

## Health and Safety Plan: Clubs/ Extracurricular Activities

School: S.S. Palmer Elementary School, Parkside Education Center

Club Name: Yearbook

Club Advisor: Pamela Andrews

Maximum number of participants: unlimited

### **General Information**

The yearbook is created digitally. Club members can create the book from a remote location, so there is no need to meet in person. The advisor will use available technology to work with yearbook members while there is a need to implement a health and safety plan for clubs and extracurricular activities.

The yearbook is published by sixth-grade yearbook members and is delivered in the fall. This allows coverage of spring activities such as field trips, Track and Field Days, Play Days, dances, and the Moving Up Ceremony. The club is open to sixth-grade students.

### **Communication with Members**

The advisor will create a GROUP in Schoology to address operations of the club with the members. This GROUP will allow members to maintain contact with one another and the advisor.

### **Entrance Procedures**

For the initial meeting and training, the same safety and cleaning procedures in effect during the school day will be maintained.

### **Exit Procedure**

At the end of a meeting, students will be provided with hand sanitizer and dismissed from the computer lab one at a time.

After the initial meeting and training, follow-up meetings and training will be conducted through Schoology Conferences.

The advisor handles all business with the sale of the yearbook. A communication is sent home via email and hard copy. The PTO purchases a book for each sixth-grade student.

### **Equipment**

The advisor will take all pictures for the yearbook and be responsible for disinfecting the camera after each use.

### **Distribution Plan**

Dan's Camera will deliver the books to S.S. Palmer. The advisor will sort the books and distribute the books to the child's homeroom teacher. The books for the seventh-grade students will be boxed and sent to the junior high through the school delivery system.