

Hometown Elementary School

2020-21 Re-Entry Plan

General Understandings with this Plan:

- Face masks and social distancing can significantly reduce the spread of Covid-19. Students and staff will be made aware of the correct use of face coverings per CDC guidelines.
- Social distancing floor/seat markings provided in waiting and reception areas.
- Whenever students and/or staff are in congregant areas, face masks are mandatory.
- PCS employees are required to wear face masks, at all times when they cannot socially distance.
- Washing and sanitizing hands are essential.
- Sharing of items such as pencils, equipment and toys will be eliminated and/or limited with cleaning/disinfecting between uses.
- Students and staff cannot come to school ill.
- Students should be with a core group throughout the day, with limited contact with other students.
- Cafeteria must operate at 50% capacity or less. (Our school's health department capacity limit is 125, so 50% capacity is 62 students.)
- Outdoor spaces will be utilized for related arts, recess, and classroom instruction as much as possible.

Signage:

- At entrance doors throughout the building, *Face Masks Required for Entry* signs will be posted.
- Throughout the hallway in the building, WVDE signs denoting *Best Health Practices in Your School* signs will be posted.
- Inside each classroom, cafeteria/gym, and entranceways, WVDE signs denoting *Covid-19 Should I Come to School?* Signs will be posted.

- At the entryway to the building and in the main office, PCS stickers saying *Practice Social Distancing 6-feet Apart* will be placed on the floor.
- In the cafeteria, tables will be marked with tape to denote a minimum of 3 feet apart spacing for students at tables.
- In the cafeteria line, tape will be placed on the floor to denote 6 feet distance for students as they stand in line.
- Restrooms will have signs posted denoting handwashing best practices.

Food Service:

- Students entering the building will pick up their “grab & go” breakfast in the entry hallway as they go to individual classrooms, while maintaining social distance. Students not eating breakfast will proceed to their classrooms.
- Cafeteria tables will be marked and placed for social distancing for lunch (with all tables facing the same directions/toward the PE office). Students will be assigned table spots (for ease in tracking should an individual be exposed to Covid-19).
- During 2-week staggered entry/blended learning instruction periods, students will receive their take home meals at both ends of the hallway (see transportation for clarification).
- Water fountains have been turned off, with the exception of the automatic bottle filler where students may fill personal water bottles.
- Virtual students/remote learning meals will be distributed at a designated location and time provided by PCS within the county
- Lunch procedures:
 - Lunch period 11:30-12 +/- 45 Prek-5 students in cafeteria. Note: should the number of in person students increase by 15 or more students, we will divide into 2 lunch groups.
 - Kindergarten will enter the lunch line first at 11:30. They will have already used sanitizer in their classrooms and/or washed hands thoroughly with soap and water. They will

follow floor markings for social distancing and wear masks through the line and remove once seated.

- Remaining classes will follow above procedure -- First grade at 11:31, Second/Third grade at 11:32, Fourth/Fifth grade at 11:34, and PreK at 11:35.
- Teachers on duty will roll the trash cans between tables for “emptying.”
- Teachers on duty will bring water cups during mealtimes.
- No food deliveries from outside sources or families will be permitted during the school day.
- Sharing of food among students is prohibited.
- All staff members on lunch duty will wear masks and gloves throughout duty. This includes cook, custodian, teachers, aides and principal.
- Students with cold lunch will place their lunch boxes along the cafeteria wall as directed by lunch duty teachers at the end of lunch period in preparation for going to recess.
- Teachers and support staff will eat lunch in their classrooms, outside or other open areas. We will not be using the work room for staff dining due to inability to social distance.

Health & Wellness:

Face Coverings/Masks

- Students in grades 2-5 shall wear a face covering in the building when
 - Social distancing cannot be achieved
 - Outside their core group
 - In congregant areas [except a) snack/meal periods, b) during strenuous activity in the gym, c) for verified medical conditions, d) when not appropriate due to developmental, medical, or the behavioral status of the student – medical exemptions are required.]
- All staff and students shall wear a face covering while on a school bus.

- Students in grades Pre-K through 1st are strongly encouraged to wear masks. Our 2nd grade students are in a split with 3rd graders and will be strongly encouraged to wear masks.

Recess

- As students finish lunch (12-12:05pm), recess duty teachers will pick up their assigned group and exit the cafeteria to groups' designated playground areas (weather permitting) or homeroom classrooms (inclement weather). Recess duty teachers will monitor groups to maintain social distancing.
- Designated play areas are: jungle gym, fitness trail, service entrance asphalt area, swings, and grass. Each designated area will have its own door to re-enter the building to core classroom where students will use hand sanitizer.
- Students can remove masks once outside of the building at their designated recess area. They will keep them in their personal possession (either lanyard or pocket).
- Students can utilize the equipment on the playground, including swings, climbing devices and grass area. Balls and equipment used by these students will be put away and not used by another group that day. This equipment will be sanitized using the mist sprayer after students leave for the day. Students may not bring balls, equipment, toys, etc. from home to use during recess.
- When it is time to go in, teachers will line up their class and students will place their masks on.
- PreK students have their own separate play area outdoors near their classroom. PreK students will wash hands before going out to play and when returning to the classroom. They will enter and exit through the main doors. PreK equipment will be sanitized daily.

