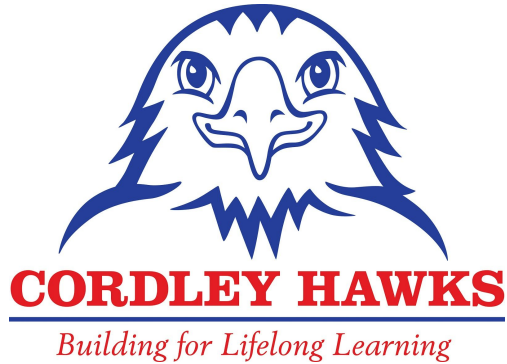


# Cordley Elementary

## Together Again Safety Plan



Cordley 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.

	<b>In-Building Procedures</b>
<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 required to wear a facial covering/mask</li> <li>• Staff will take their temperatures prior to entering school</li> <li>• Temperatures above 100.0 100.0 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>

**Arrival:**

- 8:30-8:45am Grade levels enter the following doors to get their temperature checked before entering:

Grade	Door
Kindergarten & 1st	Vermont St, South Door
2nd & 3rd	Kentucky St, North Door
4th & 5th	Front Entrance

- **Adults must remain OUTSIDE the building and wear a mask**
- All students head straight to their classrooms
- Breakfast served in classrooms
- Vermont St and Kentucky St can be used for car drop off

**Dismissal:**

- **Kentucky St. is for BUSES ONLY - Cars MUST use Vermont St.**
- Grades will dismiss at the following times and locations.
- Younger siblings will be dismissed at same time as older sibling:
- Everyone on school grounds must wear a mask.

Time	Grade	Location
3:50pm	2nd	Vermont, South door
	3rd	Vermont, North door
	5th	Front Entrance
3:55pm	Kindergarten	K doors, 19th st
	1st	Vermont, South door
	4th	Front Entrance

**Car Rider Line**

- VERMONT ST. - SOUTHBOUND TRAFFIC ONLY
- Students will load on passenger side (W side of st). They will NOT be allowed to cross traffic.
- Remain in car at all times.
- **DO NOT PARK** on Vermont St. North of 19th

**Child pick-up/drop-off during the school day.**

- Drop Off: Parent/guardian should call the school and notify them of the student's arrival. Parent/guardian should stay until

	<p>the student is safely inside the vestibule.</p> <ul style="list-style-type: none"> <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>	
<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</li> <li>● Grab-and-go from cart</li> <li>● Sanitize before and after (hands, tables)</li> </ul>	
<b>Buses</b>	<ul style="list-style-type: none"> <li>● Buses will be regularly disinfected.</li> <li>● Drivers will wear a mask when students embark and disembark the bus but not while driving per regulations.</li> <li>● The seat directly behind the driver will remain unoccupied at all times.</li> <li>● Riders not living in the same household should not sit together.</li> <li>● Buses will use assigned seating for passengers.</li> <li>● Passengers should wear masks at all times.</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 same direction</li> </ul>	
	<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> </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>
<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>• Cordley 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>Learning Pockets</b>	<ul style="list-style-type: none"> <li>• Students from different classes will not occupy a learning pocket at the same time.</li> <li>• Staff should disinfect these areas after each use.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Food Service will make pre-packaged meals available to all students. Meals will be delivered to classrooms and may be ordered to take home for remote learning days. Meals ordered will be available for pickup on Wednesdays for a week at a time.</li> <li>• Food served in the classroom will come from a specific cart. Each cart will be sanitized after each meal service. To ensure social distancing, pick up and delivery of carts will be staggered.</li> <li>• Staff will order meals in the morning and check rosters when</li> </ul>

	<p>students receive their meals.</p> <ul style="list-style-type: none"> <li>● Disposable items (e.g. utensils, dishes) will be provided for meals.</li> <li>● Schools will use a simplified menu due to the shorter menu cycle for the initial weeks of reopening <ul style="list-style-type: none"> <li>○ One hot entrée choice daily.</li> <li>○ Fruit and vegetable options packaged individually.</li> <li>○ Water</li> <li>○ Condiment packets will be served.</li> </ul> </li> <li>● Summer Food Service Program meal requirements followed.</li> <li>● No guests may join students on-site for lunch.</li> </ul>
<p><b>Nurse</b></p>	<ul style="list-style-type: none"> <li>● School nurses will be the point of contact in each building for COVID-19.</li> <li>● Health kits for each classroom to minimize trips to the health office</li> <li>● Contact the 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 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>
<p><b>Office</b></p>	<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 visitor in or out</li> <li>● No volunteers</li> </ul>

	<ul style="list-style-type: none"> <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 ring the door bell, 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> <li>● Playground equipment such as balls and jump ropes may be used.</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>● Students are encouraged to bring their own snack</li> <li>● Pre-packaged, individual, 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>● Wipe down after use of microwave and/or 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>	Hallways/Stairwells <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.</li><li>• Students should line up in the same order at every transition</li></ul>
<b>Water Fountains</b>	<ul style="list-style-type: none"><li>• Water fountains will be shut off.</li><li>• Students are asked to bring their own water bottles; water bottles will be provided as needed.</li><li>• Water bottle fillers will be used in the buildings.</li><li>• Water coolers will be available as bottle fillers.</li></ul>