



# WILLARD ELEMENTARY SCHOOL

Reopening Information 7/30/2020

Willard Family,

I hope this message finds your family safe, healthy, rested, and ready for the 2020-2021 school year! There is no doubt that we are walking through an interesting season of our lives. COVID-19 has most certainly disrupted the daily rhythm of life for all of us. This is certainly true with school. With this said, school staff has worked tirelessly this summer to come up with a plan to get students back to school in the safest way possible.

At this time, Randolph Central Schools plan to open on the first tier ("low to no spread") of our Corporation Reopening Plan. This means that elementary students coming to school in person should plan to attend on Wednesday, August 12<sup>th</sup>. Those who have elected to utilize the 100% eLearning option will begin on this day as well.

Many proactive measures have been and will be taken to ensure the safety and well-being of everyone in the Willard family, students, and staff alike. This short newsletter outlines some of these measures for you.

As always, I am available to answer any questions that you have in regards to your child's educational experience. Please feel free to contact me anytime.

## COHORT GROUPS

Students will remain in their own cohort groups throughout the school day.

Communal spaces such as the gymnasium and cafeteria will be closed to large group gatherings.

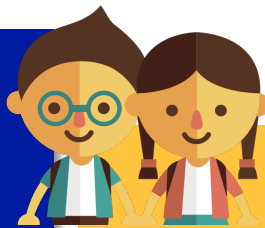
Activities that combine classes or grade levels such as convocations, assemblies, morning meetings, etc. will be cancelled or postponed.

Specials classes will be held within the general education classroom, in large spaces, or outside.

As possible, students should use their own supplies in specials classes. If this is not possible, supplies should be cleaned and disinfected between uses.

If weather allows, specials may take place outside of the school building.

Students will not switch classrooms or combine with other classes for activities. Efforts will be made to ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible.



Mr. Duncan

## SPECIALS CLASSES

In order to reduce movement of staff between buildings, traveling specials will be conducted on a trimester basis using the schedule below:

	DES	WES	BES
<b>Trimester 1</b>	Music	PE	PLTW/Art
<b>Trimester 2</b>	PLTW/Art	Music	PE
<b>Trimester 3</b>	PE	PLTW/Art	Music

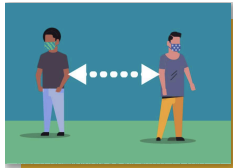
## SELF-SCREENING



All students and staff are expected to self-screen each morning prior to arrival at school. A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit **one or more of the symptoms** of COVID-19 listed below based on CDC Guidance that is not otherwise explained:

A fever greater than 100.0° F • Cough • Shortness of breath or difficulty breathing • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell

**Parents call and report absences.**



## SOCIAL DISTANCING IN THE CLASSROOM

Willard has opened up partitions between classrooms to create “double rooms” for 7 of our 9 classrooms. The other two classrooms will utilize our largest “single rooms” and will have fewer students.

Desks will be spaced 75” from one another and will all face the same direction. This is beyond the 6’ necessary. Students are not required to wear their masks while at their desks.

Desks will be utilized for student seating rather than tables.

Seating charts will be utilized for the purpose of contact tracing.

Shared work spaces in the classroom such as kidney tables, workstations, reading corners, and the like will be sanitized between uses. Plexiglass may be used to separate staff and students during small group instruction where social distancing is not possible.

The sharing of electronic devices, toys, books, art supplies, and other games or learning aids will be avoided. If this is unavoidable, items will be disinfected between uses.



## FACE COVERINGS



All faculty, staff, visitors, vendors, or volunteers will wear a mask while on school property.

- In the classroom setting, where a teacher is properly socially distanced (at least six feet) from the students in the class, a teacher may remove her/his mask during that instructional time.
- On school property, but outdoors and while observing proper social distancing, a faculty, staff, visitor, vendor, or volunteer may remove her/his mask.

All students in grades 3-12 will wear a mask at all times while on school property and on the bus with the following exceptions:

- All students are in a classroom in which they are all seated and socially distanced (6 feet apart) and the students are all facing the same direction.
- A medical reason
- While eating and drinking
- During strenuous exercise
- Outdoor recess when properly social distanced and in cohort groups
- As outlined in an Individual Education Plan (IEP)
- Instructional necessity as identified by the administration

Every student will be provided with one washable cloth face covering. It is strongly recommended that students have multiple face coverings.

Students will be provided with a lanyard to keep their face covering around their neck during the school day for ease of use.



## LUNCH

In order to keep cohort groups together, students will eat lunch in their own classrooms.

Lunch times have been staggered so that students may remain with their class, pick up their meal from the cafeteria, and return to their classrooms.

Cafeteria staff should individually plate food for each student. The staff (not students) should handle utensils and serve food to reduce spread of germs.

Food sharing is strictly prohibited.

If food is offered at any event, including classroom celebrations, pre-packaged boxes or bags for each attendee should be utilized instead of a buffet or family-style meal. Avoid sharing utensils.



## HALLWAYS & TRANSITIONS

Upon entry, students should report directly to their homeroom. There will be no combined morning meeting.

Building opening times will be strictly enforced. Buildings will not be available for students prior to 8:00AM

Dismissal will be staggered so that students are not all dismissed at once.

Homerooms will have assigned restroom times to avoid overcrowding.

The numbers of students in the restroom at a given time should be limited to three in order to maintain social distancing.

Marks will be placed on the floor outside of the restroom to indicate appropriate social distancing while waiting.

All water fountains should be closed or turned off. Students may have a water bottle at their desks.

Individuals should remain on the right side of the hallway as they travel.

## FRONT OFFICE/ VISITOR INFORMATION

VISITOR

The number of visitors in the building will be limited. Visitors should receive prior approval via phone (584-9171 ext. 1200) before entering the building.

Visitors will not be permitted in the building for classroom parties and celebrations until further notice.

The building will be closed to adult visitors for lunch.

The office will keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel for the purpose of contact tracing.

When possible, access to the building by vendors, outside contractors and maintenance workers, delivery persons, etc. should be limited to outside of school hours.

Outside services through Centerstone, Meridian, Kids Hope USA, and other professional organizations may continue with mitigation strategies in effect.

## OTHER

Hand sanitizing stations will be available throughout the building and in the classroom. It is strongly recommended that all students keep a small bottle of hand sanitizer at their desks to eliminate the need to move around the room.

Lessons will be conducted by the school counselor the first week of school on appropriate hygiene such as hand washing, mask care, social distancing, and other relevant topics.

Willard Elementary School has established both a "well clinic" and "isolation clinic" in the building. In short, the "isolation clinic" is for any student experiencing COVID-19 related symptoms. The "well clinic" is available for students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions, those requiring medical treatments, and those with individual health plans.



It is strongly recommended that all Willard families carefully review the Randolph Central School Corporation Reopening Plan that can be found under the COVID-19 portion of our website.