Isolation Area –

- The principal's office will be designated as the isolation area. Should there be more students than principal's office can accommodate, the kindergarten aide/nurse/other staff member will supervise student/s in the science lab.

- Principal and other staff members supervising isolation area will wear masks and gloves. After student with any symptoms is checked out, isolation area will be sanitized.

Procedures for Symptomatic Students/Adults –

- Students experiencing symptoms such as fever of 100.4 or above, chills, shortness of breath, cough, or loss of taste/smell, will be isolated in the isolation room/principal's office.
 - o Teachers will send students to the office with a “HES Kid Concerns” form.
 - o Students experiencing symptoms will be given water and will be closely monitored by a masked and gloved office employee (nurse/principal/secretary) or other staff (aide).
 - o Parent/guardian will be immediately notified to pick up child (if child is exhibiting any of the Covid-19 checklist symptoms).
- The isolation room (room 4) will be cleaned and disinfected by the custodial staff using approved Covid-19 cleaners as soon as the student is picked up.
- Staff members experiencing symptoms will not be permitted to stay at school.
- Temperatures can only be checked using touchless thermometers.

Mental Health –

- Counselor will provide in-person individual student support and virtual whole group activities.
- Hallway sensory walk activities and Minds-in-Motion stations (library) have been set up for emotional support.

Facilities:

Classrooms –

- Tissues will be available for students in each classroom.
- From day one, K-5 students will be taught to use iPads and Schoology. All K-5 classrooms will do a minimum of one activity on Schoology daily using devices.

- Student desks will be spaced at a minimum of 3 feet distance facing in the same direction, but with a goal of 6 feet social distancing if possible.
- Students at tables will be spaced at a minimum of 3 feet distance, facing in the same direction and only on one side of a table.
- Students will have their own supplies labeled in a separate container. No sharing of school supplies including pencils, crayons, scissors, glue, dry eraser markers, manipulatives, technological devices, etc.
- While teaching, teachers will wear masks continuously when they cannot maintain 6 feet social distance from all students.
- When students are in the room, they will wear a mask at all times while working in small groups, doing collaborative/movement activities, and when they cannot otherwise be facing the same direction in desks or at tables.
- Students will be allowed to remove masks for snack times and mask break activities while seated or spaced in a socially distanced way.
- Classroom will have designated restroom times where 2 students will use the restroom while remaining class is either continuing work inside classroom or proceeding through hallway sensory activities (while maintaining social distancing).
- Hand sanitizer stations are available at all classroom doors. Students and teachers will use the sanitizer station as they leave the classroom and upon returning to it from specials, support classes, lunch and/or recess.
- Paper-based materials such as books and loose-leaf paper products are not considered high-risk for Covid-19 transmission and do not require additional cleaning or disinfecting.

Specials (Music & PE) –

- Students will travel to specials classes due to our overall small numbers at Hometown.
- When traveling to a class, students and staff will wear masks.
- Once inside the room, students will keep masks on if social distancing cannot occur.

- If social distancing can occur and students are able to face the same direction, they can remove masks as needed.
- Equipment used in gym or music cannot be shared between classes. For example, if xylophones are used for one class, the rest of the classes cannot use them on the same day. If basketballs are used in PE, those balls cannot be reused by another class the same day. Any equipment used by students needs to be left in a spot where custodians can find it to sanitize at the end of the school day once students are gone from the building.
- A 5-minute break between special groups has been placed in the schedule to allow the specialist time to sanitize tables/desks, etc.
- PE and music teachers are strongly encouraged to use outdoor spaces as much as weather permits.

Library –

- Each core classroom teacher will be assigned a specific day of the week to check in/check out library books – only one homeroom per day. At the end of the day, books will be re-shelved.
- Library space will be used for Minds-in Motion stations with classroom assigned a specific daily time to provide for emotional support.

Morning Arrival and Dismissal – see transportation

Entering/Exiting School Building –

- All students, staff and visitors will enter and exit the building through designated points.
- Building staff are to report directly to their assigned work areas and prepare to receive students.
- Pick up and drop off parents will be required to remain outside the building to receive students.

Hallway Procedures –

- Students will be taught to stay to the right as they go in the direction needed in all hallways in the building to maintain social distancing. Hallways throughout the building are wide enough to be able to socially distance with students going in both directions.

- Students will be taught how to proceed through the hallway sensory path to maintain social distancing and provide emotional behavior support.
- Students and staff will wear face masks while moving throughout the building.

