

Hart County Charter System

Media Center COVID Guidelines*

The Media Specialists of the Hart County Charter System in a collaborative effort have established the guidelines in reference to the recent COVID-19 pandemic. Our goal is to serve our students and staff in the safest and most effective way possible. These guidelines will cover the following areas:

- **Traffic Flow**
- **Seating**
- **Room Capacity and Scheduling**
- **Materials**
 - **Quarantine time of materials**
 - **Check in/Check out**
- **Correspondence with Patrons**
- **Computer Labs/Technology (Chromebooks/iPads)**

Each school level is represented in this document:

- Elementary Schools
- Middle School
- High School

*Please note that this is a working document and guidelines may change as more information is available from the CDC and other health organizations.

South Hart Elementary School -

Mrs. Melissa Camp, Media Specialist

mcamp@hart.k12.ga.us

North Hart Elementary School -

Mrs. Shawna Rogers, Media Specialist

srogers@hart.k12.ga.us

Hartwell Elementary School -

Mrs. Erin Gaines, Media Specialist

egaines@hart.k12.ga.us

Traffic Flow:

- Separate entrance and exit doors will be designated and labeled where possible.
- Students will be asked to social distance (6 feet) as they browse Media Center shelves.
- If possible, Media Specialists will designate a one way flow of traffic through media shelves.

Seating:

Each Media Specialist will designate seating according to district guidelines referencing classroom seating. Tables and chairs may be labeled to designate appropriate places for seating. Extra chairs may be put away to alleviate confusion. Tables and chairs will be wiped down after students leave the Media Center.

Room Capacity and Scheduling

Due to the new COVID-19 regulations, the flexibility of the Media Center schedule may need to be revised. Media Centers may admit only one class at a time due to capacity requirements and the students' needs for social distancing.

In reference to whole class visitations, faculty members need to schedule times with the Media Specialist to bring students. This may be set up on a Google Calendar. Teachers should refrain from double booking the Media Center for

the safety of the students and faculty members. If more advanced social distancing measures are mandated, the media center will work to create a schedule that accommodates smaller groups or will work with teachers to bring media center resources to the classroom.

If there is a time no class is scheduled for Media Center visitation, students may visit individually. Faculty members are asked to limit these to two per classroom at a time.

Materials

Quarantine of Library Books

Based on the research provided by ALA in June 2020, showing that the COVID-19 virus was undetectable on hard-cover and soft-cover books after one day and was undetectable on the pages in a book and on mylar book covers after three days

(<https://www.oclc.org/en/news/releases/2020/20200622-coronavirus-undetectable-after-3-days.html>), Elementary Media Centers will take the following

precautions:

- Books will be quarantined for three days, prior to being reshelved and available to other students.
- Each Media Specialist will determine the most appropriate place to house these materials while in quarantine.
 - At SH, these will be on a shelf and/or cart pulled into an empty office behind the circulation desk.
 - At NH, these will be on a book cart labeled with the appropriate day of the week and stored in the reading room.
- After 3 days, books will be returned to circulation.

Checkin/Checkout

- All books will be checked in by an adult and put onto a specified cart/container, labeled for date/day they can return to circulation.
- Students MUST check books out using library cards provided. They will not have access to the keyboard for use in checking out.
 - PK - 1st grade students will be checked out by an adult in the media center.

- 2nd–3rd students will be trained in how to conduct self checkout and then use that system when adult supervision for circulation is unavailable.
- 4th–5th students will be trained in how to conduct self checkout, without the keyboard, and then will use that system when adult supervision for circulation is unavailable.
- Student library cards will be sealed in a Ziploc bag when not in use. These can be stored in the media center or in the classroom, based on **teacher** preference.
- Accommodations will be made for students and/or staff who are at higher risk will be made as needed.
- Media Center surfaces will be wiped down each afternoon to ensure clean surfaces for the next day.

Correspondence with Patrons

Students and parents may stay informed of activities from the Media Center and any other important messages through the following ways:

- School Website/Media Center page
- Google Classroom
- Individual Student Emails (school GMail)
- Limited printed notices

Computer Labs

In order to best protect students, Computer Labs will take the following precautions:

- Students in grades 3–5 should bring their assigned Chromebook to the lab with them.
- Students in K–2 will use Chromebooks from the cart in the computer lab with keyboards being wiped down between grade levels and/or Chromebooks being rotated after each class.
- All mice will be wiped down or sprayed between uses.
- Tables will be wiped down each afternoon to ensure clean surfaces for the next day.

Hart County Middle School

Mrs. Kathy G. Wilson, Media Specialist

kwilson@hart.k12.ga.us

Masks are optional.

Traffic Flow

Students will enter the Media Center through the front lobby doors and exit out on to B-Hall.

Seating

The Media Specialist will designate seating according to district guidelines referencing classroom seating. Tables and chairs may be labeled to designate appropriate places for seating. Extra chairs may be put away to alleviate confusion. Tables and chairs will be wiped down after students leave the Media Center.

Room Capacity and Scheduling

Due to the new COVID-19 regulations, the flexibility of the Media Center schedule may need to be revised. The HCMS Media Center will admit only one class at a time due to capacity requirements and the students' needs for social distancing.

