

Maybeury Elementary COVID Guide



Why?

HCPS & MES are committed to providing in-person learning opportunities for all students this school year. This opportunity will be available based upon the current health and safety conditions as defined by our health committee, and the guidance provided by the Virginia Department of Education. This document serves as planning and implementation for our face to face instruction for the 21-22 school year.

What?

- HCPS & MES are committed to five days a week of full length in-person learning in a safe and healthy school environment. Based on current health data and trends, along with the latest guidance from health experts at the [Centers for Disease Control and Prevention](#) and the [Virginia Department of Health](#), Governor Northam passed legislation to open the 2021-22 school year with a mask requirement inside schools and offices for all individuals (employees, students, etc.), regardless of vaccination status. Mask use also remains required on school buses [due to a federal order](#).
- Moving forward, masking protocols will be reviewed approximately every two weeks at the School Board's public meetings ([view the upcoming School Board meeting dates here](#).)
- ***Please note, this document will be updated throughout the school year to reflect the most up to date guidance that has been provided by HCPS.***

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Arrival

- Arrival begins at 7:50 am. The tardy bell rings at 8:10 am. Students are expected to be in class ready to learn at 8:10 am.
- BUSES:
 - Will begin arriving at Maybeury at 7:50 am.
 - A staff member will dismiss buses as they are loaded upon arrival. Students will enter the campus through the Kindergarten building.
 - All bus riders will come through the KG entrance with the doors propped open wearing masks.
 - Daycare vans will also drop off students in the bus loop in the morning.
- Parent Drop off at front
- Signs- Be sure to pull to front of loop, parent drop off starts here
- [Aerial View Map](#) looping through parking lot to avoid backups on Maybeury Drive

Entering the Building

- Students who enter the sidewalks MUST walk on the right hand side.

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	<ul style="list-style-type: none">• Kids will go straight to their classrooms upon arrival from the bus or parent pick up / drop off.• Teachers have doors propped open and locked.• Teachers greet the students at the door and have them use hand sanitizer upon entering the classroom.• Daily Folders- will not be collected in a central location (cubbies or desks)• Students will place their belongings in the designated location.
Attendance	<ul style="list-style-type: none">• Please review the MES Attendance policy here.
Bathroom	<ul style="list-style-type: none">• Students will place their lanyards on hooks outside the bathrooms to show the number of students in the bathroom. (No more than two students at a time.)• Main bathrooms in hallways will be wiped down frequently throughout the day.• Classroom bathrooms will be used in lieu of main bathrooms when possible.• Signage will be posted to remind students of proper handwashing procedures after bathroom usage.• Teachers will discuss restroom procedures with students during the first day of school.

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Bikers and Walkers Arrival and Dismissal	<ul style="list-style-type: none">• Students in grades 3-5 may walk or bike to and from school with parent permission on file. The permission slips will be available at Open House in the Return to Learning Packets.• Students in grades K-2 may walk or bike with a parent or guardian, but not with an older sibling. If you indicate that your child is a biker/walker, this will be their daily plan for afternoon transportation. If you plan to pick up your child in a car, you would need to indicate the change in afternoon transportation.• Walkers and bikers will use the sidewalk on Maybeury Drive to approach the school. A staff member will be located at the Bus Loop area and will indicate when it is safe for students to cross the bus loop driveway. Walkers and bike riders may arrive daily between 7:50 and 8:10 am.• The bike rack will be located behind the fence that borders the bus loop. Students on bikes should walk their bikes once they enter the school grounds and lock their bikes on the bike rack.• Walkers and bikers will be dismissed at 2:40 daily. If your child is in grades K-2, a parent or guardian will need to be present at the upper playground to receive their child at 2:40 pm.• Parents/guardians are responsible for determining the best and safest routes for their child when riding to and from school. You are encouraged to walk the route with your child prior to the first day of school.
Breakfast	<ul style="list-style-type: none">• A mobile breakfast on a cart will be available in the Kg building and in front of the cafeteria• If students forget or did not receive breakfast, a staff member will bring that child breakfast.• Students will eat breakfast in their classrooms / sidewalk areas while maintaining a social distance.• Students throw away their trash in the trash can in the hallway.

