Sarasota High School
Return to School Safety Procedures

The safety of students, families, and staff is our number one priority. The following information outlines safety procedures that will be in place as students return to campus.

General Safety Procedures

- All staff and students wear a face mask (SCS Emergency Policy 2020-2) along with a school ID badge that is visible on a lanyard on the front torso area upon entering campus and throughout the school day. All designs and wording on face masks must adhere to the dress code policy.
- Posters and information will be posted throughout campus to reiterate safety procedures (face masks, hand washing, social distancing).
- Continuous modeling of expectations through morning and regular announcements.
- Hand washing for 20 seconds as often as possible.
- Shared water fountains will be turned off.
- Non-essential visitors will not be permitted on campus. Essential visitors by appt. only.
- Custodial staff will clean frequently touched surfaces throughout the day and conduct overall cleanings at the end of every day. In addition, all occupied interior areas and classrooms will be disinfected each evening. Other non-custodial staff members will do their part in keeping surfaces clean and will be provided with the necessary products for additional cleaning.

COVID-19 Response

- For symptomatic or confirmed cases, we will follow the procedures identified in the COVID-19 Notification System (which includes contact tracing procedures).
- Staff will be provided with a list of screening guidelines (COVID symptoms) to identify students of concern. Students of concern will be referred to the school nurse.
- The school clinic has been restructured to distance students. If a child is sick, they will report to the school clinic and their parent or guardian will be notified to take them home.
- All staff should enter and exit the mail room through the exterior door on the east side of the building to avoid foot traffic in the clinic reception area.
- The DOH will notify the district if a student or staff member tests positive. We will cooperate with the DOH as they conduct the appropriate notifications of individuals who have been in contact with the person infected. The DOH will give direction on possible school closure as well as intensive cleaning protocols as necessary.

School Entry

- No students will be admitted on campus prior to 7:00 a.m. All students arriving prior to 7:15 a.m. will go directly to the cafeteria or the global learning center.
- Students not eating breakfast on campus or not arriving on a bus are encouraged to arrive at 7:15 a.m. to walk directly to class.
- Students eating breakfast will report to the café and be seated in every other seat and diagonally to distance from one another. Seats will be marked.
- Single point of entry through main gate (Bldg. 4) after 7:30 a.m. All parking lot gates will be locked at 7:30 a.m.
- Drop Off/Pick Up Loops- Drivers always remain in the vehicle. Students distance from one another while walking.
- Bus Riders- Face masks required. Hand sanitizer is available on all buses.
- Walkers/Bikers- Maintain social distancing along walkways while entering campus.
Class Transitions
- Maintain the regular bell schedule.
- Building 13 and 14 staggered dismissal: 45 second departure difference – North Side of Hallway departs at ringing of end of period bell. Southside of Hallway departs at 45 second chime.
- Hallway movement: One way only.
- Stairs: One way only.
- Follow all directional signage posted.
- Always stay to the right where two-way traffic is necessary.
- Use of hall lockers will be not be permitted until further notice.
- Additional staff to supervise transitions.

In the Classroom
- Hand sanitizer available in all classes.
- Maximize distancing as much as possible. Essential furniture in classrooms only.
- Barriers set up as needed where distancing is not achievable (e.g., where students sit near each other or at tables).
- Students facing the same direction as much as possible.
- Individual school supplies kept in backpack and not shared with others.
- Students clean their area upon leaving (spraying surface areas) and arriving (wiping down surfaces), under teachers’ direction.
- Students will be dismissed by sections and instructed to social distance.
- Utilize outdoor areas for learning as much as possible.
- Limited activities in electives and other instructional settings that require close contact as much as possible.
- Integrate Social-Emotional Learning and PBIS strategies for student wellness.

Physical Education
- Students are masked during all indoor activities.
- PE class participants will be placed into groups of 10 with group separation within the facility.
- Groups will stay the same each day while participating in organized activities.
- Outdoor facilities will be utilized as often as possible.
- Hand sanitizing stations will be set up throughout the PE facilities.
- PE equipment will be sanitized after each use.
- **Locker room use is temporarily suspended, however when locker room use is permitted:**
  - The number of PE classes “Dressing Out” per period / per day will be staggered to facilitate social distancing in the locker rooms.
  - All PE students will enter locker rooms through west side of the building and exit through the north side of the building at the start and end of each class.
  - Lockers will be distributed per period with social distancing protocol in place.
  - One student per locker only.

Lunch
- Students split between three different lunch periods to maintain 50% capacity or less.
- Hand sanitizer located near serving lines.
- Floor markers indicate safe distancing from others in the serving lines.
- Students seated in every other seat and diagonally to distance from one another.
- Face masks remain on in the café until students are seated with their food for eating.
- Expanded areas for student dining including the Captain’s Quarters for seniors only.
- Use of disposable trays only.
• Students remain seated and refrain from walking around during lunch until the bell rings.

School Dismissal
• Students must depart the campus by 2:30 p.m. unless they are directly supervised by a staff sponsor in an after-school activity or sport.
• Students will socially-distance from others while waiting in the pick-up loops. Drivers always remain in the vehicle.
• Additional staff to supervise dismissal.

Extra-Curricular/After-School Activities
• Remote students are eligible to participate in after school clubs and organizations along with on campus students.
• All after-school activities will continue to follow school-day safety protocols (face mask, hand washing, social distancing, etc.

Supply List Items
• Face masks
• Labeled water bottle (with sealed lid)
• Hand sanitizers
• Individual Supplies (Pens, Pencil, Paper, Folders, Markers, Calculator)

Attendance
• The Attendance Office has been temporarily relocated to the Front Desk until further notice.
• Attendance notes must be emailed or scanned electronically from home.
• Students will monitor their attendance weekly. Contact Ms. Bell/Mr. Gilliland if there is an error.
• Approved passports will only be assigned for departure prior to 1:45 p.m.
• Students will contact teachers or log into Blackboard to get assignments.
• Students will make sure to turn in assignments within the grace period after being absent (absent 1 day, 1 day to get work in)
• STC students will use the main gate (Bldg. 4) to enter/exit the campus, not the Attendance Office.
• If arriving late, students will follow the proper protocol to enter the campus.

Schedule Pick Up & Freshmen/New Student Orientation
• All returning SHS students will receive their schedule through the Family Access Portal.
• Any freshmen and new students to SHS can access a virtual presentation of school policies and procedures on our school website.
• Students/Parents requesting a schedule change will complete the online form and submit it electronically.

For additional information, please visit the district’s “Return to School” webpage: