

# Schwegler Elementary

## Together Again Plan



Schwegler is looking forward to welcoming students as they return to learn in the building!! Student health and safety are top priorities this year. The information provided in this document gives details about procedures for health and safety this school year. While comprehensive, this information is also subject to change based on local health officials' and district's guidance.

In-Building Procedures					
<b>Arrival of Staff</b>	<ul style="list-style-type: none"> <li>• All staff members will have a daily supervision responsibility</li> <li>• Staff arrive no later than 8:15 am and report to classrooms by 8:30</li> <li>• Staff is required to wear a facial covering/mask</li> <li>• Staff will take their temperatures prior to entering school</li> <li>• Temperatures above 100.0 or higher will need to wait five minutes and retake their temperature. If after five minutes their temperature is 100.0 or higher they will need to leave the building immediately and notify admin.</li> <li>• Teachers must have an emergency sub kit prepared and ready to go</li> <li>• Must include a minimum of two days of plans</li> <li>• Needs to be easy to follow and clear</li> <li>• Grade-Level partner needs to know where it is</li> </ul>				
<b>Arrival and Dismissal of Students</b>	<p>Procedure for arrival and dismissal at each school level will be designed to encourage social distance and discourage social gatherings. To limit the number of individuals in the schools, guests, parents/guardians, or volunteers will not be allowed to enter the school buildings.</p> <p><u>Arrival:</u></p> <ul style="list-style-type: none"> <li>• 7:00-8:30am Boys and Girls Club(BGC) enter through front entrance</li> <li>• 8:30-8:45am Grade levels enter the following doors to get their temperature checked before entering::</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr style="background-color: #f2d9d9;"> <th>Grade</th> <th>Door</th> </tr> </thead> <tbody> <tr> <td>Kindergarten, 1st and 2nd</td> <td>NW lot, Kinder doors (D door)</td> </tr> </tbody> </table>	Grade	Door	Kindergarten, 1st and 2nd	NW lot, Kinder doors (D door)
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	<table border="1" data-bbox="570 212 1252 268"> <tr> <td data-bbox="570 212 818 268">3rd, 4th and 5th</td> <td data-bbox="818 212 1252 268">SE lot, C door by 1st grade</td> </tr> </table> <ul style="list-style-type: none"> <li>● <b>Adults must remain OUTSIDE the building and wear a mask</b></li> <li>● All students head straight to their classrooms, follow the expected flow of traffic</li> <li>● Breakfast served in classrooms</li> <li>● 22nd street (k-2) and visitor lot entrance (3-5) are used for one way student drop off</li> </ul> <p><b><u>Dismissal:</u></b></p> <ul style="list-style-type: none"> <li>● <b>Students will be taken to the SW black top and dismissed from there.</b></li> <li>● Car riders in K-2 picked up in NW lot, 3-5 graders picked up in SE visitor lot (staff will radio for students to be dismissed from the blacktop and proceed directly to the car). Families with multiple students shall choose a lot to pickup at.</li> <li>● Please follow one way traffic expectations and maintain patience</li> <li>● Walkers will be dismissed from classroom and follow the expected flow of traffic. Bus riders/Daycare will be dismissed from classrooms and follow expected flow of traffic</li> <li>● Younger siblings will be dismissed at same time as older sibling</li> <li>● Everyone on school grounds must wear a mask.</li> </ul> <p><b><u>Child pick-up/drop-off during the school day.</u></b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>	3rd, 4th and 5th	SE lot, C door by 1st grade
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<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Student attendance is monitored by the classroom teacher and entered into PowerSchool as determined by district policy</li> <li>● Student daily engagement required</li> </ul>		
<b>Backpacks</b>	<ul style="list-style-type: none"> <li>● Individual cubbies or designated hooks</li> </ul>		
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>● Breakfast in the classroom during morning meeting/check-in</li> <li>● Grab-and-go from cart</li> <li>● Sanitize before and after (hands, tables)</li> </ul>		
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Social distancing as the number of students allows</li> <li>● Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing</li> <li>● Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer....</li> <li>● Staff and students should sanitize and clean spaces frequently throughout the day</li> <li>● Students and staff must sanitize or wash their hands every hour</li> <li>● Teachers must utilize the first-aid supplies that are in classrooms</li> <li>● When possible, physical distancing will be utilized, and seats will face</li> </ul>		

