RSMS School Re-Entry Plan

	Task	Person(s) Responsible	Plan (Please include your school's plan.)	Date Completed
SHN	6 Feet Markings or Spacing ● Classrooms ● Restrooms ● Locker Rooms ● Staff Meetings ● Lunch Room ● Office/Reception Area ● Etc.	Principal/Asst. Principal School Custodians/CO Maintenance	Markings have been placed throughout the school to establish 6 - feet distancing and to allow for distancing and spacing while walking on the correct side of the hallway or walkway. This includes at the temperature check stations, restrooms and other designated locations. Staff will continuously monitor to ensure students adhere to the markings and social distancing guidelines. Staff and students are expected to adhere to the markings and model appropriate behaviors for others. Concerns regarding non-adherence to the markings or spacing will be handled by administration.	1/2021
SHN	Signage Posted ● Main Entrance(s) about Symptomatic Entry ● Six feet reminders	Principal/Asst. Principal School Custodians/CO Maintenance	Signage has been posted throughout the school to remind students and staff of the expectations. This includes signage at the main office entrance, in the restrooms, at water fountains, in the hallways, on the bulletin board outside the nurses office, etc..	1/2021
SHN	One Way Hallways Identified or		Hallways will be divided for one way traffic using safety cones.	1/2021

	Directional Markings			
SHN	Arrival Procedures for Bus Riders to include Temperature Screening, Entrance Doors	Principal/Asst. Principal	Buses will arrive at the rear of the school. The Response Team will check each child's temperature, provide student hand sanitizer and conduct symptom screenings. Each student will receive a stamp/slip. Each grade level will have an assigned route to get their grade level building. A Response Team member will follow designated health protocols and guidelines regarding students with temperatures of at least 100.4 degrees, including escorting these students to the Safe Room for isolation from others, via an designated route to the assigned entrance, and parent pick-up. The nurse will be consulted for each case. The Response Team consists of the school nurse and staff members who have been trained regarding COVID- 19 safety measures and protocols. Attestation forms will be completed once and kept on file for each student.	
SHN	Dismissal Procedures for Bus Riders indicating Entrance and Exit Doors	Principal/Asst. Principal	For afternoon bus dismissal, buses will pick up students from the front entrance walkway of the school. An announcement will be made indicating when to release students to report to their buses. Buses waiting to be called to proceed to the pick-up location will be lined up on Church Street. Bus riders will be dismissed by their bus number. One bus at a time will be boarded. Each grade level will follow their designated route through campus to get to their assigned bus. Students will board the bus according to assigned seating with the last student boarding first. There will be staff members assigned to the boarding area to assist with the students' departure. Masks/face coverings and social distancing will be required by all students and staff.	

			The School Resource Officer (SRO) will assist during dismissal.	
SHN	Arrival Procedures for Car Riders to include Temperature Screening and Entrance Doors	Principal/Asst. Principal	Car riders will enter the campus through the West 2nd Ave entrance (front main entrance). Staff members will take the students' temperatures prior to exiting the vehicle and then conduct symptom screenings. (Parents will not leave until the students meet temperature check criteria.) Students will receive a stamp to indicate that their temperature has been checked. Parents, students and staff must wear masks/face coverings at all times. Students will follow their assigned grade level route to their class. Students will not be allowed in the building before the designated time.	
SHN	Dismissal Procedures for Car Riders indicating Exit Doors	Principal/Asst. Principal	Dismissal will be staggered. Announcements will be made to dismiss car riders, bus riders and walkers. The parent of each car rider will be provided a sign with his/her child's name and grade that should be displayed in the window upon entering the pickup line. Students will be separated into 4 groups by grade level while waiting to be picked up. There will be a staff member with each group. Masks/face coverings and social distancing will be required by all students and staff.	
EHN	Arrival Procedures for Staff to include Temperature Screening and Entrance Doors	Principal/Asst. Principal	Staff will arrive by the designated time, in a staggered manner. Staff temperatures **must** be taken at the temperature check station outside the front office, prior to proceeding to their classrooms. All staff must be wearing a mask/face covering as they exit their vehicles. The Response Team will check temperatures and conduct symptom screenings. Hand sanitizer will be available at the temperature check station. The children of staff members will be screened at the front entrance along with their parents and must also wear	

