



## Parent Information for Student Arrival

### Fort Edward

Parents/Guardians will be required to certify each day that their student meets daily health requirements. This will be completed via online submission through Google form survey. Families that cannot access the online form will be provided with a paper copy and will be required to submit it with their student upon arrival.

#### Parent/Guardian transported students

- Student arrivals
  - Staggered arrival time:
    - 8:25 am: Classrooms 1, 3**
    - 8:35 am: Classroom 2**
  - Parents/guardians are expected to wear a mask and social distance with their student until the screening process has been completed.
  - Parents/guardians will proceed to the Newmeadow screening station located at the front entrance.
  - Parents/guardians will confirm they have completed the online daily health screening questionnaire or provide a paper copy for their student. If a questionnaire has not been completed, they will be given one to complete.
- Screening Station
  - Temperature checks will be conducted by a designated screener prior to the student entering the building.
    - If the parent answered yes to any of the questions, and/or the student has a temperature of 100 degrees Fahrenheit or higher, the student will not be allowed to attend school and will be sent home with the parent/guardian. Parents/guardians will be instructed to consult with a health care provider and provide a doctor's note upon return. Parents will be instructed to follow school attendance policy with regard to illness.
    - If a student has a reading of less than 100 degrees Fahrenheit and the parent answered no to all of the questions, the student will be considered cleared and authorized to enter the building.

- Escorts will take the student to the assigned classroom. Escorts will wear a mask, shield, and gloves. Gloves will be changed between each student escort.
- Students will be required to wash hands immediately upon entering the classroom.
- Student pickup
  - Staggered dismissal time:
    - 1:25 pm: Classrooms 1,3**
    - 1:35 pm: Classroom 2**
  - Classrooms will be called according to assigned dismissal time.
  - Escorts will retrieve students from the classroom and guide students to the main entrance for pickup.
  - Students will exit through the same doors they entered during the arrival process.
  - Parents/guardians will meet their students at the main entrance.

### Bus transported students

- Student arrival
  - Buses will be unloaded one at a time as they arrive.
  - Students will be escorted to the screening station at the main entrance.
  - Screening station
    - A designated individual will confirm a daily health screening questionnaire has been completed for each student prior to the student entering the building. This will be done via online submission or student submission.
    - If a daily health screening questionnaire has not been completed, the student will not be permitted entrance into the classroom until contact has been made with parent/guardian and the daily health screening questionnaire has been completed over the phone.
      - Temperature check will be completed and the student will be escorted to the isolation room.
      - Upon clearance the student will be escorted to their assigned classroom.
    - If a daily health screening questionnaire has been completed, a temperature reading will be conducted by the designated screeners.
      - If a student has a temperature of 100 degrees Fahrenheit or higher *AND/OR* shows signs of illness, the student will be escorted to the isolation (sick) room and supervised until the parent/guardian arrives for pickup. Parents will be instructed to consult with a health care provider and provide a doctor's

note upon return. Parents will be instructed to follow school attendance policy with regard to illness.

- If a student has a reading of less than 100 degrees Fahrenheit and has no signs of illness, the student will be considered cleared and authorized to enter the building.
  - Bus transported students will enter through the main entrance and be escorted to their assigned classrooms.
  - Students will be required to wash hands immediately upon entering the classroom.
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- Student dismissal
    - Students will be dismissed as their assigned bus arrives (staggered schedule).
    - Students will exit the school through the main entrance.
    - Classroom staff will escort students to their bus.