

Together Again

Prairie Park Plan for COVID Logistics



<u>Non-Instructional Expectations and Procedures</u>		<u>Building Planning and Preparation</u>
<u>Arrival and Dismissal</u> <u>Attendance</u> <u>Backpacks</u> <u>Breakfast</u> <u>Classroom</u> <u>Cleaning</u> <u>Communal Spaces</u> <u>Devices</u> <u>Discipline</u> <u>Emergency Drills</u> <u>Extra Curricular Clubs</u>	<u>Face Coverings</u> <u>Handwashing</u> <u>Lunch</u> <u>Nurse</u> <u>Parent Protocols</u> <u>Recess</u> <u>Restroom</u> <u>Snack</u> <u>Staff Lounge</u> <u>Staff Meetings</u> <u>Transitions</u>	<u>Prior to Opening</u> <u>Ongoing Throughout the Year</u> <u>Models of Learning</u>

Updated: 10.22.2020

Non-Instructional Expectations and Procedures

Arrival and Dismissal

Arrival Staff

- All staff members will have a daily supervision responsibility
 - Staff arrive no later than 7:30 am and report to classrooms by 7:45 to support with breakfast supervision
- Staff required to wear a facial covering/mask
- Staff will take their temperatures when entering the school
 - Temperatures above 100.0 should not come to work and notify admin
- Teachers must have an emergency sub kit prepared and ready to go
 - Must include a minimum of two days of plans
 - Needs to be easy to follow and clear
 - Office staff needs to know where it is located

Arrival Students

- Students should not come to school before 7:45am
- No congregating of groups more than 10, at least 6 feet apart, all wearing face coverings
- Points of entry for students, starting at 7:45am
 - Main Entrance
 - Common Area Entrance
- Temperature taken prior to entry to building
 - Designated staff members will take student temperatures
 - Temperature above 100.0 will be sent to the isolation room
- Upon entry, students will go directly to their classrooms and follow teacher's procedures
- Students arriving late to school will enter main entrance, parents will not enter the building
 - These students will have their temperature taken before entering the building

Dismissal

- Bus students dismiss between 2:55 - 3:00
- 3-5 walkers and bike riders 3:00 wait on sidewalk on red dots for younger siblings
- K-2 walkers and bike riders 3:05 meet older siblings on the red dots in front of building
- Dismissed by vehicle in drive up lane via walkie talkie/intercom

	<ul style="list-style-type: none"> • Ordered a gate for the parking lot to prevent parking on the recess lot. That is where parents who walk with students will wait • Masks must remain on and parents on school grounds are required to wear masks
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Attendance	On-Site	Hybrid
	<ul style="list-style-type: none"> • Student attendance is monitored by the teacher and entered into PowerSchool as determined by district policy • Student daily engagement required 	<ul style="list-style-type: none"> • Student attendance monitored by the teacher and entered into PowerSchool as determined by district policy. <ul style="list-style-type: none"> ◦ Student engagement required or artifact submitted

Backpacks	<ul style="list-style-type: none"> • Individual hooks
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Breakfast	<ul style="list-style-type: none"> • Breakfast in the classroom during morning meeting • Grab-and-go from cart • Specials teachers and counselor will assist with breakfast • Sanitize before and after (hands, tables, etc.)
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Classroom	General Considerations	
	<ul style="list-style-type: none"> • Social distancing as the number of students allows • Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing 	

- Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer, restroom breaks, etc.
- Staff and students should sanitize and clean spaces frequently throughout the day
- Students and staff must sanitize or wash their hands every hour
- Teachers must utilize the first-aid supplies that are in classrooms
- When possible, physical distancing will be utilized, and seats will face same direction

Chairs	<ul style="list-style-type: none"> ● Students sit in their own chair every day
Health	<ul style="list-style-type: none"> ● Health kits for each classroom to minimize trips to the health office ● Sanitize hands every hour <ul style="list-style-type: none"> ○ Sanitize hands when leaving and entering the classroom ○ Sanitize hands before and after breakfast and lunch and restroom breaks
Floor Space	<ul style="list-style-type: none"> ● Designate individual student space with a visible boundary ● Carpet seating should be used at 50% occupancy, rest of students should remain at desks/table
Table Space	<ul style="list-style-type: none"> ● Tables should be wiped down twice/day, or when student groups rotate ● Classrooms with table seating, no more than 3 students per table; trapezoid tables, one student per table
Student Supplies	<ul style="list-style-type: none"> ● Individual bin/container for supplies <ul style="list-style-type: none"> ○ No community supplies ● Own whiteboard dedicated to each student ● Manipulatives packaged by small groups or for individuals ● Encourage students to sanitize personal items (e.g. backpacks) every day ● Do not share cubbies or other spaces ● Sanitize student devices daily (morning)
Greetings	<ul style="list-style-type: none"> ● Encourage hand signals which do not require touching to exchange greetings
Class Jobs	<ul style="list-style-type: none"> ● Review each job's responsibilities to determine feasibility within safety parameters <ul style="list-style-type: none"> ○ Modify or eliminate