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Bus Dismissal

- Students will be dismissed from their classrooms..
- Dismissal begins at 2:40 pm.
- Staggered release of students to buses.
- Staff will monitor the hallways and sidewalks to ensure a one way traffic flow to buses and social distancing.

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Car Rider Arrival (Mornings)

- [Map](#)
- Parents can begin dropping their children off in the car loop (front parking lot LOOP area) each morning at 7:50 am. Do not allow your child to exit the vehicle prior to a Maybeury staff member arriving at the car loop to supervise our morning drop off.
- When entering the parking lot, please follow the designated route marked on the map to proceed to the parent drop off loop. NOTE: This is a change from previous years that will help with traffic flow.
- Students may be dropped off between 7:50 and 8:10 am. Students will proceed directly to their classroom. The tardy bell rings at 8:10am.
- Please have your child ready to exit the car (backpack ready, goodbyes said, etc.) when you reach the drop off location so that students may exit the car safely and quickly.
- Your child will exit through a door on the passenger side so that he or she will not have to cross in front of cars.
- **Drivers should not exit the car in the parent drop off line.** If your child needs assistance opening the door, one of the staff members on duty will assist your child. Please do not pull into or through the parking area to drop your child off. Students may not be dropped off in the LOOP area after 8:10.
- **If your student arrives after 8:10 am, you must park in the parking lot and walk your child to the front entrance of the school and ring the doorbell.** A staff member will meet you at the door to check your child in as tardy. Parents will not be able to escort their child(ren) into the building this year as a part of our health plan.
- Staff will be on duty throughout the campus to assist students with getting to their classroom each morning.
- All students are asked to wear their Mallard Badges and masks to school every day.

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Car Rider Dismissal (Afternoons)

- Our afternoon procedures will mimic our morning drop off. Each family will receive 2 parent pick up car tags with your assigned family number. The pick up tags will be available at Open House in the Return to Learning packet **with the youngest child**. When arriving in the afternoons for pickup, parents will hang one tag on the rearview mirror so that the number can be easily read by the staff member on duty. Children will also have an assigned family number on their Mallard Badge. This will allow us to precisely and quickly match students to parents for parent pick up. If you have a family member or neighbor who will pick up your child, please be sure to give them one of your pick up tags to use the day they are picking up.
- **Parents may enter the car loop at 2:15pm. Dismissal begins at 2:40 pm, so please do not arrive prior to 2:15 pm.** We want to limit traffic in the car loop area as our bikers and walkers are dismissed from school.
- Parents will enter the parking lot and follow the car line (arrows on map) to the designated pick up location. A staff member will be on duty reading car tag numbers.
- As the staff member reads your number, your child will be dismissed to the parent pick up line. We ask that you wait patiently in your vehicle and an adult on duty will ensure that your child is safely loaded into your vehicle each afternoon.
- Each family will only be issued two parent pickup tags. If the person picking up your child does not have the appropriate tag displayed, the staff member on duty will ask for a photo ID to verify permission to pick up your child(ren). This may cause a delay with our parent pickup procedure, so please make every effort to have the tag used on a daily basis.
- Once your child enters your car, you should remain in line to exit the parking lot. For the safety of all students, staff, and families, you should not pass cars in line or exit the line to cut through the parking lot to exit.

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Changes to Transportation and Early Dismissal

- Due to limited bus transportation, students will not be allowed to ride a different bus home or to a friend's house this year. Students may only ride their assigned bus this year.
- If you need to alter your child's typical dismissal plan (change from bus or daycare, biker or walker to parent pick up) please send a note to your child's teacher in the morning. If an emergency arises and you need to make a last minute change, please call the office at 750-2650 before 2:00 pm. We ask that you follow up with an email as well. All students picked up at the end of the day will be picked up in the parent pick up line and not from the office.
- If your child has a medical appointment that requires early dismissal, please send in a note to make your child's teacher and our office staff aware. Parents who wish to pick their children up prior to our regular dismissal should plan to pick the child up before 12:00 pm. Please be prepared to state your name and child's name at the doorbell this year and wait outside for him/her. Office staff will escort your child to the door for any early dismissal.
- Please note that if someone other than the parent/legal guardian is picking a child up early, we must have a note stating that the individual will be picking up the child early that day (even if the person is on the emergency contact / pick up list)
- If you are sending in an email regarding transportation changes, you must send the email to the teacher and to the front office (tcambrose@henrico.k12.va.us). In case of a staff absence, we want to ensure that at least one person has received your email communication.

