

Together Again

Sunset Hill Plan for COVID Logistics



Non-Instructional Expectations and Procedures		Building Planning and Preparation
<u>Arrival and Dismissal</u> <u>Attendance</u> <u>Backpacks</u> <u>Breakfast / Lunch / Take Home Meals</u> <u>Classroom</u> <u>Cleaning</u> <u>Communal Spaces</u> <u>Devices</u> <u>Discipline</u> <u>Dismissal</u> <u>Emergency Drills</u>	<u>Extra Curricular Clubs</u> <u>Face Coverings</u> <u>Handwashing</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>Prior to Opening</u> <u>Ongoing Throughout the Year</u> <u>Models of Learning</u>

Updated: 09.29.20
[LPS Staff Remote Guide](#)

Non-Instructional Expectations and Procedures

Arrival	Arrival Staff
	<ul style="list-style-type: none"> ● NO staff should come to work if they OR someone they are living with have symptoms of COVID, have tested POSITIVE for COVID within the previous 10-14 days OR are currently waiting on a COVID test result. ● ALL staff must sign in and out daily and follow the COVID symptom checklist before entering the building daily. ● Staff will take their temperatures at school after August 10th <ul style="list-style-type: none"> ○ Temperatures above 100.0 should not come to work and notify admin ● Staff are required to wear a facial covering/mask ● All staff members will have a daily supervision responsibility <ul style="list-style-type: none"> ○ Staff arrive no later than 7:50 am and report to classrooms by 8:05 ● Teachers must have an emergency sub kit prepared and ready to go <ul style="list-style-type: none"> ○ Must include a minimum of two days of plans ○ Needs to be easy to follow and clear ○ Grade-Level partners needs to know where it is
	Arrival Students
	<ul style="list-style-type: none"> ● Students should not come to school before 8:05am ● No congregating of groups more than 10, at least 6 feet apart, all wearing face coverings ● Points of entry for students, starting at 8:05am <ul style="list-style-type: none"> ○ Cafeteria (K-1) ○ Main Entrance--Front Door (2-3) ○ Schwarz Rd (4-5) ● Temperature taken prior to entry to building <ul style="list-style-type: none"> ○ 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,

	<p>parents will not enter the building</p> <ul style="list-style-type: none"> ○ These students will have their temperature taken before entering the building
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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 Remote Learning Log. The office will enter into PowerSchool as determined by district policy. ● Student engagement required or artifact submitted.

Backpacks	<ul style="list-style-type: none"> ● Placed in individual cubbies
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Breakfast /Lunch / Take Home Meals	<ul style="list-style-type: none"> ● Student meals available to all students free of charge ● Breakfast will be available at the three entrances. Students grab breakfast and eat in classroom. ● Students must take all items ● The menu will be static - with a vegetarian option ● Teachers will submit the number of hot lunch orders the at the beginning of the day ● Families may pick up Food for Home once a week on Wednesday ● All utensils will be disposable
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Classroom	General Considerations	
	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. If supplies are needed, please email the nurse. ● 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

	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 using Tersano water • Classrooms with table seating, no more than 2 students 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 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 <p>Sample posters with socially distant greetings</p>
	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

Cleaning	<ul style="list-style-type: none"> • District is providing cleaning cloth and spray cleaner for all classrooms. Extras are located in Learning Pod outside of each grade level • Staff and students must sanitize or wash hands every hour • Staff and students should sanitize and clean spaces frequently throughout the day • Used clothes will be placed in laundry basket in Learning Pod outside of each grade level. These will be laundered and returned by the next morning,
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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 field trips • Masks required (CDC Exceptions may apply)

- Students should not be in communal spaces

Office	Cafe - Lunch
<ul style="list-style-type: none"> • Limit the number of staff in the office • Students should not be sent to the office for errands • Staff should not congregate in the office before, after, or during the school day • Sanitize copier after use (follow cleaning instructions) • 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 • Office staff will sign visitor in or out • No volunteers ■ Drop Off (if late, or appt): <ul style="list-style-type: none"> • 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 (for appt, for example): <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Lunch will only occur in the cafeteria when social distancing is not required. • 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. • The menu will be static - no choice • Teachers will submit the number of hot lunch orders the day prior. • All utensils and trays will be disposable • Students sit in assigned seats in classroom and raise a hand (do not get up) • Sanitize before and after (hands, tables)

	Gym	Transitions
	<ul style="list-style-type: none">● No assemblies● Social distancing during PE● Sanitize before and after PE	<ul style="list-style-type: none">● Staff minimize transition in and out of the classroom● All interior doors remain open (unless there is a Secure in Place)● Allot additional time for transitions● Decals on floor indicating 6 feet of social distancing.● Knotted rope to provide concrete model for K-2 students● Students should line up in the same order at every transition

