Together Again

Woodlawn Plan for COVID Logistics



Non-Instructional Expectations and Procedures		Building Planning and Preparation
Non-Instructional Expectation Arrival and Dismissal Attendance Backpacks Breakfast Buses Classroom Cleaning Communal Spaces Devices	Handwashing Masks/PPE Nurse Parent Protocols Recess Restroom Snack Staff Lounge Staff Meetings	Prior to Opening Ongoing Throughout the Year Models of Learning
<u>Discipline</u> <u>Emergency Drills</u> <u>Extra-Curricular Clubs</u>	<u>Transitions</u> <u>Water Fountains</u>	

Non-Instructional Expectations and Procedures

Arrival and	Arrival Staff
Arrival and Dismissal	 NO staff should come to work if they OR someone they are living with has symptoms of COVID, have tested POSITIVE for COVID within the previous 10-14 days OR are currently waiting on a COVID test result due to an exposure OR undiagnosed Covid-related symptoms. 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 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 Staff arrive no later than 7:30 am and report to classrooms by 7:45 Teachers must have an emergency sub kit prepared and ready to go Must include a minimum of two days of plans Needs to be easy to follow and clear Grade-Level partner needs to know where it is
	Arrival Students
	 Students should not come to school before 7:45am No congregating of groups more than 10, at least 6 feet apart, all wearing face coverings Points of entry for students, staring at 7:45am Main Entrance (4th & 5th) Common Area Entrance (K-3rd) Temperature is taken upon entry to the building Designated staff members will assist with student temperature screening. Temperature above 100.0 will be sent to the waiting area. Student will wait 5 minutes and check temperature again. If temperature remains above 100.0,

 school nurse will be notified and student will be sent to the triage area. Following temperature screening, students will go directly to their classrooms and follow teacher's procedures Students arriving late to school will enter main entrance, parents will not enter the building These students will have their temperature taken upon entering the building 			
	Dismissal		
 Classroom teachers must exit with students on time and walk their students out while remaining 6 feet apart. Masks must remain on and parents on school grounds are required to wear masks 			
Grade	Door	Time	
Kindergarten	Commons Door	3:00 MTThF, 1:30 W	
First Grade	Library Door		
Second Grade	Commons Door		
Third Grade	Commons Door	3:05 MTThF, 1:35 W	
Fourth Grade	Front Door		
Fifth Grade	Front Door		

Attendance	On-Site	Hybrid
	 Student attendance is monitored by the teacher and entered into PowerSchool as determined by district policy Student daily engagement required 	 Student attendance monitored by the teacher and entered into PowerSchool as determined by district policy. Student engagement required
Backpacks	Individual cubbies	
Breakfast	 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 breakfast/lunch orders the day prior All utensils will be disposable 	
Buses	 Buses will be regularly disinfected. Drivers will wear a mask when students embark and disembark the bus but not while driving, per regulations. The seat directly behind the driver will remain unoccupied at all times. Riders not living in the same household should not sit together. Buses will use assigned seating for passengers. Passengers should wear masks at all times. 	

Classroom	General Considerations	
	 Social distancing as the number of students allows Seating chart should be followed daily 	

 Masks should be worn at all times. Masks may be removed outdoors if physical distancing can be maintained. Ensure adequate spacing of desks and tables. Staff should remove all additional furniture to provide more space for seating, movement, and social distancing Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer, getting up to move around the classroom. Staff and students should sanitize and clean spaces frequently throughout the day Students and staff must sanitize or wash their hands every hour Teachers must utilize the first-aid supplies that are in classrooms Physical distancing will be followed, and seats will face the same direction when possible. Keep the door closed when appropriate. 	
Chairs Health and Safety	 Students sit in their own chair every day based on seating chart Health kits will be provided for each classroom to minimize trips to the health office. For minor first aid needs, if needed, you may call the clinic and be advised over the phone OR you may call the clinic and ask for someone to meet the student outside the classroom for assistance. Do not send a student to the office or clinic without calling first and getting approval to send the student. Sanitize hands every hour Sanitize hands when leaving and entering the classroom Sanitize hands before and after breakfast and lunch Sanitize hands before and after donning/doffing face mask.
Floor Space	 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	 Tables should be wiped down twice/day or when student groups rotate Classrooms with table seating, no more than 3 students per

Student Supplies	 table, if 6 feet physical distancing can not occur consider alternative, if needed, request plexi-glass Individual bin/ container for supplies No community supplies Own whiteboard dedicated to each student Manipulatives packaged by small groups or 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	 Encourage hand signals which do not require touching to exchange greetings
Class Jobs	 Review each job's responsibilities to determine feasibility within safety parameters Modify or eliminate