			masks/face coverings. A Response Team member will follow designated health protocols and guidelines regarding children or staff with temperatures of at least 100.4 degrees.	
EHN	Dismissal Procedures for Staff indicating Exit Doors	Principal/Asst. Principal	Staff will exit the building at their assigned locations. If for any reason a staff member must leave the campus, upon their return, they must report to the front office for another temperature check and symptom screening by the secretary or designated Response Team member.	
SHN	Physical Barriers installed in Restrooms or block off alternating sinks.	CO Maintenance/Custodian	Physical barriers have been placed between sinks where social distancing is not possible. The custodians have taped off alternating sinks in applicable restrooms.	1/2021
CN (Oper)	Breakfast Procedures	Principal/Asst. Principal Child Nutrition Staff	Students will eat breakfast in their classrooms. Students will complete the online breakfast form indicating their meal choice for the designated time period. The cafeteria staff will prepare the meals accordingly. A staff member will carry the breakfast to each classroom. Prior to eating breakfast, teachers will ensure students sanitize or wash their hands. Teachers will sanitize their hands and place on gloves to distribute the requested meals to students.	
CN (Oper)	Lunch Procedures	Principal/Asst. Principal Child Nutrition Staff	Students will eat lunch in their classrooms. Students will complete the online lunch form indicating their meal choice for the designated time period. The cafeteria staff will prepare the meals accordingly. A staff member will carry the lunch to each classroom. Prior to eating lunch, teachers will ensure students sanitize or wash their hands. Teachers will sanitize their hands and place on gloves to distribute the requested meals to students.	

SHN	Daily Handwashing Schedule to include before and after lunch	Principal/Asst. Principal Teachers	Students will follow the restroom schedule for handwashing. Also, teachers will incorporate frequent handwashing and sanitizing breaks into classroom activities. Additional opportunities will be provided throughout the day, if necessary.	
SHN	Daily Restroom Schedule	Principal/Asst. Principal Teachers	Students and teachers will follow the restroom schedule. If students need to go to the restroom outside of their assigned times, the teacher or teacher assistant will ensure the hallway is clear before releasing the student. If there is a teacher assistant available, they will escort the student to the restroom.	
SHN	Students and teachers in small cohort groups that stay together to minimize interactions.	Principal/Asst. Principal Teachers	Students will remain in small cohort groups and rotate together to each class on their team, following clear guidelines for rotating.	
SHN	Recess/Physical Activity Schedule, Mask Break Plan	Principal/Asst. Principal Teachers	Students will be provided time throughout the day to engage in energizers/physical activities. Designated areas (inside and/or outside) and a designated time frame will be assigned for each class. Mask breaks will be incorporated into restroom breaks, lunchtime and recess/breaks.	
SHN	Instructional Plans for ● Physical Education ● Music Class ● Band ● Chorus ● EC ● EL ● AIG	Principal/Asst. Principal Arts Supervisor EC Director EL Lead Teacher AIG Supervisor Teachers	Resource teachers will report to an assigned classroom to teach their classes virtually while monitoring the students in the assigned class. The instructional period will remain at 45 minutes. EC teachers will provide support in classrooms, following all social distancing guidelines. AIG classes will continue to be held virtually weekly during the Resource class time. EL classes will also be held virtually. All students will be provided headphones.	

