

Ophir Elementary Back to School Plan

October 20, 2020

Teresa Lightle, Principal

COVID-19 Safety Protocol

All staff and students must wear a facemask or shield at all times. Masks may be taken off to eat.

Ophir Staff

When arriving at school check your temperature with the thermal scanner in the office. Wear a mask or face shield at all times. Wash your hands throughout the day. Practice safe distancing when possible.

Students

All students arriving on campus will enter through the cafeteria doors.

7:30 AM - (Morning drop off) all students will proceed to the cafeteria entering through the side door. Campus supervisors will use a scanner to take temperature, stamp the inside wrist, and admit students into the cafeteria where they will use hand sanitizer and pick up their breakfast to eat at a socially distant table setting. Students who are not eating will sit on a marker on the stage which provides for social distancing. Masks will be worn at all times except when eating. I have no supervision prior to 7:30 AM.

8:00 AM - 2 Additional campus supervisors will arrive at the cafeteria, one will supervise students who are in the cafeteria to make the transition to the classrooms and the other will be stationed at the front door to scan temperatures.

8:00 AM - Students will go directly to their assigned classrooms. Teachers will have students enter, hang up backpacks and wash their hands.

Teachers will be on duty at 8:00am in their classrooms. Morning recess will be taken in rotation. Masks shall be required during playground time. After returning from recess teachers will again have students wash their hands before starting work.

Morning Bell for the start of class will ring at 8:18 then the tardy bell at 8:20 AM.

At 8:18 - (the first bell) the cafeteria doors will be locked and all students will be redirected to the school office to sign-in tardy, receive sanitizer, have their temperature taken and then sent to class (the health aide will be providing this service). Students arriving late must enter through the front office.

If a child shows up at a classroom without a stamp indicating they have had a successful temperature check, they will be sent back to the school office.

Each time a student re-enters the classroom they will be required to wash their hands.

Students will be required to walk in the direction of the arrows placed on the sidewalk to keep the flow of traffic moving.

Parents **will not be allowed on campus**, except in the school office for business or early sign out. Parents may not wait outside of their child's classroom, vehicle or on the school campus for pick up. Parents will be given laminated signs for the dashboard of their vehicle to indicate which student(s) need to be picked up.

Communal areas such as the library, cafeteria and office will be used only minimally and be wiped down multiple times each day.

Recess: Recess will be by classroom to limit the number of students in one area. All playgrounds will be utilized to help limit the number of students in one area. Students must maintain social distancing and keep their masks on at all times.

Lunch: Students will eat by class. Common areas, cafeteria, and the playground will be utilized to help limit the number of students in one area. Students must maintain social distancing. Students may remove their masks only to eat.

All students in the pod will use the outside doors whenever possible to exit the classrooms.

Student Materials

- Each student will use their own materials. Sharing of materials will be limited.
- Students will keep assigned chromebooks at home and not bring them back and forth to school.
- In classroom play areas, students will be assigned boxes each day for play and then at the end of the day, the items will be laid out to be sanitized.
- Students may not bring items from home to share with others.

Student Release: Students will be released one classroom at a time to their busses, or to parent pick up. Students being picked up by parents will be picked up in front of the cafeteria. Parents will not be allowed to get out of their vehicles for pick up. Each family will be given a laminated placard to place in the windshield with the students name, this will help us unite families quickly for departure. Move car seats when possible so students can exit and enter the passengers side of the vehicle.

Visitors

- All visitors will check in through the front office.
- Only essential support providers (speech, OT, RSP) will be allowed into classrooms.

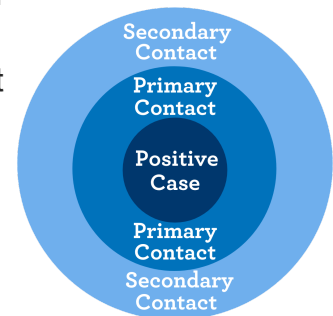
- All visitors going anywhere but the main office will have their temperature taken and be given a lanyard.
- All visitors must wear a face mask at all times.
- All parent meetings will continue to be held virtually when possible, or outside the time students will be on campus.

If your Child is Sick

- If your child is ill please do not send them to school. Call the school to notify them of the absence.
- A student who has a fever of 100.0° or greater will be taken into an isolation/quarantine location on campus for parent pick up.
- The expectation is that if your child needs to go home, and the parent is called, someone needs to be here ASAP and no longer than 30 minutes to pick them up. We **cannot** have ill children on campus. Please make sure these arrangements are made prior to school starting. Make sure any persons who have permission to pick up your child are on your Aeries Parent Portal contact list. You can make this change online.

What is the plan for notifying families if a student, teacher or staff member tests positive for COVID-19? Will rooms or schools be closed?

If a member of the school community tests positive, our staff are prepared to complete contact tracing to identify anyone who needs to self-isolate. Primary contacts-those who spent at least **15 minutes** in close contact with the person who tested positive, will be notified of their exposure and sent home. Secondary contacts-those who were in close contact with primary contacts, will also be notified about a potential exposure. Once these notifications are complete, we will provide a general exposure notification via email and phone call to all staff and parents at the school. (The district will provide this information.)



Early pick up will be only available for sick children or with a prearrangement through the office prior to 2:00PM. This is to limit the movement of students and crowding in the office.

Parents **may not** get out of the vehicles to wait for students. Your student will be brought to you in the order you are in the vehicle line.

Pick up: Kindergarten will be released from class at 2:25. Kinder pickup can pull down in front of the cafeteria and stay in the vehicle. Students will be dismissed and brought to the pick up area. Please have your students' placards in the front windshield so we can quickly load your student and move to the next family. It may take us a few days to figure out which families have siblings to be picked up as well, please be patient.

Grades 1-5: Upper grades will be dismissed promptly by 2:40, so teachers can assist in pick up duty and so we can move the pick up line as swiftly and safely as possible. Students who will be riding the bus will be escorted to the bus pickup. Please place the placard for your child/children in the windshield of your vehicle so we can promptly reunite your student with the pickup. During this modified schedule, the gravel parking lot and upper parking lot will NOT be available to pick up students. All students shall be picked up by 3:00PM. Students left past 3:00 may be sent to the afterschool program at the parents expense or brought home by the School Resource Officer.

Parents:

Please understand the reasons for these modifications are many. Having all parents stay in the vehicles means no issues with parking, less movement of vehicles other than in one line of cars, and no students crossing back and forth in between vehicles. This keeps your child safe and in less contact with additional adults than necessary.

Our water fountains have been turned off for the time. **Please have a child bring a water bottle with their full name on it to school.** You can send a fresh bottle of water daily if that works, these empty disposable bottles will not be sent home.

Please label any clothing that a child may remove, overshirts, jackets etc. with their full name. We will not be able to have a lost and found for any period of time. The same goes for a child with a lunchbox or backpack.

All other school rules and regulations will be in effect, if you need to reference please download the parent handbook available on our school website.

Office hours: 8:00PM-3:00PM

Phone Number: (530) 532-3005

Principal Email: tlightle@ocesd.net

Facebook Group: <https://www.facebook.com/groups/184580618747991/> Ophir Elementary School

Twitter: #OphirSchool

Parents: If you need to connect with your students teacher, please use class DoJo. This is the fastest and most consistent connection.