



## SUTHERLAND ELEMENTARY SCHOOL

550 Spring River Circle  
Stockton, Ca. 95210  
(209) 953-8999

### RESPONSIBILITY, RESPECT & INTEGRITY

#### LEVEL 3 SCHOOL SITE SAFETY PLAN FOR 2020-2021

**OBJECTIVE:** To provide plans and procedures for the re-opening of school that will ensure the health and safety of our students and staff with the board-approved Level 3 implementation level (100% / 5 days per week ).

**Summer Safety Plan Committee:** Elizabeth Horton – Principal, Gale Krogh – Kindergarten, Victoria Bartholomew and Marina Berry – 1st grade, Dave Nielson – 2nd Grade, Brenda Murarik – 3rd Grade, Pete Mackey - 4th Grade, Debra Cannon 5<sup>th</sup> Grade, 6<sup>th</sup> Grade and Jennifer DeAmit – Counselor.

**Safety Team:** Elizabeth Horton, Jerry Vang, Teo Diaz Guzman, Gale Krogh, Tabitha Fragoso, Debra Cannon, Pam Conner

#### GENERAL ON CAMPUS PROCEDURES:

##### Staff Members on Campus

- There are 2 new procedures for staff to follow when on campus. First, all staff is encouraged to log into the Lodi self Screener App before coming onto campus. If the App tells the teacher to stay at home, the teacher needs to contact Mrs. Horton right away to review symptoms and discuss course of action.
- ~~must log his/her time on campus in the Sutherland Elementary School Covid-19 Protocol Binder located in the staff room or the office. (You need to only document in one binder.) This serves as a method of communication to the Administration and custodians to know who has been on campus and which rooms need to be cleaned.~~
- Second, if a teacher is working in his/her room, there is a door magnet that needs to be moved from the outside of the door to the inside of the door. This is another way of communicating which rooms need to be cleaned.

##### Emergency Lesson Plans - This is a Work in Progress.

All teachers are to prepare a 10-day emergency lesson plan that includes schedules and activities. They should communicate with their teaching partners to discuss what will need to happen if someone cannot come to work. The lesson plans do not need to follow district pacing, but rather, may look more like an accumulation of activity pages that the guest teachers can utilize. A copy should be made available to Mrs. Horton and a copy should be in your room.

##### Staff Gatherings



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Staff should only gather as needed and are to adhere to all safety measures and social distance protocols. Zoom meetings and/or use of the cafeteria/library will be considered as options if the group is larger than 10. Based on the direction of our state, county, and school district our school site safety protocols will tighten or loosen accordingly. As a staff, we need to be mindful that some staff members have greater reasons of concern, from age and pre-existing conditions of self or family.

#### **Personal Protective Equipment (PPE) and Expectations**

##### **Staff:**

- All staff received gloves, several masks and a face shield. Masks are to be used several times or if cloth washed and reused. If additional PPE is needed, staff should contact the Administrator so more supplies can be ordered.
- Masks are to be worn when on campus. It is recommended that giving yourself a “breather” from the mask can be when you are alone and outside.
- Masks and/or gloves are to be worn while in high-use areas such as the cafeteria and office.

#### **Thermometers**

Parents are expected to self-monitor their children. Touchless thermometers have been received and will be used on all individuals entering our campus if deemed necessary. Adults or students with temperatures of 100.4 or symptoms such as those listed in district guidelines will be sent home. All teachers have thermometers.

#### **Plexiglass**

Plexiglass has been installed at the front office window. Plexiglass table-stands have been received. All classrooms have individual desk shields and a teacher shield.

#### **Air Purification Systems**

An Airpurifier has been purchased for every room on campus with a few exceptions (closets).

#### **Cleaning**

- Each classroom has a working sink for hand washing- Wet wipes and hand sanitizer is also available for each classroom.
- 4 hand washing stations are on the playground. Additional signage and floor markers have been purchased and will be placed around the school to help with social distancing and following all safety precautions.
- Each room will be disinfected each day by a custodian with the leave on disinfectant. A disinfectant spray bottle is available in rooms for staff members to use during the school day.



