

Elida Local Schools Fall 2020 Reopening Plans

Last updated: July 31, 2020

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This plan was developed in collaboration with the Allen County Health District and other Allen County school districts.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. • Provide a mask for your student to wear when needed during small group instruction and other times as needed. • When the district is Red or Purple on the Health Advisory System all students will be required to wear masks during the school day. • When the district is Orange or Yellow on the Health Advisory System all students are strongly encouraged to wear masks during the day. Students may still be required to wear masks in some areas where social distancing guidelines can't be met. <u>Students</u> • Wearing a mask is recommended when entering, exiting, or moving around the room at all times if Yellow or Orange. • Wearing a mask is required when entering, exiting, or moving around the room at all times if Red or Purple. • Wearing a mask is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing protocol cannot be maintained. • Wearing a mask is required when working closely with other students in small groups or lab settings regardless of the current Health Advisory level. • Maintain maximum physical distance from peers whenever possible. • When the district is Orange or Yellow on the Health Advisory System, students should wear a mask anytime outside of the classroom. • Students may carry clear book bags to/from classes with school supplies in them only. Other items must be left in lockers during the day. <u>Building differences as noted</u> • Students in grades 5-12 will clean desks and seats at the conclusion of each class. • For classes that change rooms, students and staff will work to wipe desks and seats prior to leaving and upon arrival in new room.	<u>Teachers/Assistants</u> • Ensure classroom setup of desks provides as much physical distancing as possible for students. • Wear a mask or face shield when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained. • Ensure students maintain physical distance whenever possible. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Eliminate shared classroom materials – no passing around of materials. • Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. • Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room. <u>Custodians</u> • Make sure teachers are provided all supplies needed daily including disinfectant and sanitizer. • Disinfect classrooms during teacher planning time, during lunch, and after school. • Make sure dividers/shields are available in classrooms in which students sit at tables together. <u>Administration</u> • Ensure classrooms are physically distanced as much as possible. • Ensure classrooms are disinfected between classes, during planning time, lunch, and after school. • Ensure supplies are readily available for custodians and teaching staff.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Provide a mask for your student to wear when in hallways or at lockers. • Provide your student with a water bottle daily as water fountains will not be available for use. <u>Students</u> • Wearing a mask is recommended when in hallways or at lockers at all times. Masks are mandated when the district is Red or Purple on the Health Advisory System. • Report immediately to your classroom, upon arrival to school. • Carry a water bottle as water fountains will not be available for use. • Follow all signage in the hallways and common areas. • When possible, stay single file and to the right when traveling down hallways and using stairs. • Follow locker use schedules as provided by staff for buildings who issue lockers. <u>Building differences as noted</u> <u>Elida Elementary School</u> • Access assigned cubbies only during scheduled time provided by the classroom teacher. • When standing in hallways, students must stand on white markings/dots on the floor to ensure safe social distancing. <u>Elida Middle School</u> • Locker use will be during Homeroom with teacher permission, before/after lunch, and at the end of the school day with teacher permission. Teachers may try to arrange other times for students to use lockers. <u>Elida High School</u> • Follow established procedures concerning locker use.	<u>Teachers/Assistants</u> • Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers. <u>Custodians</u> • Disinfect common areas regularly through the school day. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks – continuously circulating through the building. <u>Administration</u> • Ensure proper signage is installed in hallways and common areas. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Develop and implement locker use schedules for buildings where lockers are issued to students. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety. <u>Building differences as noted</u> <u>Elida Elementary School</u> • Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal. • When standing in the hallway or playground, ensure students are maintaining safe social distance by standing on floor markings/dots.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. • Provide a mask for your student to wear on the bus and while at school when needed. • Limit visits to school as much as possible. • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms • Follow posted guidelines and read all signage whenever entering the building. • Wearing a mask is required when entering the building. <u>Students</u> • Wearing a mask is recommended when entering, exiting, or moving around the building when the Health Advisory Level is Yellow or Orange. • Masks are mandated when the district is Red or Purple on the Health Advisory System. • Report directly to your assigned classroom/area upon arrival to school. • Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. <u>Visitors</u> • Conduct a wellness check, including temperature prior to arriving at school. Visitors with temperatures over 100°F are not permitted in buildings. • All visitors are required to have a mask on prior to entering buildings.	<u>Teachers/Assistants</u> • Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <u>Custodians</u> • Disinfect common areas regularly throughout the school day. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks – continuously circulating through the building. • Ensure designated doors are propped open at arrival and dismissal, and locked after school day has begun. <u>Administration</u> • Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building. • Ensure proper signage is installed in hallways and common areas. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Ensure designated doors are propped open at arrival and dismissal. • Ensure designated doors are closed after arrival and dismissal. • Eliminate parent and community volunteers to ensure safety and health of students and staff. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety. <u>Building differences as noted</u> <u>Elida Preschool (at the high school):</u> • Due to preschool guidelines, assigned staff must check temperatures of preschool students upon arrival.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. • Provide a mask for your student to wear on the bus and while at school when needed. If students attempt to get on the bus without wearing one, they will be given a mask. Students get one warning for this on the bus. • Review student procedures below with your child(ren). There will be very low tolerance for violators, and parents may be required to provide transportation for frequent violators (as determined by administrators). <u>Students</u> • Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building. • Sit two per seat on the bus and sit in your assigned seat. • Wear a mask while riding the bus. • Remain seated, facing forward while riding the bus.	<u>Drivers</u> • Wear a mask and/or face shield while students are on the bus. • Provide reminders to students of bus expectations- 2 per seat, wearing masks, seated facing forward. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Ensure the bus is disinfected before/after routes. <u>School/District Administration</u> • Reduce the number of transfers and overall time on buses for students. • Monitor drop off and dismissal to ensure students do not congregate in groups. • Provide consequences, including loss of privilege to ride the bus to those who violate rules.

