

**Maxwell Elementary/Middle School  
Back to School Protocol  
SY 2020-2021**



Welcome back Maxwell Families:

As we prepare to return to brick and mortar instruction at MEMS, our top priority is assuring the safety of students and staff. We want to establish clear expectations as we begin in-person instruction. The new protocols and procedures will:

- adhere to DoDEA COVID 19 Operational Protocol and DoDEA Health and Safety Guidelines, Volume 3;
- adhere to CDC safety guidelines;
- be implemented consistently for the good of all;
- be sensible, responsive and ongoing.

Operation	MEMS Back to School Protocol
Prescreening	<ul style="list-style-type: none"> <li>• <u>The Prescreening Protocol and Acknowledgement for students must be signed and sent back to the school prior to the first day of school.</u></li> <li>• Parents are required to prescreen student within 2 hours of arrival to school.</li> <li>• Anyone with COVID-19 symptoms should not come to school.</li> <li>• Students should wash hands frequently and refrain from touching their face.</li> </ul>
Bus Transportation	<ul style="list-style-type: none"> <li>• Students have a signed transportation agreement on file.</li> <li>• Students will be required to maintain 6 feet social distancing and wear a face covering at the bus stop.</li> <li>• Students will be required to wear a face covering to and from school.</li> </ul>
Arrival/Dismissal	<ul style="list-style-type: none"> <li>• Please view the video (when available) and review the arrival/dismissal procedure document prior to the start of school.</li> </ul>
Facemasks	<ul style="list-style-type: none"> <li>• Masks are required upon arrival to the building, during transitions, and in all common areas including during arrival and dismissal.</li> <li>• No one will be allowed admittance to the school building without a mask.</li> <li>• Masks will be worn when social distancing is not possible.</li> <li>• Students should wear a mask when walking/bike riding to school when social distancing expectations cannot be met.</li> </ul>
Transitions/Hallway	<ul style="list-style-type: none"> <li>• Students will wear masks and practice social distancing as they move throughout the school.</li> <li>• Students will remain with their grade level groups throughout the day to minimize crossover or overlap of grade levels.</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>• Building access for parents/guardians/other adults will be limited.</li> <li>• All visitors are required to wear a face covering while on campus.</li> <li>• Virtual meetings will be used when possible.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Desks, chairs and high touch points (door knobs, light switches, etc.) will be cleaned and sanitized each day.</li> <li>• We will continue to follow Guidance for Cleaning and Disinfecting published by CDC, which includes using an EPA-approved disinfectant against COVID-19.</li> <li>• Classrooms and restrooms will be disinfected and cleaned throughout the day.</li> <li>• Students and staff will implement appropriate cleaning measures.</li> <li>• Computers will be cleaned after every use.</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Classroom set up is in accordance with social distancing guidelines.</li> <li>• Safety signage is posted throughout the facility.</li> <li>• Hand sanitizing stations are located throughout the facility.</li> <li>• Traditional water fountains will be closed. Water filling stations will be available. Students are required to bring a refillable water bottle to school and bottles must have the student's first initial and last name.</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>• Masks must be worn to lunch and while standing in line.</li> <li>• Students will sit at assigned and socially distanced seats.</li> <li>• Students are not be permitted to share food at any time.</li> <li>• Outdoor seating is available when weather permits.</li> <li>• Visitors will not be able to eat in the cafeteria at this time.</li> </ul>
Assemblies/Programs	<ul style="list-style-type: none"> <li>• No in-person assemblies or programs will be held at this time.</li> </ul>