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#### **GENERAL ON CAMPUS PROCEDURES FOR STUDENTS:**

##### • **Student Materials**

- Students will not share materials. If any classroom needs more supplies - please contact the administrator.
- With the CARES Funding, our site received pencils, crayons, colored pencils, markers, paint, expo markers, highlighters, ballpoint pens, binder paper, page protectors, pencil pouches, glue, glue sticks, math manipulatives, pencil sharpeners, electric stapler, electric hole puncher, label maker, notebooks, sticky notes, hand sanitizer, masks, wet wipes and face shields.

##### • **Student Movement/Proximity**

- In a whole-group setting in class students must be a minimum of 3ft apart and minimize the amount of movement in the classroom. Each teacher will need to decide what this looks like in his/her classroom.
- Students will disinfect their hands before entering any room.
- Teachers will consider one-way pathways in the classroom, and to/from the sink for handwashing.
- Encourage parents of young students who can't tie shoes to wear slip-ons or velcro.
- Student desks are to be arranged spread out individually and all facing the same direction.
- Staff still need to circulate for engagement and classroom management.
- Outside of class, students will be instructed to follow the arrows on the ground to help ease congestion.

##### • **SUPPORT SERVICES**

- **Music** - Students will go to the music classroom. Students will disinfect their hands before entering the room.
- **PE** - Outside unless it is raining.
- **Library** - will be a combination of small group in person check outs and virtual story times. Books that are returned will be quarantined in room 7 or misted with the Clorox 360.
- **READ 180** Students will change classrooms but will need to sanitize their hands before entering the classroom and wear their mask.
- **RSP** - virtual or in small groups

#### **STAFF AND STUDENTS ON CAMPUS:**

NOTE:



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1. The PBIS Team in July recommended that Bell Schedule is changed to have staggered start times and to change recess and lunch times to accommodate only two grade levels at a time. These schedules have been created and are attached to this document.

All the listed procedures will require all of us to communicate these new procedures to families. Admin will put together information for all staff to share with families. These procedures will require all of us before and after school to implement.

**Points of Entry: No Parents will be allowed onto campus except for those who come to the front gate (Parking lot).**

#### **SDC Arrival**

##### **Bus:**

Staff will meet students at the bus and walk them to the SDC line on the playground.

- **Car:** If in a car, students will be dropped off in front of the school and will sanitize their hands before coming on to campus.

Students will be let in through the front gate to walk to their lines on the playground.

#### **AM Kindergarten**

##### **Walkers:**

- All kindergarteners will enter school in front (Spring River Drive side) at the kindergarten gate. They will not enter school from the north side (Sutherland Road).

##### **Car:**

- If in a car, students will be dropped off in front of the school and will sanitize their hands before entering the campus. They will enter campus through the Kindergarten gate.

#### **1<sup>st</sup> – 6<sup>th</sup> Grade**

##### **Arrival - Walkers:**

- Students who walk to school will enter on the North side of the school (Sutherland Street). Students will line up and wait to be allowed onto campus at 8:15.
- A teacher will be out front monitoring students. Students will sanitize their hands and be directed to go to the playground and wait in their class line.

##### **After the Bell:**



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- Students who arrive after the bell, will enter through the office and check in. Students will sanitize their hands before leaving the office.

#### Identification of students with a fever:

- If a student in line has a fever of 100.4 or more, a staff member will discreetly ask the student to step off to the side (6 feet or more) and will radio the office. Someone from the office will come and escort the student to the "Waiting Room" which will be located in a tent behind the teacher's workroom.
- If a student is on campus and then displays symptoms, the teacher will use the walkie talkie to inform the office that they have a student who needs to go to the "tent". The office will call home and Admin will meet the student at the back door of the stage. Once the parent arrives, the student will be escorted to the front of the school. The Parent will remain outside and the student will be checked out to him or her.

