken for all remote classes. Students are expected to do work on the days when they are not in school and this work will be used to take attendance. The attendance policy **with regard to COVID** was recently updated by the School Committee: [Policy JH-Attendance..pdf](#)

Schedule

Bromfield will use Hybrid 1A to begin the year. The following schedule will be used...[Hybrid Schedule](#). The schedule is also at the end of this document. The five in-person classes on Monday, Tuesday, Thursday, and Friday begin at 7:45am and end at 12:00pm. The two remote classes on that day begin at 1:40 and end at 2:45.

Office Hours

Teachers will conduct a 30 minute Zoom office hours on Monday, Tuesday, Thursday, and Friday between 12:35 and 1:35. The teacher may choose the specific time. If the teacher is unable to have these hours at this time due to other obligations, they will have the 30 minute office hour between 2:45 until 3:30. These are times for a student to receive extra help or to check about missing or make-up work. There will not be any office hours required on Wednesday afternoons.

Physical Distancing

Classroom Spacing

- Student work areas will be placed 6 feet (measured from chair edge to chair edge)
- Small group instruction should be held with the same 6 foot spacing, both between students and student and teacher.
- Teacher area will be at the front of the room and include a 6 foot area and will include the ability to access the Smartboard/Whiteboard.

Hallways and Stairwells

- Moving through hallways will be at least 3 foot spacing.
- There are markers to show students and staff the proper spacing.
- Students and staff are expected to travel in a single file to ease hallway traffic and to maintain proper distance between individuals
- Hallways have been marked with directional arrows to help with the flow of traffic
- The middle main floor hallways have been designed as one-way
- The stairwell near the back student parking lot (Doors 14 & 15) has been designated as one-way going up.
- The stairwell near the IT room/Courtyard has been designated as one-way going down.
- **In the event of an evacuation, one-way designations will be ignored as students and staff should take the most direct route to their outside designated area.**
- All other stairwells are designated as two-way with directional arrows.

Situations When a Teacher May Choose to Make an Exception to the 6 foot Spacing Guideline

In the course of teaching and supporting students, teachers may choose to be less than 6 feet from a student in order to support them. Teachers will limit these to brief interactions as much as possible. These situations might include:

- Moving through the classroom between desks
- Assisting a student with emotional or safety needs
- ***Checking on student progress***

Assessing Students One on One

- In order to assess students individually, desktop partitions will be available and will be used.
- Teachers should put additional PPE on prior to dealing with even an emergency situation.

Masks & Other Personal Protective Equipment (PPE)

Masks are to be worn inside the building at all times. Masks are also required outside the building when proper physical distancing is challenging such as during the transition from the building to an outside activity which includes walking to the bus or during an evacuation. Masks also need to be worn at all times **on** the bus. PE, Band and Chorus classes all have additional requirements for mask use outside.

- [Harvard Mask Policy.pdf](#)

Classroom Challenges with Masks

If a student ...

- **Needs to blow their nose:** Students may step into the empty hallway just outside the classroom door and raise their mask enough to accommodate blowing their nose. They should dispose of their tissue in the trash near the doorway and use hand sanitizer before returning to their seat.
- **Gets a bloody nose:** The teacher will call the nurse and then send the student to the nurse to be treated unless the nurse says the student should go to the Main Office. Facilities will be called to clean any area that is potentially contaminated.
- **Needs water:** If a student desperately needs to hydrate other than during a mask break, the teacher will contact the school nurse. If the nursing area is free, the students may visit to get the needed water.

When Students Violate the Mask Mandate

There may be situations when students take off their masks despite a district-wide mask policy which states that masks remain on. Here is the mask policy...[Harvard Mask Policy.pdf](#).

It is important to recognize that the reasons a student may feel the need to remove a mask such as:

- Students may feel anxious.
- Students may feel uncomfortable or hot.
- Students may feel ill.

If a student is not wearing a mask or is not wearing it appropriately, the adult in the room/area (including bus drivers) will use the following protocol:

- 1) Warn the student (signal that they need to put the mask on/and or correctly).
- 2) If a student does not comply, the Main Office will be contacted and the student will be asked to step into the hallway to wait for an administrator.
- 3) If the student refuses to leave the class, the room will be cleared leaving the non-complying student behind and an administrator will handle the situation.