SHN	Late Arrival Procedure for Students	Principal/Asst. Principal Secretary Teachers	The student and parent must report to the check-in area outside the front office. The student will have his/her temperature checked and the student will be escorted to class.	
SHN	Early Dismissal Procedure for Students	Principal/Asst. Principal Secretary Teachers	When possible, the parent/guardian will send a note to the homeroom teacher or will call the front office to notify staff of the arrival time. The parent/guardian must report to the check-in area outside the front office to sign the student out of school.	
SHN	Non School Employee Visitor Procedure		Upon arrival on campus, visitors should report to the main office front door to communicate with the secretary via the door camera/speaker system. No visitors will be allowed in any other areas of the campus.	
SHN	Protocol for Students sent to office	Principal/Asst. Principal Secretary Teachers	Students will be escorted to the office.	
SHN	Protocol for Students sent to the Nurse's Office	Principal/Asst. Principal Teachers Nurses	Teachers will call the nurse's cell phone. The nurse will provide next steps regarding the student. We will be utilizing the School Health Referral forms with all students. In the absence of the nurse on campus, a COVID Response Team member will respond and contact the school nurse, if deemed necessary.	
SHN	Procedure for Cloth Face Coverings	Principal/Asst. Principal Nurses	Face covering will be required for all students, staff and visitors. Students will be provided 5 face coverings. Students will have the option to wear their personal face coverings. Extra face coverings will be provided for any students or adults, if needed. The nurse will create a short video to show students on day one regarding the proper procedure for wearing face coverings. Student desks will be separated 6 ft apart within the classrooms. Periodic masks breaks will be provided throughout the class	

			period.	
SHN OPER (Fac)	Procedure for Cleaning and Disinfecting High-Touch Surfaces	Principal/Asst. Principal Custodian	The custodians will follow the schedule below for cleaning: Hourly the main entrance and highly touched areas such as door knobs, water fountains and restrooms. Custodians will sweep rooms at the end of the day or before student arrival daily. Custodians will complete daily cleaning checklists. After school the custodians will follow their regular cleaning schedule. Friday cleanings will consist of a thorough cleaning of classrooms, bathrooms and other parts of the building.	
SHN	Monitoring of hand sanitizer use and stations placed throughout the school.	Principal/Asst. Principal Nurses Custodian	Custodians assigned to designated hallways will monitor sanitizer dispensers in their assigned areas.	
SHN	Plan for Cleaning “Shared” Materials (i.e., Chromebooks, iPads, Calculators, Math Manilupatives, etc)	Principal/Asst. Principal Nurses Teachers	Each staff member will be provided disinfectant spray, hand sanitizer, gloves and paper towels. Staff may request additional supplies as needed. Students will keep their devices and bring them to school daily. When possible, online calculators will be used. If handheld calculators are distributed, teachers will clean each calculator before redistribution. Math manipulatives and similar type items will be cleaned and/or sanitized prior to redistribution.	

SHN	Schedule for Daily, Weekly and Monthly Cleaning	Principal/Asst. Principal Custodian	Click the hyperlink below to view the cleaning schedule Cleaning Schedule	
SHN	Safe Room for Symptomatic Individuals	Principal/Asst. Principal Nurses	The Safe Room will be the classroom near the auditorium (Rm. 103). This room will be used solely for Staff/Students that present with a fever (100.4 or greater) and/or have COVID-like symptoms. This room is large enough for multiple students to be safely monitored by the school nurse or the Response Team until the parent/guardian arrives for pickup. Disposable PPE, a touchless thermometer, cleaning supplies, etc… will be readily available in this room. Safe Room will be thoroughly cleaned after each use.	
SHN	Sick Room for Non-COVID incidents or accidents	Principal/Asst. Principal Nurses	The Sick Room is the social worker/nurse's office (Rm. 101). Staff should follow the protocol for sending students to the nurse's office. Medication will continue to be stored and distributed in a centralized location in the front office.	
SEW	Plans for Addressing Social and Emotional Health	Principal/Asst Principal School Counselor School Social Worker Youth Development Specialist Student Success Advocates	Before students return, the Response Team will get together to make a video regarding routines and procedures for when students return to familiarize students with the expectations. The video will also contain contact information of Response Team members. Questionnaires will be developed and given to students upon return to assess their social and emotional needs and determine next steps. With follow- up questionnaires throughout the semester. Team members will visit classrooms to do a brief presentation of the mental health resources available.	

			The Team will be available to address any behavioral health concerns. Students who need to discuss feelings or other situations will email Team members. Staff can also email the Team on behalf of the students. Students will visit Team members by appointment only.	
Plans to be developed in coordination with District Office				
PVP	Re-Entry Plan for Exceptional Children	EC Director		
Tran (Oper)	Transportation Plan to Parents, Students, Community	Transportation Director TIMS Department		
Tran (Oper)	Cleaning and Disinfecting Bus	Transportation Director		
Tran (Oper)	Bus Signage	Transportation Director Bus Drivers		