Deliveries –

- Vendors and county warehouse employees will have specific areas to make deliveries out of the student traffic areas.
- No personal deliveries will be allowed during the school day (for students or staff). This includes the following: food, flowers, balloons, schoolwork, and other similar items.

Visitors –

- Non-essential visitors to any Putnam County School building will be extremely limited.
- Parents/guardians picking up students will be encouraged to wait outdoors as much as possible. Those unable to wait outdoors will remain in the “man trap” area of the entrance.
- Signs concerning visitors will be displayed at all entrances.
- All essential visitors approved for entering the building must be assessed by the secretary, nurse or principal before entering the building. Temperature must be checked using touchless thermometer and the following questions must be asked of any visitor permitted into the building:
 - o Have you had contact, within the last 14 days, with anyone that has tested positive for Covid-19 or is being investigated as possibly having Covid-19?
- All visitors are restricted to the designated visitor area only (the entryway/man trap of the school and the front office).
- Visitors must properly wear face mask/face covering.
- Visitors are not permitted in commons areas, cafeteria, or classrooms.
- Communication and meetings will be virtually conducted (PTO, LSIC and other essential parent meetings).
- Emergency Service Personnel responding to emergencies are not considered visitors.

Hygiene/Sanitation –

- Hand sanitizer will be made available throughout the building.
- After class changes, desks and frequently touched areas will be sanitized by the classroom teacher.
- Class equipment such as manipulatives will be sanitized after each use before another student's use.
- Restrooms will be sanitized every two hours while students are present. Frequently touched areas such as doorknobs, tabletops, faucet handles, toilet handles, light switches, desks, chairs, playground/PE equipment, kitchen countertops, tables, etc. will be sanitized after each group changes/moves. Each classroom will be misted each evening with approved disinfectant by evening custodian.

Water –

- Students are strongly encouraged to bring water bottles back and forth from home daily.
- Water fountains are turned off with the exception of the automatic bottle refiller.
- Water coolers with disposable cups will be available on a cart in the cafeteria for adults only to use for students if needed. Any adult filling a cup of water for students needs to use hand sanitizer prior to using the water dispenser.

Other –

- School-wide assemblies and field trips are suspended until further notice.
- Parent meetings such as IEP or SAT will be conducted either by phone or through a virtual means such as Microsoft Teams.

Transportation:

Morning Arrival –

Buses –

- Buses will pull to the front entryway of the school to release students into the building.
- Three staff members will be on bus duty. Staff member #1 will meet the bus at the end of awning to assist students in staying socially distanced as they exit bus and enter building. Staff member #2 will be holding the door open and ensuring students have masks on properly and continue to monitor that social distancing is being maintained. Staff member #3 will be outside the front office with “Grab & Go” breakfast.
- Students will proceed to their classrooms. Those eating breakfast will get their food from Staff member #3.

Parent Drop Offs –

- Parents/guardians will drop off students at the front entryway of the school.
- Principal will be on drop off duty (staff member #1) and will ensure that students maintain social distance and are wearing masks before entering the building.

Walkers –

- Students will walk down the sidewalk to the building. Staff members #1 and #2 will be outside to monitor that social distancing is being maintained.

Dismissal –

- All students/staff will wear masks when preparing for dismissal.
- **Parent pick up students** will be dismissed to the service entrance end of the school at 2:30 and will be in line with social distance markers (approximately 15 students) and wearing masks. They will be monitored by teachers on duty to ensure social distancing, mask wearing and safe dismissal. Teachers on duty will walk out to car with students as their parents arrive.
 - o During 2-week re-entry period and/or blended learning periods, students will receive their take-home meals as they proceed through this line.

- Parents will line up their cars parallel to the PSD road (perpendicular to the school building).
- **Bus rider students** (approximately 15-20 students) will be dismissed to the front entrance of the building at 2:30, starting with 5th, then 4th and so on. Teachers on duty will monitor social distancing and mask wearing for safe dismissal.
 - During 2-week re-entry period and/or blended learning periods, students will receive their take-home meals as they proceed through this line.
 - A student identified with Covid-19 symptoms will not be transported home by the school bus at the end of the day. They will be required to be picked up by a parent or guardian.
- **Walker students** (approximately 5 students) will follow behind the bus rider students and wait in the hallway outside main office with Preschool aide supervising until bus duty teachers return to dismiss walkers by walking them down the sidewalk.
- Bus drivers will wear face masks and students will use hand sanitizer as they enter the bus.
- Bus drivers will follow disinfecting procedures established by PCS.
- Students will sit no more than 2 per seat (or 3 if all are from the same family) and will wear masks on the bus.
- Students will not be permitted to ride the bus home with other students at the end of the day. Students must follow their regular route and bus assignment home.
- All students and teachers will view the safe bus loading and unloading procedures video on the first day of school.

Communications:

- Families, staff and community will receive information from PCS Connect app, school messenger, school's webpage, school's Twitter, Schoology notifications, school marque sign and school's portable sign.