Cleaning	 District is providing cleaning cloth and spray cleaner for all classrooms Staff and students must sanitize or wash hands every hour Staff and students should sanitize and clean spaces frequently throughout the day with approved disinfectant and guidelines.
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Communal	General Considerations
Spaces	 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 No all-school assemblies No field trips Masks required (CDC Exceptions may apply)

 vehicle and wait until the student is safely inside the vestibule. 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. 	
Gym • No assemblies	Learning Pockets Minimal use
 Social distancing during PE Sanitize before and after PE 	 Cohort groups will be assigned Social distancing and masks worn Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing Staff and students should sanitize and clean spaces frequently throughout the day Students and staff wash their hands upon entering and exiting Keep your door closed while in your area. IF your door is open, keep your mask on.

Devices	 Students should not share devices or headphones Students take devices home every night Wipe devices down daily
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Discipline	 Face shields/guards will be utilized when direct face to face interaction cannot be avoided. Principal or MHT will come to the student

		General Considerations
	 Practice and complete required emergency drills within the classroom setting to avoid cross grouping and communal areas. Discuss, practice, and document drills. Principals will identify the date(s) of all schoolwide drills to ensure all students participate. Conduct drills with staff when students are learning remotely. 	
Emergency Drills	Fire	 Coordinate fire drills to the class recess schedule Schedule all grade level fire drills on one day. Model the siren sound during morning announcements but do not demonstrate throughout the day.
	Tornado	 Tornado drills may be practiced by class if social distancing allows A video of assigned space and how to enter may be shown
	ALICE	 Practice and complete required lock-out and lock down emergency drills within the classroom setting to avoid cross grouping and communal areas

Extra-Curricular	None at this Time
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Handwashing/ Sanitizer	 Wash hands/sanitize 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 Locate/establish hand sanitizing locations. Soap and water handwash after lunch if peanut allergy is present in the classroom.
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MASKS/PPE	Mask Basics at School
	 Masks must be worn at all times by all enrolled students, staff, visitors and vendors Masks may be removed under the following circumstances: Outside AND 6-foot distancing is maintained While eating/drinking AND maintaining 6-foot distancing In a room alone with a door Do not share your mask with others. Masks that become visibly soiled or wet should be changed. Bring one extra mask per day. If you don't have another mask, a disposable mask will be provided to you. Face shields are not an acceptable face covering alone and should always be worn with a mask. Consider a clear mask that still meets the criteria of fitting snug to the face. Please have your student start practicing wearing their mask for longer periods of time each day.
	Acceptable masks are:
	 Store bought or homemade cloth masks Disposable (surgical type) masks
	 Bandanas/any cloth face coverings that can be worn tightly over the nose and mouth N95 masks or KN95 masks without valves (these are not needed for normal daily use.

 N95s are only effective when fit tested and a cleaning protocol is established.

**Masks with valves are NOT acceptable and will not be allowed. A replacement mask will be given for those who arrive at school with valved masks. The purpose of a mask is to be a barrier to prevent droplets from being exhaled. The valves allow you to exhale your breath into the air defeating the purpose of a mask.

Your mask should:

- Cover your nose and mouth at all times
- Fit snug to your face
 - No gaps
 - Not falling down
 - Not hurting ears
- Be comfortable so you are able to wear it all day
- Meet school dress code (no inappropriate images/words on mask)

Proper way to put on and take off your mask:

- Sanitize your hands before putting on your mask
- Put your mask on using the ear loops
- Make sure it covers your nose completely and fits snugly, adjust as needed
- Sanitize your hands after touching your mask
- Remove your mask using the ear loops
- Put your mask on your lanyard or into a paper bag
- Sanitize your hands when finished

PPE GRID/Guidelines:

- SEE DIANNE (school nurse) if you have questions about what PPE (gloves, gowns, shields, etc.) should be worn in certain situations.
 - *MASKS are to be worn at all times.

Nurse	General Consi	derations
	 Health kits for each classroom to minimi Contact the office for severe illness/injury the classroom or outdoor setting 	
	Isolation Room	Clinic
	 Staff member will call the clinic or office in order to alert the nurse that they have a student concern. School Nurse or HOA will follow Covid symptom guidelines. Students with COVID symptoms: The conference room will be designated for students with COVID symptoms. This room will not serve any other purpose and access to this room will be restricted to designated personnel only. Students in isolation room must keep mask on at all times and remain 6 feet apart. PPE will be available for students and staff monitoring the isolation room. Follow PPE guidelines. Items allowed in this space will be limited. NO food or drink. Isolation room will be disinfected frequently. Nurse or designated staff will contact family of sick child and advise student be picked up within 30 minutes. 	 Staff member will call the clinic or office in order to alert the nurse that they have a student concern. If a student is experiencing symptoms of illness: Nurse will don PPE and meet the ill student outside the classroom to be evaluated for cold, flu, or possible COVID related symptoms. Student will stand/sit on the designated spot in the hallway. Nurse will take students displaying COVID symptoms to the Covid isolation room and follow protocol Nurse will take other students to the clinic as needed for additional treatment or assessment. If student will be returning to class, nurse will communicate accordingly with teacher/staff. If a student needs assistance in the clinic for asymptomatic reason: Teacher will send student to triage area once permitted by