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	<table border="1"> <tr> <td style="background-color: #f8d7da;"><b>Chairs</b></td> <td> <ul style="list-style-type: none"> <li>• Students sit in their own chair every day</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Health</b></td> <td> <ul style="list-style-type: none"> <li>• Health kits for each classroom to minimize trips to the health office</li> <li>• Sanitize hands every hour</li> <li>• Sanitize hands when leaving and entering the classroom</li> <li>• Sanitize hands before and after breakfast and lunch</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Floor Space</b></td> <td> <ul style="list-style-type: none"> <li>• Designate individual student space with a visible boundary</li> <li>• Carpet seating should be used at 50% occupancy, rest of students should remain at desks/table</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Table Space</b></td> <td> <ul style="list-style-type: none"> <li>• Tables should be wiped down twice/day, or when student groups rotate</li> <li>• Classrooms with table seating, no more than 3 students per table</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Student Supplies</b></td> <td> <ul style="list-style-type: none"> <li>• Individual bin/ container for supplies</li> <li>• No community supplies</li> <li>• Own whiteboard dedicated to each student</li> <li>• Manipulatives packaged by small groups or for individuals</li> <li>• Encourage students to sanitize personal items (e.g. backpacks) every day</li> <li>• Do not share cubbies or other spaces</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Greetings</b></td> <td> <ul style="list-style-type: none"> <li>• Encourage hand signals which do not require touching to exchange greetings</li> </ul> </td> </tr> <tr> <td style="background-color: #f8d7da;"><b>Class Jobs</b></td> <td> <ul style="list-style-type: none"> <li>• Review each job's responsibilities to determine feasibility within safety parameters <ul style="list-style-type: none"> <li>○ Modify or eliminate</li> </ul> </li> </ul> </td> </tr> </table>	<b>Chairs</b>	<ul style="list-style-type: none"> <li>• Students sit in their own chair every day</li> </ul>	<b>Health</b>	<ul style="list-style-type: none"> <li>• Health kits for each classroom to minimize trips to the health office</li> <li>• Sanitize hands every hour</li> <li>• Sanitize hands when leaving and entering the classroom</li> <li>• Sanitize hands before and after breakfast and lunch</li> </ul>	<b>Floor Space</b>	<ul style="list-style-type: none"> <li>• Designate individual student space with a visible boundary</li> <li>• Carpet seating should be used at 50% occupancy, rest of students should remain at desks/table</li> </ul>	<b>Table Space</b>	<ul style="list-style-type: none"> <li>• Tables should be wiped down twice/day, or when student groups rotate</li> <li>• Classrooms with table seating, no more than 3 students per table</li> </ul>	<b>Student Supplies</b>	<ul style="list-style-type: none"> <li>• Individual bin/ container for supplies</li> <li>• No community supplies</li> <li>• Own whiteboard dedicated to each student</li> <li>• Manipulatives packaged by small groups or for individuals</li> <li>• Encourage students to sanitize personal items (e.g. backpacks) every day</li> <li>• Do not share cubbies or other spaces</li> </ul>	<b>Greetings</b>	<ul style="list-style-type: none"> <li>• Encourage hand signals which do not require touching to exchange greetings</li> </ul>	<b>Class Jobs</b>	<ul style="list-style-type: none"> <li>• Review each job's responsibilities to determine feasibility within safety parameters <ul style="list-style-type: none"> <li>○ Modify or eliminate</li> </ul> </li> </ul>
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<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• District is providing cleaning cloth and spray cleaner for all classrooms</li> <li>• Staff and students must sanitize or wash hands every hour</li> <li>• Staff and students should sanitize and clean spaces frequently throughout the day</li> </ul>														
<b>Communal Spaces</b>	<ul style="list-style-type: none"> <li>• Social distancing of 6 ft</li> <li>• Consider risk of exposure and crossing of groups when planning</li> <li>• No all school assemblies</li> <li>• No field trips</li> <li>• Masks required for students and staff (CDC Exceptions may apply)</li> </ul>														
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Schwegler will have a common landing page to streamline parental/scholar access to grade level content for support of online learning.</li> </ul>														