Mask Breaks

Third period is the designated mask break time. The time of the period is extended to allow for a 10 minute mask break outside. Classes will be assigned a specific time to take the class outside for this break. Teachers can and are encouraged to also take other classes outside for a mask break. Administration will organize spaces in the tents and other designated areas for this purpose.

Outdoor Spaces

Teachers are encouraged to take classes outside whenever it fits the lesson plan. There are three tents that will be scheduled for all periods. There are also multiple spaces where a class can take place. Access points have been placed so students and staff can get a wifi connection up to 250 feet from the building.

Food and Water

Unfortunately, Chef Paul will be unable to serve lunch at the beginning of the year and there will be no access to vending machines. Therefore, students will need to bring their own snacks and water with them for consumption during mask breaks. Water fountains will also be unavailable for use. Food and drinks cannot be

consumed in classrooms. The only time a student may eat or drink is during a mask break outside. Students must be 6 feet apart during this time.

Sickness/Attendance

If your child exhibits any of the symptoms associated with COVID, your child needs to stay out of school. Please follow these protocols: [HPS policy for responding to suspected or known Covid cases.pdf](#) Please determine if your child is having the symptoms due to seasonal allergies or other common things they typically have. Please follow the normal rules of attendance (see handbook) if your student can't be in school. This would include missing Zoom sessions. School Committee amended the attendance policy to account for COVID. Please see the policy here...[Policy JH-Attendance Policy.pdf](#)

Additional Health Information for 2021-2021

Mandated Screenings

**** Due to COVID-19 all mandated health screenings except for physical exams and immunizations are suspended until further notice. If this changes during the 2020/2021 school year, a notice will be sent to all parents/guardians.**

**** Documentation of physical exams and immunizations are required even if a student is doing remote learning.**

Meningococcal- Required for the entry into 7th grade and 11th grade. This is a new mandated immunization as of 2020/2021 school year.

Influenza - This requirement is new for all K-12th grade students for the start of the 2020/2021 school year. Documentation of immunization must be given to the school by 12/31/20.

Hand Hygiene and Cleaning Personal Spaces

Hand Sanitizer and Cleaning Supplies

- All classrooms will have paper towels, spray cleaner and hand sanitizer
- There will also be hand sanitizer stations throughout the building
- Signage about hand sanitizing and cleaning will be posted in classrooms

Entering and Exiting the Classroom

- All students must use hand sanitizer when entering and exiting a classroom
- At the end of each class period, each student must spray and wipe down their desk and seat.
- Trash barrels will be placed next to the door for disposing paper towels on the way out of the classroom.
- Teachers will allow time for cleaning at the end of each class period.
- Classrooms will be given a tote bag to take hand sanitizer and cleaning supplies with them to use when teaching classes in outdoor spaces.

Additional PPE and First Aid Supplies for Classrooms

Each teacher has been provided with a kit that contains PPE and First Aid supplies for the classroom. The kits will consist of masks, gloves, bandaids, cough drops and tissues. Kits will be replenished as needed by the Health Office.

Bathrooms

Bathrooms will be cleaned by custodians throughout the day and will be kept stocked with paper towels and hand soap. No more than two people will be allowed multi-stall bathrooms at a time. Where there are multiple sinks, one or more may be covered to ensure distancing and marks will be placed on the floors to remind anyone waiting their turn to maintain proper distance. Reminders for mask wearing and proper hand washing will be posted in all bathrooms. All air dryers will be shut off. Individuals should use a paper towel to shut off faucets and trash cans will be placed next to bathroom exits for tossing used paper towels.

Bathroom monitors will be scheduled to help oversee bathroom use to avoid crowding and make sure that students waiting are maintaining physical distancing.

Student Bathroom Use

Students are not allowed to use the bathroom while passing between classes. Teachers will establish a system where they are aware of when students leave the classroom to use the bathroom. Accurate and detailed bathroom sign-out, sign-in sheets, including times will be kept. Students should use their own writing implement, not a single shared pencil for this sign out sheet.

Common Areas and Offices

Main Office (ext 1501/1510)

Visitors and Early Dismissal

- Parents are discouraged from coming into the office as we are making every attempt to limit the number of people in the building. A parent should have an appointment unless they are picking up a sick student.
- If a student is being dismissed, the parent should write a note that should be given to the main office. Parents should park in the visitor spot, ring the bell and ask for their student. The office staff will be looking for you to release your child to you. We will escort your child to the door.
- A table will be set up outside the front door for parents to drop off items needed by students.