	 front of the building and call the office. Student will be escorted to their parent/guardian and will be provided the Covid exclusion protocol document. Staff with COVID symptoms: Individual will contact the office and report symptoms/illness. Individual will exit the classroom and wait outside with their mask on until replacement supervision arrives keeping eyes on the students. Arrangements will then be made for teacher to leave the school grounds and the Emergency Sub Kit will be utilized Once home, staff member will contact the School Nurse or principal for further instruction. 	 nurse/office. Student should remain in triage area until nurse arrives. Should remain seated in chairs or standing on waiting spots that are 6 feet apart. Clinic doors will be closed and/or locked. Students should not enter the clinic without permission. A temperature will be taken in the triage area and student will be assessed by the nurse/HOA. Only 1-2 visitors in the clinic at one time depending on the size of the clinic ensuring that there is 6 feet physical distance between students. Students/staff will be asked to use hand sanitizer before entering the clinic. Clinic staff and students will remain 6 feet apart at all times, unless medically necessary. Nursing staff will follow PPE guidelines. Student or staff seeking care will spend less than 10 minutes in clinic before returning to class, the isolation room, or home. Nurse will bring medications to
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Parent/Guardian Protocols	 Afterschool, late pick-ups, parents can pick-up students at front office Parents/Guardians will not enter building Students will wait 6 feet apart unless they are members of the same household. 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, put the item on the table in the airlock and a staff member will take the materials to the student Parent/Guardian meetings will be held virtually Students arriving late to school will be buzzed into the building and office staff will check temp and sign students in, parents will not enter the building Students leaving will walk out to parent/guardian while staff watch from door/window
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Recess / Playground	 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. List of activities developed by the physical education teachers and shared across
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the district to support classroom teachers Instruction of games/activities can be integrated into physical education classes

Restrooms	 Teachers will allow only one student at a time to use restroom No Passes Whole group restroom breaks will not be used Individual student restroom breaks Teach social distancing Masks should be worn Sanitize hands upon entering and leaving
	 Emphasize expediency of process K classrooms with individual bathrooms should utilize them Designated bathrooms per grade levels when available

 Snack should last no longer than 10 minutes Students will have a designated spot for snack, encouraging physical distancing
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 Staff Lounge 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 available
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Staff Meetings	 All staff meetings will have an online option Social distancing and masks worn No food provided
Transitions	 Staff minimize transition in and out of the classroom All interior doors remain open (unless there is a Secure in Place) Hallways/Stairwells Schedule should ensure one class per stairwell 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
Water Fountains	 Water fountains will be shut off Students are asked to bring their own water bottles; water bottles/glass will be provided as needed Refill stations are recommended Water coolers will be available as bottle fillers. Review protocols with students.

- Social distancing and masks worn
 Stand on floor stickers when waiting to fill bottle

BUI Prior to Opening	On-Site	nning and Prep Hybrid	Remote
	 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 	 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 	
Ongoing Throughout the Year	On-Site	Hybrid	Remote
	 Cleaning supply stations Temperature check procedure Behavioral health screen 	 Cleaning supply stations Temperature check procedure Behavioral health screen 	 Behavioral health screen
Models of Learning	On-Site	Hybrid	Remote
	 Used when community restrictions for Covid-19 are low Schools can operate at 	 Used when community restrictions for Covid-19 are moderate Schools will operate at a 	 Used when community restrictions for Covie-19 are high School capacity

 100% Social distancing should be practiced where feasible. Strict adherence to social distancing cannot be guaranteed in this model. Group sizes and spectator events will meet local guidelines 	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.	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.
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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	At CCC
Field Trips	Not Allowed, District Decision
Music Program	TBD Second Semester
Sneak Peak	Virtual P/T Conferences
Site Council/PTO	Virtually
Turkey Trot	Canceled
Chili Feed/Title Math & Reading	TBD Second Semester
Grandparents and Special Friends Day	Cancelled
Vision, Hearing, Dental Screenings	TBD Second Semester
Picture Day	TBD