Devices	<ul style="list-style-type: none"> • Students should not share devices or headphones • Students take devices home every night • Wipe devices down daily when student arrives
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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 CARES team will come to the student
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Dismissal	<ul style="list-style-type: none"> • Classes exit the same doors that they entered. Students walking or riding bikes may leave from the exit they entered the building. Students being picked up by parents in a car will be brought to the front to their designated area. Students may NOT get in to cars lined up on Schwarz Rd. <ul style="list-style-type: none"> ○ Cafeteria (K-1) ○ Main Entrance--Front Door (2-3) ○ Schwarz Rd (4-5) • Students will wait in designated areas. Parents / families will notify which students are needed and names will be called. <ul style="list-style-type: none"> ○ K: Picnic tables ○ 1st: Field beside dumpsters ○ 2nd: lower rocks (closest to parking lot) ○ 3rd: upper rocks (closest to front doors) ○ 4th: Field by the gym ○ 5th: Field by West • Students who are not picked up by 3:30 will wait on the upper rocks, supervised by an adult In the foyer if incimate weather.
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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 at this Time (chess club, marathon club or garden club)
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Face Coverings	<ul style="list-style-type: none"> Face coverings are required for anyone, that is 5 years of age and above, while on school grounds Face coverings can be removed for snacks, lunch, and mask breaks
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Handwashing / Sanitizer	<ul style="list-style-type: none"> Wash hands every hour When students exit and reenter the classroom (recess, specials, lunch) When students enter and leave groupings If student/staff sneezes or coughs, hand-washing/sanitizing should immediately occur
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Nurse	General Considerations	
	<ul style="list-style-type: none"> 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	Clinic
	<ul style="list-style-type: none"> The small office next to the 	<ul style="list-style-type: none"> Nurse will meet sick

	<p>principal's office will be set 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>students in the hallway 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 Small office office ● 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 ○ Students will wait on upper rocks ● Parents/Guardians needs to have face coverings on, while on school grounds ● Parents/Guardians that are dropping off materials (lunchbox, backpack...) will call the office, be buzzed in and put the item on the table in the airlock and a staff member will take the materials to the student
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	<ul style="list-style-type: none"> • 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. Parents will wait outside until student temperature is taken by staff member. • Students leaving will walk out to parent/guardian while staff watch from door/window
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<h2>Recess / Playground</h2>	<ul style="list-style-type: none"> • Schedule portions of the playground on a rotating basis to avoid cross groupings • Masks should be worn unless 6 feet of social distancing can be maintained. • Hands should be sanitized before and after recess. • Students may use playground equipment • Playground equipment such as balls and jump ropes may be used. Classrooms will have equipment (ball and jump ropes) that members of that class may use. • List of activities developed by the physical education teachers and shared across the district to support classroom teachers <ul style="list-style-type: none"> ◦ Instruction of games/activities can be integrated into physical education classes
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<h2>Restrooms</h2>	<ul style="list-style-type: none"> • Teachers will allow only one student at a time to use restroom <ul style="list-style-type: none"> ◦ No Passes • Whole group restroom breaks will not be used • Individual student restroom breaks <ul style="list-style-type: none"> ◦ Teach social distancing ◦ Masks should be worn ◦ Sanitize hands upon entering and leaving classroom ◦ Emphasize expediency of process ◦ K classrooms with individual bathrooms should utilize them ◦ Designated bathrooms per grade levels when available
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<h2>Snacks</h2>	<ul style="list-style-type: none"> • 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
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	<ul style="list-style-type: none"> • Students will have a designated spot for snack, encouraging physical distancing • Birthdays treats (food items) will not be a possibility at this time.
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Staff Lounge	<ul style="list-style-type: none"> • It is recommended that you eat in your personal work space • 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 • Bring your own coffee from home. Keurigs and community coffee pots will not be available
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Staff Meetings	<ul style="list-style-type: none"> • All staff meetings will have an online option • Social distancing and masks worn • No food provided
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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 	<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	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 events will meet local guidelines 	<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) • Spectator events not allowed. 	<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.

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision

Book Fair	Held Virtually
Boys and Girls Club	Sunset Hill students at Hillcrest (during remote)
Field Trips	Not Allowed, District Decision
Music Program	TBD Third Semester
Sneak Peak	Virtual P/T Conferences
Site Council/PTO	Virtually
Muffins with Mentors	Canceled
Science Expo	TBD Second Semester

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