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Classroom Layout	<ul style="list-style-type: none">● Students will maintain 3 feet apart as much as possible.● Teachers will maintain updated seating charts and share them with the administrative team and LAMP teams.● Seating charts will be in place for LAMP/CAFE, and students will sit with the same groups during these transitional times. <i>(These seating charts will change at minimum on a quarterly basis or as needed per teacher discretion.)</i>● Teachers may utilize yoga mats, hula hoops, and/or individual sit-on circles to assist with social distancing.● Teachers can mark student spaces with tape on the floor (optional).● Plexiglass dividers are offered to students when requested by student or parent.
Cleaning	<ul style="list-style-type: none">● Cleaning is a shared community responsibility. Everyone will need to participate in cleaning activities throughout the day.● Each classroom will have wipes and hand sanitizer. Wipes and sanitizer will be delivered on a weekly basis for classrooms.● Custodians will clean high touch areas throughout the day.● Students wipe down chairs and desks and wash hands prior to leaving for the day.● Custodial staff will clean bathrooms frequently throughout the day.● Custodial staff will clean bathrooms on a rotation.

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<p>Clinic, Isolation Room, and Contact Tracing</p>	<ul style="list-style-type: none">• The clinic is used for distribution of medication and non sick visits.• An isolation room is designated for students having COVID-19 symptoms.• Positive cases will be communicated and shared as soon as the school is able.• School health services will complete contact tracing should any positive cases arise.• Students impacted by any exposures will be contacted by school health services and notified if they need to quarantine and for how long.
<p>Lanyards</p>	<ul style="list-style-type: none">• Each student will be provided a breakaway lanyard holding a Student ID card with their name and teacher's name• Students should wear their lanyard when they go to lunch, the restroom (2nd-5th) and when going outdoors to hold their masks.• Student ID cards will be provided to teachers digitally and on paper should a student forget their lanyard or it gets lost.

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<p>Lunch</p>	<ul style="list-style-type: none">● Lunch will take place in the cafeteria at the designated grade level time.● To allow for distancing, each grade level will have their assigned time to eat in the cafeteria (100 students.) In a typical year, the cafeteria would have around 200 students. Eating as a grade level will allow us to safely distance the students.● Students will sit 6 to a table with staggered seating, every other stool.● Seating charts will be maintained by the classroom teacher for contact tracing/quarantine purposes.● At this time, we will not be able to have outside visitors for lunch.● Parents may not bring fast food meals for lunch delivery.● As soon as each student finishes lunch, he or she will be asked to put his/her mask back on.● Staff will monitor the cafeteria during lunch times to assist with maintaining the safety of students.● Parents/students may request plexiglass to use during lunch.
<p>Masks</p>	<ul style="list-style-type: none">● Students and staff will wear masks at all times except during recess and while eating/drinking..● Masks must cover the mouth and nose.● A supply of extra masks will be available through the office if forgotten or soiled.● Permitted/Not-Permitted Masks-<ul style="list-style-type: none">○ Permitted<ul style="list-style-type: none">■ 2-ply cloth face coverings■ disposable/surgical masks○ Not permitted-<ul style="list-style-type: none">■ Exhalation valves or vents■ Gaiters■ Coverings made of fabric that makes it hard to breath (vinyl)

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| | <ul style="list-style-type: none">● Parents are encouraged to pack an extra mask in students' backpacks.● While outside, students will hold onto their mask or hang it on their lanyard. Students may continue to wear their masks outside if they wish. Parents are encouraged to communicate this preference with their child's homeroom teacher. |
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2021-22 School Year

