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MANSFELD MAGNET MIDDLE SCHOOL

RE-ENTRY OPERATIONAL PLAN

2020-2021
ARRIVAL

MONITOR STATIONS

• Bus Bay (Staff)
• East Gate (Staff)
• Loading Dock (Staff)
• Front Door - Staff assigned to front door.
• Monitor/support staff must stay at post area at all times. If an unforeseen situation occurs requiring them to leave post they must notify radio listeners and secure an individual to cover their area.
ADDITIONAL SUPERVISION

- BY BUS BAY AREA
- BY LOADING DOCK AREA
- CAFETERIA
- COURTYARD BY EAST GATE AREA
- COURTYARD AREAS
5 COVID QUESTION POSTERS

• District will provide posters for all entry points

• MASKS

• Staff will scan students coming onto campus scanning for masks and reminding of 5 COVID QUESTIONS

• Students with no mask will be re-directed to cafeteria where support staff will provide mask.

• Violation documented into Synergy MTSS and mask provided.

• Support staff to follow up with phone call to educate guardian about violation.
FIRST BELL TRANSITION

• East Gate, Loading dock gate closed and radio announcement made that gate/loading dock are secure. Gates closed once morning announcements are underway.

• Late student drop offs must enter main doors.

• Support staff will guide students into classes when bell rings
MORNING TARDIES

• Monitor at Front Door receiving students dropped off making sure students have mask and reminding of 5 COVID questions. Students with no mask directed to cafeteria to get mask.
• Monitor will be at Bus Bay receiving late busses and reminding students of 5 Questions and checking for masks. Monitor will escort students without mask to cafeteria to get mask.
• Math Building Monitor will oversee late busses
• Main Hall Monitor will oversee front door tardy students
PARENT VISITS AND GUESTS

• Limited visitation. No volunteers.

• By appointment

• Preference → ZOOM

• Post sign at front door with directions for family members regarding appointments, picking up students, visits, etc.

• Parents must wear face coverings to enter building even to just pick up their kid. If they do not have one, we will provide before we buzz into building.

• Parent unwilling to wear a mask will be serviced outside front door with I-Pad
POTENTIAL SICK STUDENT AND ISOLATION ROOM

• Any student answering YES to any of the COVID QUESTIONS at any time in the day must go to health office.
• Any students who feel ill throughout the day must go to health office.
• ISI Room used as overflow if sick rooms in health office are occupied.
• Use PVC plastic curtain dividers in the event there are multiple students
• Supervisor of overflow room: support staff will be stationed outside the door keeping an eye on student.
TRANSITIONS

STAIRWELLS

• Math Building entrance UP
• Math Building Emergency Exit DOWN
• All other stairs students to stay to the right
TRANSITIONS

Hallway

• Hallway supervision - remind students to stay to the right and to keep hands off walls

• Place wall marks showing direction of traffic flow

• Teachers/Proctors in each hall create a supervision rotation schedule of who will supervise hall each period (provide copy to site administrator)

• Obvious door signs showing which doors are to be USED FOR ENTRANCE AND THOSE FOR EXITS

• Hang posters provided by district in all halls (update Mansfeld posters as well)
TRANSITIONS

Restrooms

• Monitor/support staff supervision at restroom controlling the number of students coming in and out
CLASSROOM ENVIRONMENT

• All students seating will be facing forward. Desks and tables will allow for as much social distancing as possible.

• Teachers/Proctors to disinfect high touch areas in-between periods.

• No partner work or teamwork.

• Classes that are lining up in the hall before entering classroom→ (Best to lets students in the room as they arrive)
CLASSROOM ENVIRONMENT

• Rooms with Emergency Stair Exit ➔ When class period ends for students if it is feasible for their class schedule and you have an emergency exit please allow students to exit that way. This will help reduce the number of students in halls.

• Excess tables, chairs, alternative seating, area rugs will need to be removed. If they are your personal belongings, please take home. Label your table, chairs, etc. with the paper provided. This will allow you to claim your class items when we are allowed put them back. (Baggage Ticket)
LEARNING SPACES

1. Students will be supervised by a staff member.
2. 15 students maximum per learning space.
3. There will be synchronous and asynchronous learning occurring.
4. Student will be provided several breaks throughout the day.
5. Hours of learning space are normal school hours.
6. Every attempt will be made to separate learning spaces by grade level.
LUNCH

• Hand sanitizing station at entrance of cafeteria and at lunch lines. Remind students to use sanitizer.

• Spacing tables and seats to meet CDC and PCHD Guidelines based on site-based design. Reduced number of chairs at tables. (Areas marked off to social distance seating areas on tables).

• Custodian Schedule for disinfection of cafeteria and high touch areas.

• Courtyard picnic tables and snack bar window disinfected between every lunch by custodial staff.

• Add social distancing floor graphics.
• Students may not use any playground equipment or play games in which balls or other items are shared/touched. They also may not gather in groups larger than 10.

• Students will be eating in courtyard at tables as well as cafeteria. Areas monitored to ensure garbage is being throw away. Educate students in class on importance of disposing of their personal trash.
LUNCH SUPERVISION

• Staff stationed outside at 7/8 hall, math building area, PE/Bus Bay Area

• Staff - courtyard supervision

• Staff - No ISI students = courtyard supervision

• Staff - courtyard supervision

• Staff - courtyard supervision

• Staff - cafeteria supervision
DISMISSAL

• Staggered dismissal by hallway - please note all stairwells used to exit. Teachers/Proctors please help clear hallways

  Monday - 7/8 Hall and Main Hall
  Tuesday - PE, Brungardt, Levario, Davidson
  Wednesday - Navigator Hall
  Thursday - Math Building
  Friday - 6th grade Hall
DISMISSAL

• Position staff at all exits. Remember students may not play games with balls or other items that are shared. **Masks must remain on at all times.**

  • Loading dock - Monitor
  • East Gate – Staff
  • Bus Bay – Staff
  • Main Entrance - Staff
  • Grass Area close to bus bay - Staff
  • Brungardt classroom - Staff
  • Main entrance- Staff