

**Lafayette Elementary School  
CO-VID action plan  
SY 2020-2021**

**Morning plan:**

- **Car/Bus drop off:**
  - **As students get out of the car or off the bus they will have their temperature taken before entering the school.**
    - **If no temperature - go to the gym**
    - **If temperature is 100.4+**
      - **Be turned over to Mrs. Stone or Mrs. Hix**
        - **Quarantined in either the back of nurse's station or in our designated COVID room (old conference room)**
        - **Parents or guardians are called**
          - **If parents do not come to pick up their child**
            - **SRO and the principal will make a home visit and request the parent to come to school.**
- **Temperature is within the limits:**
  - **Go to gym to sit and wait**
    - **5th grade in the cafeteria - 6ft apart sitting in classroom rows**
    - **4th grade in the gym -6 ft apart sitting in classroom groups**
- **Leaving the gym:**
  - **Teachers will come and pick up their classes one at a time beginning at 7:45. They will be dismissed by location of their lockers every 5 minutes.**
    - **Opposite sides of the building -**
      - **Mrs. Case & Mrs. Woodard, Mrs. Woods & Mrs. Atkins**

- Mrs. Bransford & Mrs. Holliday, Mrs. A. King & Mrs. Darnell
- Mrs. Meador & Mrs. Workman, Mrs. Austin & Mrs. Driver
- Miss. Bates & Mrs. Hesson, Mrs. Wix & Miss T. King
- Mrs. Deering & Mrs. Dickerson
- **Classroom:**
  - **Morning after gym:**
    - Students will gather all materials and go straight to class to get out of the hallway.
    - Once they are in class they will be given breakfast (delivered before students are in the room by someone wearing gloves and a mask), go to the bathroom as a group under teacher supervision which will be wiped down in between each class by the custodian or other assistant, wait for morning announcements.
  - **Class as usual**
    - Most classes will have students facing the same way with distance between each desk, except during small group work.
    - Classes with small table-like desks will either have students facing in the same direction with distance between these desks in front and beside each other.
    - **Small groups**
      - Students will sit at a table as far apart as possible or...
      - Teachers will utilize shoulder partners where students stay in their desks and talk at a distance with the person beside them.

**Day to Day:**

- **Bathroom breaks -**

- Teachers will send me a list of break times to coordinate so only one class at a time is in the bathroom.
  - Bathrooms are sprayed or wiped between each class.
- When all classrooms are finished custodians will wipe down/spray every hour after.
- **P.E.**
  - The gym will be sprayed after everyone leaves and before the first class shows up
  - Students will use hand sanitizer before leaving the classroom.
  - Students will not be able to play games like warball where things are thrown around by different students in the class.
  - Whatever is used by students will be disinfected before the next class.
- **Library**
  - Students will use hand sanitizer before leaving the classroom.
  - Students will social distance by only allowing a few at a time to check out books.
  - Books will be disinfected before being put back on the shelf.
  - The library tables, chairs, shelves, books, etc. will be sprayed between each class.
- **Music/Art**
  - The teachers of these classes will move between classrooms rather than have students meet in a small classroom with no time to clean in between.
  - No materials will be shared during art, but if music instruments must be shared it will only be the ones students touch with their hands.
  - All instruments will be disinfected in between classes if they have been touched.
- **Cafeteria**
  - Breakfast - will be eaten in the classroom
  - Lunch
    - Option 1 - if students are allowed to eat in the cafeteria:

- Students will use hand sanitizer before going to lunch.
- One class enters the cafeteria at a time
- This class will use the keypad covered by a baggie to enter their lunch number.
- All students will be sitting before the next class will enter about 7 minutes later (total of 4 classes in cafeteria at a time)
- All tables will be 6ft apart between separate classes
- Each classroom will sit at 6 tables.
  - Each table has 2 benches (1 on each side)
  - 2 students per bench or 4 per table (some will have to have 5)
- Each class will be picked up by their teacher and taken to the restroom (it will be wiped down after the class leaves)
- RTI/SPED/ELL classes:
  - Students will have their temperature taken before entering the room.
  - RTI and SPED classes will have a teacher or aid to work with students from the same class in small groups. Or students will be distanced apart with desks.
  - If at all possible students in EL classes will only be in that class with their own classmates.
    - If this is not possible because of the number of students receiving EL classes:
      - Students will only sit at a table with their own class.
      - Tables will be separated as much as possible.
- CDC classroom:
  - Students will have their temperature taken before entering the classroom.

- Parents will not be allowed to enter the classroom with their child.
- Each student will be given their own “bucket” that will have all of their individual materials in it and all center materials they will need to get through the day.
- Computers, sensory activity materials, etc. will be disinfected after each use.
- Bathrooms will be disinfected after each use as well.
  - Custodians will be called to the room to assist in the cleaning.
- Recess:
  - One class at a time will go out on days they do not have P.E.
- Common planning time/PLC:
  - These will be at the end of the day on Thursdays or Fridays one day per grade. From 2:15-3:00 RTI and Gen. Ed. assistants will be sent to classrooms to be in charge while the teacher attends these meetings in a room where no students will be during the day.

**Afternoon procedures:**

- Beginning at 2:45 bus numbers will be called individually to go to the gym where they will be placed by bus numbers either on the floor or in the bleachers 6 feet apart.
- Once all bus numbers have been called all pickups will be released to go sit in the hallway by their classroom group. Different classrooms will be 6 feet apart.
- All students will not touch anything as they walk out to their car through the front door.

**Adults:**

- All teachers, assistants, cafeteria workers, custodians, office staff, etc. will have their temperature taken before entering the school.

- **Custodians and teachers will be cleaning all surfaces in bathrooms, hallways, classrooms, gym, library, etc. all throughout the day.**
- **1 custodian will come in the morning and take care of cleaning before students come in, and 2 others will come in later and stay after all students have left to clean as well.**