<b>Devices</b>	<ul style="list-style-type: none"> <li>• Students should not share devices or headphones</li> <li>• Students take devices home every night</li> <li>• Wipe devices down daily</li> </ul>
<b>Discipline</b>	<ul style="list-style-type: none"> <li>• Face shields/mask will be utilized, but direct face to face interaction will be avoided, if possible</li> <li>• Principal or MHT will come to the student</li> </ul>
<b>Emergency Drills</b>	<p>Fire:</p> <ul style="list-style-type: none"> <li>• Coordinate fire drills to the class recess schedule</li> <li>• Schedule all grade level fire drills on one day. Model the siren sound during morning announcements but do not demonstrate throughout the day.</li> </ul> <p>Tornado:</p> <ul style="list-style-type: none"> <li>• Tornado drills may be practiced by class if social distancing allows</li> <li>• A video of assigned space and how to enter may be shown</li> </ul> <p>ALICE:</p> <ul style="list-style-type: none"> <li>• Practice and complete required lock-out and lock down emergency drills within the classroom setting to avoid cross grouping and communal areas</li> </ul>
<b>Extracurricular Activities</b>	None at this time
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• Face coverings are required for anyone, that is 5 years of age and above, while on school grounds</li> <li>• Face coverings can be removed for eating or drinking and at recess if social distancing is able to occur</li> </ul>
<b>Handwashing/sanitizing</b>	<ul style="list-style-type: none"> <li>• Wash hands every hour</li> <li>• When students exit and reenter the classroom (recess, specials, lunch)</li> <li>• When students enter and leave groupings</li> <li>• If student/staff sneezes or coughs, hand-washing/sanitizing should immediately occur</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Food will be brought on carts to rooms</li> <li>• Students must take all items; however, if packaged and untouched (e.g. milk), items may be collected and redistributed.</li> <li>• Students will eat in the classrooms</li> <li>• The menu will be static - no choice</li> <li>• Teachers will submit the number of hot breakfast/lunch orders the day prior.</li> <li>• All utensils will be disposable</li> <li>• Students sit and raise a hand (do not get up)</li> <li>• Sanitize before and after (hands, tables)</li> <li>• Students will have a designated spot for lunch, encouraging physical distancing</li> </ul>
<b>Nurse</b>	<ul style="list-style-type: none"> <li>• Health kits for each classroom to minimize trips to the health office</li> </ul>