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform. • In person meetings should follow appropriate physical distancing protocols. Masks must be worn when entering, exiting, and moving around the building. • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. <u>Students</u> • Participate in meetings as requested by parents/caregivers or school staff. • Follow physical distancing protocols. • Wearing a mask is recommended when in hallways or at lockers at all times. Masks are mandated when the district is Red or Purple on the Health Advisory System.	<u>Teachers/Assistants</u> • When possible, attend meetings from the classroom using video technology. <u>Custodians</u> • Clean and disinfect conference rooms after meetings and/or provide materials for cleaning and disinfecting to take place. <u>Administration</u> • Provide parents/caregivers with options for in-person, phone, or video conferencing. • Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. • Ensure physical space used for meetings allows for distancing guidelines

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. • Provide a mask for your student to wear on the bus and while at school when needed. • Ensure contact information is up to date in the event the nurse needs to contact home. • Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <u>Keeping contact information up-to-date is extremely important.</u> <u>Students</u> • Use designated entrances and exits to the office. • Following physical distancing protocols as much as possible when in office. • Wearing a mask is required reporting to the clinic. • Wearing a mask is also required if a student is determined to have a fever or other symptoms.	<u>Nurse</u> • Wear a mask when working individually with students. • Ensure the workspace is kept clean and sanitized. • Ensure physical distancing protocols are followed whenever possible. • Isolate students who are showing symptoms to a separate area away from other students already in the clinic. • Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms. Notify the custodian as necessary. • Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area. <u>Custodians</u> • Disinfect clinic regularly. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc. Health department staff may request specific times for extra attention after students have been in the clinic. • Disinfect the isolation area after students who utilize the area have left the building. <u>Administration</u> • Install barriers as needed to protect employees working in the nurse's office. • Ensure proper signage is installed. • Ensure regular cleaning and disinfecting takes place in the office area. • Ensure seating areas are properly physically distanced. • Ensure the student isolation area is properly supervised when in use.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Provide a mask for your student to wear when in hallways and in restrooms. <u>Students</u> • Wearing a mask is recommended when in hallways and in restrooms when the Health Advisory Level is Yellow or Orange. Masks are mandated when the district is Red or Purple on the Health Advisory System. Follow all signage in the hallways, common areas and restrooms. • When possible, stay to the right when traveling down hallways to get to restrooms. • There should be no more students in the restroom than there are toilets. <u>Building differences as noted:</u> <u>Elida Elementary</u> • If all restroom stalls are in use, students wait on floor markings outside the restroom entrance.	<u>Teachers/Assistants</u> • Assist in supervision of restrooms, hallways, and common areas between classes. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <u>Custodians</u> • Disinfect common areas regularly throughout the school day. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks – continuously circulating through the building. • Make sure common drinking fountains are not accessible to students/staff. <u>Administration</u> • Ensure proper signage is installed in hallways, common areas and restrooms. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time. • Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Provide a mask for your student to wear while at school when needed. • Limit visits to school as much as possible including visits to drop off forgotten items. <u>Students</u> • When possible, stay to the right when traveling down hallways. • Wearing a mask is recommended when in line or moving around the cafeteria. • Sit in designated seats. • Follow guidelines for restroom use during lunch periods. • If bringing a packed lunch, report immediately to your designated seating area. • Follow physical distancing guidelines as much as possible when in line and in the serving areas. <u>Building differences as noted:</u> <u>Elida Middle School</u> • Students will visit lockers prior to and/or after lunch. Students should not cluster with peers during this time. • Students should carry the necessary materials for each half of the school day in order to limit locker visits.	<u>Teachers/Assistants</u> • Supervise designated eating areas to ensure students are properly physically distanced. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Wear a mask or face shield when circulating around designated eating areas. • Monitor and issue passes for bathroom use during lunch time. • Use staggered dismissal to ensure physical distancing at the end of lunch. <u>Custodians</u> • Disinfect all table tops and seats before and after each lunch. • Disinfect restrooms and common spaces between lunches. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks. <u>Cafeteria Staff</u> • Wear masks while serving food. • Help clean and disinfect serving areas and tables between lunches as needed. • Serve all food to students. (Students will not self-serve items as they have in the past.) <u>Administration</u> • Ensure proper signage is installed in designated eating areas. • Provide enough seating is to ensure as much social distancing as possible can be practiced. • Add additional seating areas on stage, outside, and in the practice/aux gym to ensure proper physical distancing. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. • Wearing a mask required when entering, exiting, and moving around the office/building. • In-person office visits should follow appropriate physical distancing protocols. <u>Students</u> • Use designated entrances and exits to the office. • Following physical distancing protocols as much as possible when in office. • Wearing a mask is recommended while in or moving around the office when the county is Yellow or Orange on the Health Advisory System and are mandated when the county is Red or Purple.	<u>Teachers/Assistants</u> • Wearing a mask is required when moving around the office area. • Follow physical distancing protocols. <u>Office Staff</u> • Monitor and control the number of people in the office at any one time. • Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. • Assist with disinfecting office area as needed when visitors come/go. <u>Custodians</u> • Disinfect common areas regularly through the school day. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. – continuously circulating through the building, and at other times as needed. <u>Administration</u> • Install barriers to protect employees working in the main office. • Eliminate community and parent volunteers to ensure safety of all students. • Ensure proper signage is installed in the office areas and leading into the office. • Ensure regular cleaning and disinfecting takes place in the office area. • Ensure seating areas are properly physically distanced. • Limit the number of visitors to office areas. Post signage to reflect this. (Example: "If you see 10 or more people present in this office, please wait to enter.")

