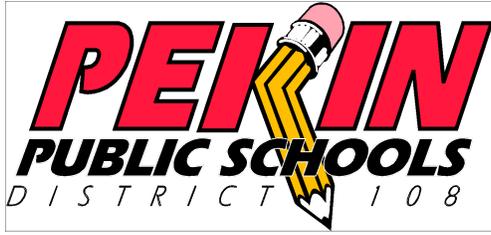


# **L.E. STARKE PRIMARY SCHOOL EMERGENCY OPERATION PLAN**



***2021-2022***



## *L.E. Starke Primary School*

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Dear Starke Families:

On behalf of Starke Staff, I would just like to say that we have been working hard and are very excited that students are in person five days per week to start the 2021-2022 school year. As always, student well-being is at the top of our priority list.

This plan provides a description of the measures we will put into place to maximize student and staff safety. We will examine these measures regularly and modify them as needed given current health information from the Illinois Department of Public Health, the Centers for Disease Control, and the Tazewell County Health Department.

We will continue to follow the district's plan if there is a suspected case of COVID-19 or if a case has been confirmed. The communication to the school community will maintain the confidentiality of the student or staff member as required by the American with Disabilities Act and Family Education Rights and Act. The administration must seek guidance from local health officials to determine when a student and/or staff member will return to school and what additional steps are needed for the school community.

In addition to **all students and staff being required to wear face coverings in the school (regardless of vaccination status)**, mitigations at this level include the following:

- Wearing of face coverings on school buses
- Social distancing as much as possible
- Temperature screenings upon entry to school
- Use of seating charts in classrooms, buses, and the lunchroom to support social distancing and facilitate contact tracing if necessary
- Hourly and nightly disinfection of high-touch and high-traffic surfaces
- Quarantines for students and staff if COVID positive or a close contact to a positive case.

## **SAFETY PRECAUTIONS**

### **At Home**

Before sending your child to school each day, it is imperative that parents/guardians make sure their children are fever-free without the aid of fever-reducing medication, and not exhibiting any of the following COVID symptoms:

- Fever or chills
- Headache
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- A measured temperature of 100.4 degrees Fahrenheit or higher
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Known close contact with a person who has been diagnosed with COVID-19.

### **At School**

We will be promoting healthy habits that prevent the spread of COVID 19, such as hand washing, not touching your face, social distancing and wearing of face coverings. We have signs/decals throughout our building to reinforce these safety guidelines. Within each classroom, each student will have their own designated area socially distanced as much as possible.

## **CLEANING AND SANITIZING**

- Starke will have a day custodian present to keep restrooms and common areas clean throughout the day. We will also have a night custodian. ABBCO is our contracted custodial company, and staff has a specific itemization of day and night cleaning responsibilities.
- Classrooms have an assigned restroom time in both the morning and afternoon, and our day custodian will clean/disinfect the restrooms at assigned times throughout the day.
- Common areas to be cleaned include any area where students could possibly touch like handrails, door knobs, etc.
- Hand sanitizer and wipes will be available throughout the building.
- Each classroom has a sink and antibacterial soap for frequent hand washing for both students and staff.
- After every restroom use students will wash their hands.
- Mask breaks will be incorporated into the daily classroom schedule. These times might include snack breaks or lessons allowing students to go outside and maintain distance. Snacks brought in from the outside must be individually-wrapped.

- Signs in the hallways and restrooms will serve as reminders to students about social distancing, mask-wearing and hand-washing.
- Water fountains will be turned off, so students are encouraged to bring filled water bottles to school. We hope to install water bottle filling stations once they are available to ship from suppliers.

### **HEALTH CLERK**

- Starke will have a full-time health clerk provided by Unity Point Methodist.
- Starke will have a designated room for students who exhibit COVID symptoms and allow for them to remain socially distanced. A staff member will supervise these rooms until a parent/guardian can pick up their child from school.
- If a child needs to be seen by the health clerk, a staff member will call the health center to determine the next steps

### **ARRIVAL**

**If a student is riding the bus**, the driver and/or monitor will conduct a temperature check and symptom-screening with a parent/guardian present. Students must wear a mask to ride the bus and will be socially distanced to the greatest extent possible. Students from the same household will sit together on the bus.

Students in the PEAK Program will be similarly screened.