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Cleaning	<ul style="list-style-type: none"> ● District is providing cleaning cloth and spray cleaner for all classrooms ● Staff and students must sanitize or wash hands every hour ● Staff and students should sanitize and clean spaces frequently throughout the day
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Communal Spaces	General Considerations	
	<ul style="list-style-type: none"> ● Limit time spent in these areas as much as possible ● Social distancing of 6 ft ● Consider risk of exposure and crossing of groups when planning <ul style="list-style-type: none"> ○ No all-school assemblies ○ No school wide morning meeting ○ No field trips ● Masks required (CDC Exceptions may apply) 	
	Office	Cafeteria - Lunch
	<ul style="list-style-type: none"> ● Limit the number of staff in the office ● Staff should not congregate in the office before, after, or during the school day ● Sanitize copier after use ● No shared food/candy/snacks ● Signage in air lock informing visitors to wear a mask and wait in vestibule for assistance <ul style="list-style-type: none"> ● Markings on floor (6 ft) ● Only essential personnel allowed in building ● Visitor will sign in and out ● No volunteers ● Inside the office there is signage indicating where to stand or sit while in the office. <ul style="list-style-type: none"> ● Markings on floor (6 ft) ● Child pick-up/drop-off during the school day. 	<ul style="list-style-type: none"> ● Social distancing ● Grab-and-go breakfast and lunch ● Students sit and raise a hand (do not get up) ● Sanitize before and after (hands, tables) ● Students will have a designated spot for lunch, encouraging physical distancing ● Only one lunch choice, if receiving school lunch

- **Drop Off:**
 - Parent/guardian should call the school and notify them of the student's arrival.
 - Parent/guardian should stay until the student is safely inside the vestibule.
- **Pick Up:**
 - Parent/guardian should call the school and ask for the student to be released.
 - Parent/guardian should wait in their vehicle for their student. Office staff will watch the student until they are safely in the vehicle.

Gym

- Social distancing during PE
- Sanitize before and after PE

Transitions

- Staff minimize transition in and out of the classroom
- All interior doors remain unlocked (unless there is a Secure in Place)
- Hallways
 - Schedule should ensure one class per hallway
- Allot additional time for transitions
- Decals on floor indicating 6 feet of social distancing.
- Students should line up in the same order

		at every transition
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Devices	<ul style="list-style-type: none"> ● Students should not share devices or headphones ● Students take devices home every night ● Wipe devices down daily
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Discipline	<ul style="list-style-type: none"> ● Face shields/guards will be utilized, but direct face to face interaction will be avoided, if possible ● Principal or HRT members will come to the student
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Emergency Drills	General Considerations	
	<ul style="list-style-type: none"> ● Principal identifies the dates of all school-wide drills ● All drills should be discussed and documented ● Done by class, not entire grade or school 	
	Fire	<ul style="list-style-type: none"> ● Coordinate fire drills to the class recess schedule <ul style="list-style-type: none"> ○ Schedule all grade level fire drills on one day. Model the siren sound during morning announcements but do not demonstrate throughout the day.
	Tornado	<ul style="list-style-type: none"> ● Tornado drills may be practiced by class if social distancing allows <ul style="list-style-type: none"> ○ A video of assigned space and how to enter may be shown
ALICE	<ul style="list-style-type: none"> ● Practice and complete required lock-out and lock down emergency drills within the classroom setting to avoid cross grouping and communal areas 	

Extra-Curricular	<ul style="list-style-type: none"> ● None in person at this Time: this includes garden club, chess club and run club
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Face Coverings

- Face coverings are required for anyone who is 5 years of age and above, while on school grounds
- Face coverings can be removed for snacks and lunch

Handwashing/ Sanitizer

- Wash hands every hour
- When students exit and reenter the classroom (recess, specials, lunch, restroom)
- When students enter and leave groupings
- If student/staff sneezes or coughs, hand-washing/sanitizing should immediately occur

Lunch

- Food will be brought on carts to rooms
- Students must take all items; however, if packaged and untouched (e.g. milk), items may be collected and redistributed.
- Students may eat in the cafeteria if social distancing can be maintained
- The menu will be static - no choice
- Teachers will submit the number of hot breakfast/lunch orders the day prior.
- All utensils will be disposable
- Lunch will rotate:
 - 5: 10:55 - 11:20
 - K: 11:00 - 11:25
 - 1: 11:25 - 11:50
 - 4: 11:30 - 11:55
 - 2: 11:55 - 12:20
 - 3: 12:00 - 12:25
- All staff must sanitize their hands before eating and after depositing trash into trash can. No more than 4 adults in the break room at a time.