Remote Learning (If state or local regulations require a school closure, we would shift into remote learning for all students. This would be Level 4 - Purple)

Student and Parent/Caregiver Expectations	Staff Expectations
<u>Parents/Caregivers</u> • Monitor student progress on coursework. • Developing a “school schedule” is recommended to keep routines in place for students while working from home. • Communicate questions and concerns immediately to staff. <u>Students</u> • Following a regular “school schedule” is recommended to help keep routines in place. • Communicate questions and concerns immediately to teachers. • Participate in virtual sessions with teachers as scheduled. • Watch lessons provided by teachers and complete assignments according to timelines. • Students will remain in the sections/classes that they were in at the start of the school year.	<u>Teachers/Assistants</u> • Create lessons that are engaging for students using a variety of strategies. • Be available for office hours. One session will be available in the morning and one in the afternoon, if all students are remote. • Use Schoology as the platform for all assignments, links to resources, parent communication, updates, etc. • Grade work in a timely manner and provide feedback to students on assignments. • Staff will report to work daily to complete lessons, hold “office hours,” communicate with students, etc. <u>Technology Department</u> • Provide help desk assistance when technology issues occur. <u>Administration</u> • Ensure each student has a device at home. • Monitor and assist teachers in the delivery of content for students. • Implement appropriate grading procedures.

OPTION 2- STUDENTS AT HOME DAILY

INDIVIDUAL ONLINE LEARNING

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<u>Parents/Caregivers</u> • Monitor student progress on coursework. • Developing a “school schedule” is recommended to keep routines in place for students while working from home. • Communicate questions and concerns immediately to staff. • Monitor and support student progress through Schoology. <u>Students</u> • Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in Option 1. • This option is different from what students experienced during remote learning last spring. • Students participating in this option for grades K-12 will be using Schoology. Students who do not keep up with online work may have to return to school. • Students may offer • It is recommended students follow a schedule to complete online learning, assignments, and assessments. • The online curriculum will meet the same standards as our Elida Local Schools curriculum. It is important that students stay current on all work as pacing should be the same as being physically in school • Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies) • Students may also have limited access to special area courses (K-8) and elective courses (7-12). Students in grades 9-12 may not have access to their full schedule as planned this past spring. • Communicate questions and concerns immediately to teachers. • Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other. • Students will earn grades for their work. • If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform. • Students may continue to participate in after-school activities at their school building, including extra-curricular activities.	<u>Teachers</u> • Teachers will be assigned to remote learning classes and complete the necessary learning materials during their work day. • Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments. • Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other. • Teachers will be available for regularly scheduled office hours. • Teachers will grade work in a timely manner. • Staff will report to work daily to complete lessons, hold “office hours,” communicate with students, etc. <u>Technology Department</u> • The district may provide a laptop for students to use at home. • The District has “hot spots” in the middle and high school parking lots to assist those who have WiFi issues. • The district will provide help desk assistance when technology issues occur. <u>Administration</u> • Ensure each student has a device at home. • Monitor and assist teachers in the delivery of content for students. • Implement appropriate grading procedures.

ADDITIONAL INFORMATION

- [LINK TO:](#) Allen County Schools Common Agreement for Reopening Schools
- [LINK TO:](#) Allen County Public Health

UPDATES MADE TO THIS DOCUMENT

Date	Description of update
July 31, 2020	No changes to date