**For those families who drop-off their students in the mornings** (between 8:20-8:35), we will be taking temperatures inside the building with temperature scanning kiosks. We are doing this in an attempt to speed up the drop-off process, and not have traffic backing up on the street.

We are asking for your help with this by taking the following steps:

- Please pull forward on the circle drive as far as possible.
- Please make sure your child's face mask is on, and they have their book bag ready to go.
- Please have your child ready to exit your vehicle as soon as one of our staff members gives you the signal.

### **BREAKFAST**

Breakfast will be available starting at 8:20. Students will be expected to enter through door 3, sanitize their hands immediately, and have their temperatures taken. A socially distanced line will be formed as students grab their breakfast. Breakfast will be placed on a table in the gym/cafeteria for students to grab and go on their way to the classroom. There will be adult

supervision to help assist with social distancing. Students will eat breakfast in their classrooms in their assigned seat. Students will be allowed to take their mask off while eating in their assigned area. Once all students have finished their breakfast, students will put their mask back on. The teacher will collect the garbage using the classroom garbage. The teacher will return to each student's desk and use a sanitizing wipe to clean the desk.

### **SCHOOL DAY**

- Morning announcements will begin daily at 8:40 am.
- Students will have P.E. and music each twice per week. This class will be 30 minutes long. Weather permitting, these classes may be conducted outside to provide students with a mask break during the school day.
- Wearing a mask for a full day can be difficult. Teachers will provide breaks for students from their masks using social distancing and outside areas.

### **LUNCH/RECESS**

- Students will sanitize their hands before entering the cafeteria to eat lunch.
- Classes will report to the lunchroom to sit at designated tables, spaced three feet apart.
- Cafeteria tables will be cleaned after every use.
- Students will remain with their classmates for recess to engage in activities while also practicing social distancing.
- Students will be provided a lanyard to keep face coverings with them anytime that they can remove them.
- **LUNCH TIMES ARE AS FOLLOWS:**
  - 11:00 - 2nd grade
  - 11:30 - 3rd grade
  - 12:00 - Kindergarten
  - 12:30 - 1st grade and CBI

### **VISITORS TO STARKE**

- While we normally welcome and invite parents and visitors into our building throughout the year, we will start the year by limiting access to building visitors, in order to protect the safety of our students and staff. When we do allow visitors to enter, it will need to be through an appointment made ahead of time with the office. Approved visitors must wear a facemask, and will be buzzed in after a series of health-related questions are answered at the door through the speaker.
- There will be a box located outside of the front doors where you can place anything you need to drop off with your child's name clearly labeled on that item.
- For the most part, a staff member will ask you to wait outside, and we will bring your child to you if you are picking him/her up early or need to see them.

## DISMISSAL

We will have a staggered exit at the end of the school day to allow for the supervision of students and maintaining social-distancing.

- **Students in our CBI classrooms** will be dismissed around 2:45.
- **Students riding the “early buses”** will be picked up by staff members and taken directly to their assigned bus, starting around 2:50.
- **Students attending our PEAK** (aftercare) program will go to the gym around 3:00
- **Students riding the “second wave” of buses** will be picked up around 3:00 by staff members and taken directly to their assigned bus.
- **Students being picked up by family members** will dismiss between 3:05-3:10.  
**Kindergarten and First Grade Students** will exit at staggered times through door #4 by the bike rack and picnic table. **Second and Third Grade Students** will exit at staggered times through door #6 (closest to the church). Please make eye contact with your child’s teacher while remaining in the grassy area while picking up your child(ren).
- Parking is available on Holiday Drive and at the church. We ask you please to not enter Starke’s circle drive or parking lot during dismissal. If you are using the church parking lot, please park in marked-off parking spots.

## COMMUNICATION

Communication and flexibility are essential parts of this plan. Starke will make sure that we utilize all the tools possible (website, Facebook page, Remind app, phone calls, text messages, E-mails, and newsletters) to make sure our parents/guardians, students, and our school community is updated with any new information.

Please feel free to contact me at [matt.green@pekin108.org](mailto:matt.green@pekin108.org) or at 477-4714 with any questions. If I don’t immediately have an answer, I will do my best to get back to you as soon as possible. Please know that this plan is fluid; things will arise that we didn’t anticipate. What I can assure you is that our staff members are keeping your child’s safety as our top priority.

Sincerely~

Matt Green, Principal