For whole class visitations, faculty members need to schedule times with the Media Specialist to bring students using the Media Center Google Calendar. Teachers should refrain from double booking the Media Center for the safety of the students and faculty members.

If there is a time no class is scheduled for Media Center visitation, students may visit individually. Faculty members are asked to limit these to two (2) per classroom at a time.

Monday, Wednesday and Fridays

A Connections class will meet with Mrs. Wilson from 8:00am-9:30am and 1:00pm-3:00pm (Mondays/Wednesdays) 8:00am-8:45am and 1:00pm-1:45pm (Fridays) During these times, student visitation must be limited.

Materials

Quarantine of Library Books

The HCMS Media Center will take the following precautions to provide safe materials to students and faculty members:

- Books will be quarantined for three days, prior to being reshelfed and available to other students.
- HCMS has a separate office/storage space designated for quarantine. Materials will be on a cart or in bins during the quarantine period.
- After 3 days, books will return to circulation.

Checkin/Checkout

- All books will be checked in by Mrs. Wilson, Media Specialist and put in the designated quarantine area. These materials will be dated with the next appropriate circulation date.
- Students MUST check books out using library cards provided. They will not have access to the keyboard for use in checking out.
- As students enter the library, they are to take an index card and complete the information required. (Student name, date, Grade, book barcodes, etc.)
- Students will take the library card and books to the check-out counter for Mrs. Wilson to complete the checkout process.
- The check-out cards will remain on file in student folders in the Media Center for future reference when collecting materials.
- Media Center surfaces will be wiped down each afternoon to ensure clean surfaces for the next day.

Correspondence with Patrons

Students and parents may stay informed of activities from the Media Center and any other important messages through the following ways:

- School Website/Media Center page
- Google Classroom
- Individual Student Emails (school Gmail)
- Limited printed notices

Computer Labs/Technology (Chromebooks/iPads)

The HCMS Media Center does not have a designated computer lab; however, it is the responsibility of the Media Specialist to assign Chromebooks to classrooms/students. At HCMS each student will have his/her designated Chromebook for use while in school.

Pick up and Drop off Procedures are as follows:

Each morning students will pick up Chromebooks from the classroom charging station:

- 6th and 7th Grade: Last Academic class
- 8th Grade: First Academic class.

Before leaving school each day, students should return devices to the referenced charging stations.

As the school year progresses, we will allow devices to go home.

iPads

Faculty members checking out iPads for use in the classroom will be responsible for wiping these down after each use.

Sharing of Chromebooks should be refrained from at all times for the safety of everyone.

Hart County High School

Mrs. Hilaree Hudson – Media Specialist

hilaree.hudson@hart.k12.ga.us

- **Traffic Flow:**

Students will enter the Media Center through one door and exit through the other.

- **Seating:**

The Media Specialist will designate seating according to district guidelines referencing classroom seating. Tables and chairs may be labeled to designate appropriate places for seating. Extra chairs may be put away to alleviate confusion. Tables and chairs will be wiped down after students leave the Media Center.

- **Room Capacity and Scheduling:**

Due to the new COVID-19 regulations, the flexibility of the Media Center schedule may need to be revised. The HCHS Media Center will admit only one class at a time due to capacity requirements and the students' needs for social distancing.

For whole class visitations, faculty members need to schedule times with the Media Specialist to bring students using the Media Center Google Calendar.

Teachers should refrain from double booking the Media Center for the safety of the students and faculty members.

If there is a time no class is scheduled for Media Center visitation, students may visit individually. Faculty members are asked to limit these to two (2) per classroom at a time.

- **Materials**

Quarantine of Library Books

The HCHS Media Center will take the following precautions to provide safe materials to students and faculty members:

- Books will be quarantined for three days, prior to being reshelved and available to other students.
- HCHS has a separate office/storage space designated for quarantine. Materials will be on a cart or in bins during the quarantine period.
- After 3 days, books will return to circulation.

Checkin/Checkout

- All books will be checked in by Mrs. Hudson, Media Specialist and put in the designated quarantine area. These materials will be dated with the next appropriate circulation date.
- Students MUST check books out using library cards provided. They will not have access to the keyboard for use in checking out.
- As students enter the library, they are to take an index card and complete the information required. (Student name, date, Grade, book barcodes, etc.)
- Students will take the library card and books to the check-out counter for Mrs. Hudson to complete the checkout process.
- The check-out cards will remain on file in student folders in the Media Center for future reference when collecting materials.
- Media Center surfaces will be wiped down each afternoon to ensure clean surfaces for the next day.

Correspondence with Patrons

Students and parents may stay informed of activities from the Media Center and any other important messages through the following ways:

- School Website/Media Center page
- Google Classroom
- Individual Student Emails (school GMail)
- Limited printed notices

- **Computer Labs/Technology (Chromebooks/iPads)**

The HCHS Media Center does have a designated computer lab for yearbook students; however, it is the responsibility of the Media Specialist to assign Chromebooks to classrooms/students. At HCHS each student will have his/her designated Chromebook for use while in school. As the school year progresses, we will allow devices to go home.