	<ul style="list-style-type: none"> <li>● Contact the clinic or office for severe illness/injury that cannot be assessed and treated in the classroom or outdoor setting</li> <li>● Nurse will meet sick students in the hallway to be evaluated for cold, flu, COVID related symptoms.</li> <li>● Students must stand/sit on the designated spot in the hallway</li> <li>● Nurse will bring medications to students</li> <li>● Nurse will take students displaying COVID symptoms to isolation room</li> <li>● Soiled clothing will be bagged by the nurse</li> <li>● An isolation room will be set aside for students with COVID symptoms</li> <li>● Isolation room disinfected frequently and access to this room will be restricted</li> <li>● Nurse or designated staff will contact family of sick child</li> <li>● Parent/guardian will pull up to the front of the building, call the office, and student will be sent to car/person</li> <li>● Staff with COVID symptoms will contact the office <ul style="list-style-type: none"> <li>○ Individual will wait outside of the classroom until the replacement supervision arrives keeping eyes on the students</li> <li>○ Arrangements will then be made for this teacher to leave the school grounds and the Emergency Sub Kit will be utilized</li> </ul> </li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>● Limit the number of staff in the office</li> <li>● Staff should not congregate in the office before, after, or during the school day</li> <li>● Sanitize copier after use</li> <li>● No shared food/candy/snacks</li> <li>● Signage in air lock informing visitors to wear a mask and wait in vestibule for assistance</li> <li>● Markings on floor (6 ft)</li> <li>● Only essential personnel allowed in building</li> <li>● Office staff will sign visitors in or out</li> <li>● No volunteers</li> <li>● Inside the office there is signage indicating where to stand or sit while in the office.</li> <li>● Markings on floor (6 ft)</li> </ul>
<b>Parent/Guardian Protocol</b>	<ul style="list-style-type: none"> <li>● Parents/Guardians are to remain outside the building</li> <li>● Parents/Guardians needs to have face coverings on, while on school grounds</li> <li>● Parents/Guardians that are dropping off materials (lunchbox, backpack...) will put the item on the table in the airlock and a staff member will take the materials to the student</li> <li>● Parent/Guardian meetings will be held virtually</li> <li>● Students arriving late to school will be buzzed into the building and office staff will sign students in, parents will not enter the building</li> <li>● Students leaving will walk out to parent/guardian while staff watch from door/window</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li>● Schedule portions of the playground on a rotating basis to avoid cross groupings</li> <li>● Masks should be worn unless 6 feet of social distancing can be maintained.</li> <li>● Hands should be sanitized before and after recess.</li> <li>● Students may use playground equipment</li> </ul>

	<ul style="list-style-type: none"> <li>● Playground equipment such as balls and jump ropes may be used. Hands should be washed/sanitized after use.</li> <li>● List of activities developed by the physical education teachers and shared across the district to support classroom teachers <ul style="list-style-type: none"> <li>○ Instruction of games/activities can be integrated into physical education classes</li> </ul> </li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Individual student restroom breaks</li> <li>● No passes</li> <li>● Teach social distancing</li> <li>● Masks should be worn</li> <li>● Sanitize hands upon leaving and entering the classroom.</li> <li>● Emphasize expediency of process</li> <li>● K classrooms with individual bathrooms should utilize them</li> </ul>
<b>Snacks</b>	<ul style="list-style-type: none"> <li>● Pre-packaged community snack only</li> <li>● Sanitize before and after (hands, tables)</li> <li>● No sharing of snacks between students</li> <li>● Snack should last no longer than 10 minutes</li> <li>● Students will have a designated spot for snack, encouraging physical distancing</li> </ul>
<b>Staff Lounge</b>	<ul style="list-style-type: none"> <li>● Practice social distancing</li> <li>● Limit the number of staff in the lounge</li> <li>● Staff should not congregate in the lounge</li> <li>● All communal silverware is stored. Use disposable if needed</li> <li>● Sanitize before and after use of microwave and refrigerators</li> <li>● Sanitize before leaving lounge</li> </ul>
<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>● All staff meetings will have an online option</li> <li>● Social distancing and masks worn</li> </ul>
<b>Transitions</b>	<p>Hallways/Stairwells</p> <ul style="list-style-type: none"> <li>● Designate Flow of Traffic <ul style="list-style-type: none"> <li>○ Arrows on floor or wall</li> </ul> </li> <li>● Allot additional time for transitions</li> <li>● Decals on floor indicating 6 feet of social distancing. <ul style="list-style-type: none"> <li>○ Knotted rope to provide concrete model for K-2 students</li> </ul> </li> <li>● Students should line up in the same order at every transition</li> </ul>