

School: St. Marys Elementary Schools

Date: July 14, 2020

Planning Team: SMES Faculty

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

ARRIVAL: Upon arrival students will report to their specific grade level classroom.

- Staff must report to their classroom by 7:45 to receive students.

DEPARTURE: Walkers and Parent Pick Up as denoted below:

- Pre K, Kindergarten - Parent Pick Up and 3rd-4th Walkers ONLY will be dismissed at 3:15 and signed out by parents followed by 1st, 2nd, 3rd and 4th grade students.
- Pre K (Mrs. Stephens) students will dismiss from the cafeteria at 3:15 at door #8. Pre K (Mrs. Hamilton) will dismiss from the cafeteria at 3:15 at door #9.
- Kindergarten (Mrs. Cospers/Simonton and Venderlic) students will be dismissed from the Kindergarten building at 3:15 at door #7.
- 1st, 2nd, 3rd and 4th grade students will be dismissed to the cafeteria at 3:20 to sit in assigned grade level areas using "spaced seating". 1st-4th grade students will dismiss thru door #8 and #9.
- Sign out sheets will be placed outside each designated area (weather permitting) for parents to sign students out. (Parents are asked to Print Students name and sign their name legibly in the space provided or print name beside signature.)
- Parents/Guardians will not enter the building, rather, students will be dismissed from the assigned area by a SMES staff person.

DEPARTURE: Bus Students: Students will be dismissed from their classroom at dismissal.

- 1st Round bus students will report to the gym at 3:20 and adhere to social distancing guidelines in their denoted bus line.
- 2nd Round bus students will report to the gym at 3:25 and adhere to social distancing guidelines in their denoted bus line.
- 3rd Round bus students will report to the gym at 3:30 and adhere to social distancing guidelines in their denoted bus line.

Transitions Between Settings/Classrooms/Hallways	Pre K-4 th grade students will transition as a class through the building. Grade level teachers will schedule restroom breaks and transitions to specials in a manner in which only one classroom is moving in the hall at a time. Signage will be placed on the walls, floors and other specific areas indicating which direction staff and students should travel. Appropriate social distancing will be indicated by decals placed on the floors. Staff will teach and reteach students how to maintain appropriate social distancing in all learning environments.
Breakfast	<p>Breakfast: SMES will continue to provide bag and go breakfast.</p> <ul style="list-style-type: none"> ● Pre K and Kindergarten staff will pick breakfast up for students from the cafeteria. ● 2nd Floor (1st, 2nd grade) breakfast will be placed in the hallway for students to obtain prior to entering the classroom. ● 3rd Floor (3rd and 4th) breakfast will be placed in the hallway for students to obtain prior to entering the classroom. ● Classroom teachers will highlight the name of students who ate breakfast and send this list to the main office.
Lunch	<p>Lunch: Students will eat in the cafeteria observing 'spaced seating' and disinfecting between each period.</p> <ul style="list-style-type: none"> ● Pre K and Kindergarten will eat together ● 1st and 2nd Grade will eat together ● 3rd and 4th grade will eat together
Students Being Picked Up Early or Arriving Late	Students being picked up early or arriving late will report to the safe school entrance and sign in or out. The secretary will admit or call for the appropriate student. The adult will remain in the safe school entrance until all business has been conducted.
Remote Day Feeding Delivery	Pleasants County Schools will be providing a bagged breakfast and lunch to all students on Tuesday afternoon in preparation for the remoting learning which will occur on Wednesday.
Core Instruction Groupings (<i>Special considerations for pre-k</i>)	Pre K, and 1 st grade students will remain with their core instruction group throughout the day. Kindergarten, 2 nd , 3 rd and 4 th grade students who are departmentalized, the classroom teacher will move to the students' classroom opposed to students transitioning. Students will not be required to wear mask or face covering while with their core instruction groups.

Elective Instruction Groupings	Pre K-4 th Grade will remain with their class for elective instructions and adhere to appropriate “social distancing”.
Special Education Services	Special educational students will wear appropriate face covering when transitioning from the general education to special education classroom. Upon entering the special education classroom, the teacher will adhere to “social distancing guidelines” when possible. When social distancing is not an option, students will be required to wear appropriate face coverings.
Visitors to School (screening)	<p>All visitors will enter thru the safe school entrance. The school secretary will screen individuals prior to entering the building.</p> <ul style="list-style-type: none"> • Visitors will be required to answer the “COVID-19” questionnaire and have their temperature taken and recorded. Visitor will sign and date the questionnaire. Questionnaire will be kept on file for future reference.
Symptomatic (ill) Student <i>(Inc. where separate holding room will be)</i>	Students will be evaluated by school nurse to determine if they are displaying COVID-19 symptoms. If COVID-19 is suspected students will be placed specified room (Room off of the nurses office-formally the Counselor’s office.) in the building until a parent/guardian is available to pick the student up. Staff member and student will observe social distancing guidelines and wear face coverings in the specified room.
Management of Classroom Supplies	Classroom supplies will be clearly marked with student’s name and will ONLY be used by that identified student.
Parent/guardian meetings such as IEPs, disciplinary actions, etc.	Parent/Guardian Meetings will be conducted using proper “social distancing” and face covering when appropriate. Electronic and teleconferencing will be utilized when available.
Student Screening/Health Surveys	One of the following school personnel (school nurse, principal, counselor, teacher) will educate students on “Best Health Practices in School” and “How to Screen for COVID-19”.

Disinfecting Protocols and Frequency of Cleaning:

- Classrooms: Disinfect 3 times per day (Morning, Lunch and afternoon) using electrostatic sprayer.
- Common Rooms: Cafeteria tables will be disinfected after each use using an electrostatic sprayer or a steam cleaner.
- Restrooms: Restrooms will be disinfected after each use using an electrostatic sprayer or a steam cleaner. Restrooms will be designated for specific grade levels use as to narrow the focus if an outbreak were to occur.
- Touch Point Surfaces: Touch point surfaces will be disinfected between use.
- Other:

Disclaimer: The COVID-19 pandemic is something we have not experience before and information, guidelines and protocols are constantly changing. Please understand this is a fluid document that may change several times before and during the school year. The staff at SMES appreciates your support and understanding at this time. Our main objective is to keep our staff and students safe during the 2020-21 school year.

Thank you,

*Mrs. Tammy T. Haught, Principal
SMES*