Students

- Must enter through the primary Main Office door and should be signaled in by one of the administrative assistants
- If a student needs to use the phone, they may use their cell phone in either Mrs. Benoit's or Mr. Hoffman's office.

Health Office (ext 1521)

In order to prevent potential exposure to vulnerable students receiving care for other medical treatments, all student visits to the Health Office will be triaged.

- Band-aids will be available in all classrooms for minor cuts or scrapes
- Before sending students to the Health Office, teachers will call the Health Office to make sure that it is safe to do so
- Students will not be able to use the bathroom in the Health Office unless they are ill or a previous plan is in place.
- Students will not be allowed to lie down or nap in the Health Office unless they are sick and going home.

Counseling Office (ext 1540)

- All visits to the Counseling Office will now be by appointment only.
- Please be sure to reach out to Counseling if they can be helpful in any way.
- If a student needs to visit the Counseling Office for a more immediate need, please **call x 1540** prior to sending them

Additional Common Use Areas

Library

- Some classes may be assigned to the library as a teaching space to accommodate physical distancing or to assist in the separation of middle and high school students
- The library will be closed to classes, study halls and student printing

Auditorium

- The auditorium will be used for Study Hall and for accommodating the physical distancing of larger classes.

Cafeteria

- Food and Coffee will not be served in the cafeteria at the start of the year
- Vending machines will not be in use at least for the start of the year
- Some groups or classes may be assigned the use of cafeteria to accommodate physical distancing or to assist in the separation of middle and high school students

Lockers/Locker Room

- Students will not be able to use lockers or the locker room this year.

Instruction

Seating Chart

Each class will have a defined seating chart without exception. Bromfield has created schedules that enable students to sit 6 feet from each other. Seating charts are imperative for contact tracing in the event of a student or teacher testing positive for **COVID**.

Passing and Collecting Papers

Teachers are able to give and collect hard copies to and from the students. It is best for students to pick up papers that are placed at the front of the room. A place for completed work will also be designated by the teacher.. While it is best for students to do as much work online as possible, it is simply not practical for some disciplines and for some assignments.

Directed Study Hall

Students who have directed study when in school will have those study halls in the auditorium. The auditorium has been outfitted with additional access points so the wifi connection should be solid. Students will be separated from each other by 6 feet. It is expected that the study will be quiet and purposeful. The library will not be used during study hall because it will be used for classroom space.

Bromfield Library/Harvard Public Library

The Bromfield Library will be used for classroom space this year. Mrs. Segaloff will be available to help students virtually. A class may be able to go to the library for instruction but that will need to be coordinated with Mrs. Segaloff.

The Harvard Public Library is not currently available for in-person use. Online use is available.

Other Topics

Senior Privileges

The fishbowl will be closed for now. We will start Senior Privileges early for the Class of 2021. They will be able to sign in late if they have a first period study and sign out early if they have a fifth period (last period of in-school) study. Seniors will need to have parent permission to use these privileges and a list will be provided to all. Other potential Senior Privileges will be considered as we move forward in the year.

Extracurricular Activities

Clubs may still meet but must do so virtually at the beginning of the year. The faculty advisors in consultation with the leaders of a club will select times and days to meet that do not conflict with the class schedule. Class officer elections will be held virtually this year and Mrs. Dyer and Dr. Horton will organize those elections shortly after the beginning of school.

Athletics

Athletics are still a topic of discussion at this point in time. The MIAA has just released its guidelines and administration is working to examine them and decide whether to participate. If Bromfield does participate, it will be a different experience in that there will not be state championships and that schools will be grouped by geographic pods. An answer should be coming soon.

Parking

Teachers have designated parking spots and students will not have designated parking spots while Hybrid 1A is in effect. Students will be able to park in the back lot only and their spots will be first come, first served. Given that less than half the students will be in school at one time, there should be ample parking for all.

Security

Students and teachers will be going outside for mask breaks. Doors must **not** be propped open at any time during the day. Only teachers will lock and unlock doors.

Assemblies and Field Trips

All assemblies and field trips will need to be virtual at this time. If things change with COVID, administration will examine whether live assemblies and field trips can occur.

