

School: Belmont Elementary

Date: 07/16/2020

Planning Team: Shelley Taylor (principal), Leadership team members: Paula Oliverio, Melissa Carder, Casey Renner (absent Julia Rice)

Utilizing the requirements and recommendations provided by the West Virginia Schools Re-entry Toolkit, complete the following chart.

DESCRIBE HOW YOUR SCHOOL WILL ADDRESS THE FOLLOWING (Including Social Distancing, PPE, Staff Requirements, etc.):	
Arrival/Departure	<p>Arrivals All staff must report to their classroom by 7:45 and be ready to supervise students. If the student rides a bus: *Enter through door#1 (main front entrance) *Students will report to their assigned classroom If the student is dropped off: *Students may be dropped off at the back entrance after 8:00 only (no early drop-offs) *After 8:20 students must be dropped off at the front entrance only *After 8:30 students must be dropped off at the front door and a parent/guardian must sign them in</p> <p>Departure Students will be dismissed while observing social distancing protocols with the following schedule: 1st bus: Dismissed at 3:15 to the buses 2nd bus: Dismissed at 3:20 to the buses Walkers and parent pick-up: Dismissed at 3:24 to the back parking lot 3rd bus: Dismissed at 3:30 to the gymnasium (social distancing)</p>
Transitions Between Settings/Classrooms/Hallways	<p>All students at Belmont Elementary will remain in their assigned classrooms for instruction. If students need to travel to another area (lunch, music, gym, etc...) they will travel with face coverings on while maintaining social distancing. Students may wear a face mask while in their classroom but will not be required to do so.</p> <p>Restrooms will be assigned to students by grade level. 3rd and 4th grade classrooms will use restroom A, 1st and 2nd grade classrooms will use restroom B and Pre-K and K will use restroom C.</p> <p>Restrooms and classrooms will be cleaned/sanitized between each use.</p>
Breakfast	

	A breakfast cart will be located at each of the three designated entrances. Students will grab a breakfast “go” bag on the way to their assigned classroom. Student will eat in their classroom.
Lunch	BES students will be eating lunch in the cafeteria while maintaining their separate groupings. Social distancing will be observed both during the transition to the cafeteria and while seated in the cafeteria. The lunch schedule will be altered to ensure 50% capacity (or less) inside the cafeteria.
Students Being Picked Up Early or Arriving Late	<p>Late arrivals:</p> <ul style="list-style-type: none"> *Students may be dropped off at the back entrance after 8:00 only (no early drop-offs) *After 8:20 students must be dropped off at the front entrance only *After 8:30 students must be dropped off at the front door and a parent/guardian must sign them in <p>Early Pick Up: Parents/guardians may use door #1 (main front entrance) to request their student and will wait in the holding area as Mrs. Crowe (school secretary) calls for the student. Only one person at a time may be in the entrance so markings will be placed outside of the building to maintain social distancing protocols.</p>
Remote Day Feeding Delivery	One breakfast and one lunch meal per student will be distributed Tuesday afternoon prior to students leaving the building to transport home for meals on our remote learning day (Wednesday).
Core Instruction Groupings (<i>Special considerations for pre-k</i>)	All students will remain in their assigned classroom with social distancing for most instruction. Teachers are encouraged to hold classes outdoors whenever possible.
Elective Instruction Groupings	All students will remain with their core instruction group to transition to elective areas (such as music and gym). Teachers are encouraged to hold classes outdoors whenever possible.
Special Education Services	Special education students and staff will be required to wear face coverings during transition from the general education setting to the special education setting and when social distancing protocols cannot be followed.
Visitors to School (screening)	All non-essential visitors are prohibited from entering Belmont Elementary School. Essential visitors will be asked to complete the Symptom Screen Checklist as provided in the West Virginia Schools Re-Entry Toolkit by the WV Department of Health and Human Resources in partnership with the WV Department of Education prior to

	entering the main office area. Visitors will be required to wear proper face coverings before gaining admittance to the school.
Symptomatic (ill) Student (<i>Inc. where separate holding room will be</i>)	All parents/guardians are encouraged to follow protocols and keep students home if they are ill. Should a student become ill while at school the student will be supervised at all times and escorted to the nurse's office at Pleasants County Middle School. The student will remain in the designated area until parents arrive to pick them up. A parent/guardian should report to the main office of BES to sign out their student. The student will then be escorted back to the waiting area of BES for pick-up. If the area becomes crowded, the parent/guardian will be asked to wait in their vehicle.
Management of Classroom Supplies	Any classroom supplies for student use will be clearly marked with the student's name and will be used by that student only. Any item that must be used by multiple students (such as pencil sharpeners) will be thoroughly cleaned and sanitized between uses.
Parent/guardian meetings such as IEPs, disciplinary actions, etc.	All parent/guardian meetings will be held in a clean/sanitized area that is close to the main office. Visitors will be asked to complete the Symptom Screen Checklist as provided in the West Virginia Schools Re-Entry Toolkit by the WV Department of Health and Human Resources in partnership with the WV Department of Education prior to entering the main office area. Visitors will be required to wear proper face coverings before gaining admittance to the school.
Student Screening/Health Surveys	All students and parents/guardians will be provided with information regarding student screenings. The documents "Best Health Practices in School" and "How to Screen for COVID-19" from the WVDE Re-entry Toolkit will be reviewed with students by school personnel and sent home for parent review.

Disinfecting Protocols and Frequency of Cleaning:

- **Classrooms:**
All classrooms will be cleaned/sanitized three times every day (morning, lunch and afternoon) with a “deep cleaning” on Wednesday while students are working remotely from home.
- **Common Rooms:**
All common rooms including, but not limited to, the cafeteria and gymnasium will be cleaned/sanitized after each group exits.
- **Restrooms:**
All restrooms will be cleaned/sanitized after each use.
- **Touch Point Surfaces:**
All touch point surfaces will be cleaned/sanitized between each use.
- **Other:**

The administration and staff at Belmont Elementary School appreciate your understanding and cooperation during these uncertain times. As new information becomes available, guidelines and protocols given in this document may change. We will do our best to make sure that you are informed of any changes as they happen. Above all, please know that the safety of our students and staff remains our top priority during the upcoming school year.

**Thank you,
Mrs. Shelley Taylor, Principal
Belmont Elementary School
(304) 299-5274**