HCPS Health Committee: Recommended mask guidance



Transportation	Fully Vaccinated (Is a mask required?) [^]		Unvaccinated (Is a mask required?) [^]	
School Bus	Yes (Pre-K through 12)		Yes (Pre-K through 12)	
Indoor Setting	Elementary (Pre-K through 5)	Secondary (6-12)	Elementary (Pre-K through 5)	Secondary (6-12)
Schools (students present)	Yes	Yes	Yes	Yes
Schools (no students present)	Yes	Yes	Yes	Yes
Central Offices	Yes	Yes	Yes	Yes
P.E.	Yes	Yes	Yes	Yes
Recess	Yes	Yes	Yes	Yes
Naps	No	-	No	-
Band	-	Yes*	-	Yes*
Chorus/Elementary Music	Yes	Yes	Yes	Yes
Orchestra	-	Yes	-	Yes
Theatre	-	Yes*	-	Yes*
Athletics	-	Yes*	-	Yes*
Outdoor Setting	Elementary (Pre-K through 5)	Secondary (6-12)	Elementary (Pre-K through 5)	Secondary (6-12)
P.E.	No	No	No	No
Recess	No	-	No	-
Athletics	-	Yes*	-	Yes*

[^] Exceptions for a person who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA) (42U.S.C. 12101 et seq.).

* Masks may be removed for performances/competitions.



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Materials for Learning	<ul style="list-style-type: none">• Students will have access to a cubby, student desk, and book bin to keep items separated.• Backpacks may be best left at their desk and supplies should be kept inside the desk to avoid them going from home to school. Families are encouraged to establish “home” supplies and “school supplies.”• Should there be any shared materials, students will use hand sanitizer prior to and after touching any shared materials.• Students will use only their own device.
Morning Meetings	<ul style="list-style-type: none">• We will continue daily Morning Meetings to foster student relationships and classroom community (this is critical this year- especially as we transition)• We will follow Harmony resources and curriculum to help facilitate these meetings.• We will continue to embed diversity and inclusivity topics into our daily meetings and lessons.

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<p>Recess</p>	<ul style="list-style-type: none">● Students must hand wash or use hand sanitizer before and after recess.● Staff will model examples of safe play during recess● Students may not play games that require them to touch/tag one another; encourage games and play that have students spread out.● Students in the same class can share recess equipment.● We will be utilizing recess zones for each class to help maintain safety.● Recess equipment will be sprayed/wiped down at the end of each day.● Students may take their masks off and hang them on their lanyard during recess. <i><u>Students will be encouraged to be 6 feet apart at this time.</u></i>● Students or parents may request for a child to wear a mask while outside. Please notify your child's homeroom teacher of this request.● Students are allowed to bring water bottles, and may use classroom sinks to refill water bottles should a need arise.
<p>LAMP</p>	<ul style="list-style-type: none">● Music, Library, Art, School Counseling, and PE will be held in person, in the resource classrooms.● Students will have a resource each day.● Seating charts will be maintained and consistent grouping of students as classroom for quarantine and contact tracing purposes.● PE may be held outdoors as long as it does not conflict with the recess plan. During outside PE students may remove their masks and 6ft social distancing will be encouraged. Students may continue to wear their mask, if this is a preference.

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Student Belongings	<ul style="list-style-type: none">● Student backpacks and outerwear are stored so that they don't touch.● Student supplies should not be shared.
Volunteers and Visitors	<ul style="list-style-type: none">● All volunteer opportunities are asked to be outdoors or virtual/from at home (at this time).● Right now, we will not have visitors in the building. Parents will not be able to join students for lunch. Visitors are by appointment only.● If a parent would like to schedule a conference, please hold this over the phone or using a virtual platform.● The school will make every effort to host events outside as much as possible. Any event that takes place inside will include an "rsvp" or "sign in" and participants should wear a mask.
Water Fountains	<ul style="list-style-type: none">● Water fountains are open and students will be encouraged to wait in line 3ft apart.● Students can bring bottled water from home.● Additional bottled water can be brought to school for a student(s) to refill their water bottle● Students may drink water throughout the day by removing their mask anytime they need to take a sip of water and replacing their mask immediately after.● Students may refill their water bottle using the classroom sink should the need arise
Quarantine	<ul style="list-style-type: none">● Students who are experiencing COVID symptoms will be asked to be quarantined for 10 days (as determined by school health) unless a physician's note is provided.● MES Quarantine Instructional Plan● Staff who test positive for COVID will quarantine until cleared by school health services.● Staff who are deemed a close contact will be notified of the duration of quarantine, which will vary depending on vaccination status & symptoms.

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