Open House

Open House will be held virtually this year. Administration will schedule Open House for later in September and parents will follow an A Period Schedule.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled for November 23, 24, and December 2. It has not been determined whether they will be via Zoom or live and that will be decided at a later date.

Student Travel

The School Committee approved a policy that mirrored Governor Baker's travel advisory. The part of the policy that is most relevant states that "if a student in or employee of the Harvard public schools travels to a state identified as non-lower-risk, the student/employee is required to quarantine for 14 days prior to entering the schools or produce, upon request, a negative COVID-19 test administered no sooner than 96 hours after returning to Massachusetts." Here is the entire policy...[COVID 19 Travel Order Policy.pdf](#)

Final Thoughts

The pandemic is a traumatic experience for all. Social, emotional, and physical health are the top priority and effective communication is a key component to identifying and addressing all of those issues that may be affecting students. Parents are encouraged to inform the school if their child/children are experiencing any difficulties that may be affecting their school performance. Students are also encouraged to inform teachers about issues that may affect their performance and progress. 2020-21 will be different but working collaboratively, a positive experience can be created for all.

Other Key Links:

HPS Policy for responding to suspected or known COVID cases - Flowchart.pdf
HPS policy for responding to suspected or known Covid casesL.pdf
Policy JH-Attendance-FINAL.pdf
Harvard Draft Mask Policy.pdf
COVID 19 Travel Order Policy.pdf
Learning Model Decision Points Policy .pdf

Hybrid 1A Schedule: Please look below for actual rotations.

	Monday	Tuesday		Wednesday		Thursday	Friday
7:45-8:30			8:30-8:55	A	7:45-8:30	A	A
8:35-9:20			9:00-9:25	B	8:35-9:20	B	B
9:25-10:25			9:30-9:55	C	9:25-10:25	C	C
10:30-11:15			10:00-10:25	D	10:30-11:15	D	D
11:20-12:00			10:30-10:55	E	11:20-12:00	E	D
			11:00-11:25	F			
1:40-2:10			11:30-11:55	G	1:40-2:10	F	F
2:15-2:45					2:15-2:45	G	G

Block 3 Break Schedule

Break 1: 9:25-9:35
 Break 2: 9:35-9:45
 Break 3: 9:45-9:55
 Break 4: 9:55-10:05
 Break 5: 10:05-10:15
 Break 6: 10:15-10:25

Mon/Tues or Thurs/Fri
Synchronous In-School
Blocks 1, 2, 4 & 5: 45 minutes
Block 3: 60 minutes
 w/ 10 minute break
Synchronous Remote
Blocks 6 & 7: 30 minutes

Weds
Synchronous Remote
All blocks: 25 minutes

PLEASE NOTE: We start in person learning on Thursday, September 10; therefore Thursday September 10 and Friday September 11 will start with A Period and then Monday, September 14 and Tuesday, September 15 will start with F Period. Please see the actual rotation schedule below.

Rotation Schedule through October (Provided we stay in Hybrid).

September/October

		9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		A	A	A	F	F	A	D	D	B	B	A	G	G	E	E	A	C	C
		B	B	B	G	G	B	E	E	C	C	B	A	A	F	F	B	D	D
		C	C	C	A	A	C	F	F	D	D	C	B	B	G	G	C	E	E
		D	D	D	B	B	D	G	G	E	E	D	C	C	A	A	D	F	F
		E	E	E	C	C	E	A	A	F	F	E	D	D	B	B	E	G	G
		F					F					F					F		
		G	F	F	D	D	G	B	B	G	G	G	E	E	C	C	G	A	A
			G	G	E	E		C	C	A	A		F	F	D	D		B	B

October

5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
A	A	A	F	F		D	A	B	B	G	G	A	E	E	C	C	A	A	A
B	B	B	G	G		E	B	C	C	A	A	B	F	F	D	D	B	B	B
C	C	C	A	A		F	C	D	D	B	B	C	G	G	E	E	C	C	C
D	D	D	B	B		G	D	E	E	C	C	D	A	A	F	F	D	D	D
E	E	E	C	C		A	E	F	F	D	D	E	B	B	G	G	E	E	E
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F	F	G	D	D		B	G	G	G	E	E	G	C	C	A	A	G	F	F
G	G		E	E		C		A	A	F	F		D	D	B	B		G	G