#### Breakfast:

Students who are going to eat breakfast at school will be allowed on campus at 8:05 am. Students will sanitize their hands and walk to the cafeteria. Students will drop their meal card into a basket to track the meal, and pick up their food.

- Tables will be marked to ensure distancing between students. Students will sit by grade at tables and face only towards the stage.
- Students finish breakfast and will exit out of the side door. (6<sup>th</sup> graders available to be hall monitors?)
- Students will wait in line until the bell rings. Markers are placed on the ground to help students with social distancing. Teachers will meet students at their line and walk them to class.

#### Restrooms during Class Time:

- Designate bathrooms for grade spans. Kindergarten – classroom bathrooms, grades 1-3 use the bathrooms facing the blacktop, 4<sup>th</sup>-6<sup>th</sup> will use the restrooms facing the portable and 1 staff bathroom facing the playground will be designated as a SDC only bathroom.
- Students must sign in and out from the classroom on a sign out sheet. Teachers may send only 2 students at a time, 1 girl and 1 boy.
- Staff will use a uniform sign in and out form.
- Signage will be posted in the bathroom to remind expectations – 1 person at a time in the restroom, wash hands and to put trash in the trash cans.
- Markers will be placed on the ground for students to wait on.

#### Recess:



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Schedule recesses by grade spans - 1<sup>st</sup>/2<sup>nd</sup>, 3/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> Kindergarten will have recess on their own playground.

- Students will wear masks and teachers will monitor social distancing.
- Classes will be assigned to a hand washing station.
- Each class will rotate through playing on the play structure. A rotation schedule was created. The remaining class will be allowed to use balls and play on the blacktop.
- Students will wash their hands prior to using the playground balls and after these are put back.
- Bathrooms will be monitored and markers will be on the floor outside the bathroom to maintain social distance while waiting to go in.
- Activities will be set up on the playground for students – possible ideas stations, relays or a dance area with music.
- At the end of recess, teachers will meet students at the blacktop and walk students back to class.
- Students will wash hands after recess.

#### **Snack:**

- Students, who bring a snack to school, will eat outside along the fence at the picnic tables. Spots will be painted on the ground to help students space themselves. The outside area will need to have supervision and trash can.

#### **Lunch:**

- Before leaving class, students will be grouped into home and school lunch lines.
- Teacher walks students to the cafeteria.
- Students with lunch from home will be sent into the cafeteria to sit at their assigned tables.
- Students buying lunch will get in line and get their meal card. Meal cards will be placed into a basket and these will be scanned in later.

#### **Lunch Recess:**

- Students will wear masks and yard duty will monitor social distancing.
- Bathrooms will be monitored and markers will be on the floor outside the bathroom to maintain social distance while waiting to go in.
- Activities will be set up on the playground for students – possible ideas stations, relays or a dance area with music.
- At the end of recess, teachers will meet students at the blacktop and walk students back to class.
- Wash hands.



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**Dismissal:**

***Two points of dismissal: Car Gate (Students being picked up by car) in the Parking lot and Shoe Gate - (Walkers) North side of school along Sutherland.***

- Each grade will designate 1 teacher to take the Car Gate kids and 1 teacher to be the Shoe Gate kids.
- **Car Gate** - Students being picked up by car will be walked to the front of the school and lined up under the eaves with distance and monitored by their teacher. 3 cones will be placed in front of the school. Each car will be given cardstock to write their child's name on and place it on their dashboard. (This will only need to be done once). As the car pulls into the parking lot, Admin will read the student's name from the car and the student will be called on the microphone to go stand by a cone for their parent's car.
- **Shoe Gate** - Students will be walked to the North Side of the school and dismissed with distance out the gate. Students who need to meet up with siblings will need to coordinate meetups outside of school on the lawn.