Nurse**General Considerations**

- Health kits for each classroom to minimize trips to the health office
- Contact the office for severe illness/injury that cannot be assessed and treated in the classroom or outdoor setting

Isolation Room

- The office conference room will be set

Clinic

- Nurse will meet sick students in the hallway

	<p>aside for students with COVID symptoms</p> <ul style="list-style-type: none"> ● Disinfected frequently and access to this room will be restricted ● Nurse or designated staff will contact family of sick child ● Parent/guardian will pull up to the front of the building, call the office, and student will be sent to car/person ● Staff with COVID symptoms will contact the office <ul style="list-style-type: none"> ○ Individual will wait outside of the classroom until the replacement supervision arrives keeping eyes on the students ○ Arrangements will then be made for this teacher to leave the school grounds and the ○ Emergency Sub Kit will be utilized 	<p>to be evaluated for cold, flu, COVID related symptoms. Students must stand/sit on the designated spot in the hallway</p> <ul style="list-style-type: none"> ● Nurse will bring medications to students ● Nurse will take students displaying COVID symptoms to the office conference room ● Soiled clothing will be bagged by the nurse
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<p>Parent/Guardian Protocols</p>	<ul style="list-style-type: none"> ● Afterschool, late pick-ups, parents can pick-up students at front office <ul style="list-style-type: none"> ○ Parents will not enter building ● Parents/Guardians needs to have face coverings on, while on school grounds ● Parents/Guardians that are dropping off materials (lunchbox, backpack...) will buzz the office, put the item on the shelf in the airlock and a staff member will take the materials to the student ● Parent/Guardian meetings will be held virtually ● Students arriving late to school will be buzzed into the building and office staff will sign students in, parents will not enter the building ● Students leaving will walk out to parent/guardian while staff watch from door/window
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<p>Recess / Playground</p>	<ul style="list-style-type: none"> ● Masks should be worn unless 6 feet of social distancing can be maintained. ● Hands should be sanitized before and after recess.
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- Students may use playground equipment
- Playground equipment such as balls and jump ropes may be used
- Students may use the whole playground
- Students may play with students in the other class
- No Gaga Pit usage right now
- Teachers will bring sanitizer outside “just in case”
- List of activities developed by the physical education teachers and shared across the district to support classroom teachers
 - Instruction of games/activities can be integrated into physical education classes

Restrooms

- Teachers will allow only one student (one male and one female) at a time to use restroom
 - No Passes
- Whole group restroom breaks will not be used
- Individual student restroom breaks
 - Teach social distancing
 - Masks should be worn
 - Sanitize hands upon entering and leaving
 - Emphasize expediency of process
 - Designated bathrooms per grade levels when available

Snacks

- Pre-packaged community snack only
- Sanitize before and after (hands, tables)
- No sharing of snacks between students
- Snack should last no longer than 10 minutes
- Students will have a designated spot for snack, encouraging physical distancing

Staff Lounge

- Practice social distancing
- Limit the number of staff in the lounge
- Staff should not congregate in the lounge
- All communal silverware is stored. Use disposable if needed.
- Sanitize before leaving lounge

Staff Meetings


- All staff meetings will have an online option

- Social distancing and masks worn
- No food provided

Transitions

- Hallways
 - Schedule should ensure one class per area
 - Designate Flow of Traffic
 - Arrows on floor or wall
 - Allot additional time for transitions
 - Decals on floor indicating 6 feet of social distancing.
 - Students should line up in the same order at every transition
 - Same order every transition
 - Follow markings on the floor
 - Art and music will come to the classroom. P.E. will be in the gym or outside

Building Safety Planning and Preparation			
Prior to Opening	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Staff safety training ● Family and student safety training ● Signage and stickers placed ● Disperse masks/shields ● Remove soft furniture ● Space furniture ● Cleaning supply stations ● Temperature check procedure ● Behavioral health screen 	<ul style="list-style-type: none"> ● Staff safety training ● Family and student safety training ● Signage and stickers placed ● Disperse masks/shields ● Remove soft furniture ● Space furniture ● Cleaning supply stations ● Temperature check procedure ● Behavioral health screen 	
Ongoing Throughout the Year	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Cleaning supply stations ● Temperature check procedure ● Behavioral health screen 	<ul style="list-style-type: none"> ● Cleaning supply stations ● Temperature check procedure ● Behavioral health screen 	<ul style="list-style-type: none"> ● Behavioral health screen
Models of Learning	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are low ● Schools can operate at 100% ● Social distancing should be practiced where feasible. <ul style="list-style-type: none"> ○ Strict adherence to social distancing cannot be guaranteed in this model. ● Group sizes and spectator 	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are moderate ● Schools will operate at a reduced capacity (50%) with students alternating between on-site and remote learning ● Social distancing should be enforced. ● Group sizes will meet local guidelines (15) 	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are high ● School capacity restricted to essential staff and activities ● Social distancing should be strictly enforced. ● Group size will meet local guidelines (10 or fewer) ● Spectator events not allowed.



events will meet local
guidelines

- Spectator events not
allowed.

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision
Book Fair	Held Virtually
Field Trips	Not Allowed, District Decision
Music Program	TBD Second Semester
Sneak Peak	Virtual P/T Conferences
Site Council/PTA	Virtually
Grandparents Day	Cancelled
Chess Tournament	Virtually