

## Augusta Elementary School Re-Entry Plan 2020-2021

Augusta Elementary Staff and Families,

We are providing our school Re-Entry Plan for your review. Please do so carefully. We hope the plan helps everyone better understand what a typical school day may look like at Augusta Elementary School under the current guidelines. The school plan has been developed utilizing the requirements and recommendations provided by the [West Virginia Schools Re-entry Toolkit: Covid-19 Guidance](#) and [Hampshire County Schools Re-Entry Plan Guidance for Covid-19](#).

The administration and staff at Augusta Elementary School wish to thank all of our families in advance for the understanding and cooperation that will be needed as we move forward this school year. As new information becomes available, guidelines and protocols given in this document may change. We will do our best to make sure that families and staff are informed of any changes as they happen. Above all, please know that the safety of our students, their families, and our staff remains the top priority during the upcoming school year. As always, if you have any questions or concerns, you can reach Mrs. Omps at 304-496-7001 or via email at [bomps@k12.wv.us](mailto:bomps@k12.wv.us).

Prior to the start of school, homeroom teachers will call families to collect some information that will help us with additional planning. This will include confirming students who intend to participate in virtual learning, as well as identifying plans for parent pick-up, lunches, and other parts of our school day. Please keep an eye out for those calls, as the information we will need to collect will be vital in helping us create a productive and successful school year.

As always, thank-you Augusta Eagles!

Mrs. Brenda J. Omps  
Principal  
Augusta Elementary School

Activity	Procedures
Arrival/Departure	<p data-bbox="537 233 865 264"><b>Arrival (7:00-7:15 am)</b></p> <ul data-bbox="585 272 1885 784" style="list-style-type: none"> <li data-bbox="585 272 1885 375">• The first set of buses will drop students off at the cafeteria ramps. <b>ONLY buses</b> will be allowed in the drop off lane between 7:00 &amp; 7:15 am. Staff will be posted at the cafeteria doors to receive students.</li> <li data-bbox="585 383 1885 526">• Staff will be posted in the parking lot beginning at 7:15 to direct traffic around the building for drop-off. <b>ALL Students</b> will be dropped off at the cafeteria ramp on the back-side of the school during parent drop-off (7:15 – 7:45 am). Students may not be dropped off in the parking lot.</li> <li data-bbox="585 534 1885 565">• Please make sure students are ready to exit the vehicle when you pull up to the ramp.</li> <li data-bbox="585 573 1885 716">• Students arriving on buses as well as parent drop-off students (7:00 – 7:45 am) will go directly to their classrooms, with the exception of one grade level and PreK. These students will remain in the cafeteria—socially distanced and supervised until 7:45 am. The grade level will alternate each 9 weeks for coverage purposes.</li> <li data-bbox="585 724 1885 784">• Staff will be required to monitor hallways to ensure that students are going directly to their classrooms.</li> </ul> <p data-bbox="537 829 688 860"><b>Departure</b></p> <ul data-bbox="585 868 1885 1378" style="list-style-type: none"> <li data-bbox="585 868 1885 1157">• Parent pick-up – We have decided to implement an earlier shift for parent pick-up than in previous years. Parent pick-up will take place between 2:40 and 2:55 pm. Students will be picked up at the cafeteria entrance where they are dropped off in the morning. Students will be assigned a pick-up number. Parents will be given this number to display on the windshield side of their driver’s visor so it can be seen by school staff. When parent drives around, staff can match the number with the student and bring the student out to load in the vehicle. This plan is subject to change based on how many students will be picked up by their parents each day and how many will be riding the bus.</li> <li data-bbox="585 1166 1885 1308">• Bus dismissal – 1<sup>st</sup> dismissal begins at 2:55 pm. Students will be dismissed by bus number, two buses at a time to limit the number of students in the hallway. Staff will be on-duty in the hall to ensure that students are moving directly to their buses in an orderly fashion.</li> <li data-bbox="585 1317 1885 1378">• Late bus – late dismissal begins at 3:25 pm. Students will be dismissed from class by bus numbers. Staff will be on duty to observe students in the hallway and to assist with</li> </ul>

	loading buses. When weather permits, students will line up outside in assigned spaces to ensure safe social distancing while waiting to load buses.
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<p><b>Core Instructional Groupings and Transitions</b></p>	<p>All students at Augusta Elementary will remain in their assigned classrooms for instruction. If students need to travel to another area (lunch, recess, pull-out groups, etc.) they will travel with face coverings on while maintaining social distancing (per Hampshire County and West Virginia guidance on face coverings for children; also see <i>Student Screening and Health Measures</i> in this document).</p> <p>Hallways will be marked with signs and directional arrows to remind of social distancing and safe traveling procedures.</p> <p>Resource teachers (art, music, guidance) will travel to classrooms. PE will take place outside or in the PE classroom when group size makes it possible. The use of supplies will be limited and social distancing will be observed. Large classes will not be combined for PE.</p>
<p><b>Breakfast</b></p>	<p>Breakfast will be bagged and ready for students to receive on their way to classrooms after exiting the bus or vehicle. Cafeteria staff will hand-out breakfast. Students who are being supervised in the cafeteria may eat breakfast in the cafeteria.</p>
<p><b>Lunch</b></p>	<p><b>In-person</b></p> <ul style="list-style-type: none"> <li>• Arrival to the cafeteria will be staggered by grade so that students are not waiting in congregated areas.</li> <li>• Lunch procedures have been developed based on guidance in the Hampshire County and West Virginia re-entry plans.</li> <li>• Students will not pick up any utensils or condiments. The cooks, behind a plexiglass shield and wearing face coverings, will pass the trays to add food and then give to the children. Children will sit on one side of the table, maintaining social distancing with the cafeteria at 50% capacity.</li> <li>• The custodian and staff on lunch-duty will clean and sanitize surfaces between student use.</li> </ul> <p><b>Curbside Pickup for Virtual Students</b> – Based on Hampshire County procedures, times and location for pick-up will be communicated to families participating in virtual school. Pick-ups will happen at an exterior door with limited contact.</p>

<p><b>Management of Classroom Supplies</b></p>	<p>Any classroom supplies for student use will be clearly marked with the student's name and will be used by that student only. Any item that must be used by multiple students, such as pencil sharpeners, will be thoroughly cleaned and sanitized between uses. The school will provide additional supplies to ensure that there will be enough supplies for every student and in order to have replacements as needed. We do want to remind parents of requested school supplies based on grade and/or class. Donations of commonly used items such as glue sticks, scissors, 24-packs of crayons, pencils, Kleenex and hard plastic pencil boxes are also appreciated.</p> <p>At this time, we are going to allow students to bring backpacks to school. Plans for safe storage will be determined by staff. We do ask that <b>only necessary items</b> be brought to school. We will limit daily transfer of items between home and school to only items that are necessary. Please check your child's backpack daily. Teachers will communicate more specific information regarding this process at the start of the school year.</p>
<p><b>Water Fountains</b></p>	<p>We are not planning to use water fountains. Students may bring disposable bottles of water or reusable water bottles. The school is also identifying ways to provide small disposable bottles to students. Donations are appreciated.</p>
<p><b>Visitors</b></p>	<p>All non-essential visitors are prohibited from entering the building. Essential visitors will be screened upon entry per Hampshire County Health Department and West Virginia Department of Health and Human Resources guidelines. Visitors will be required to wear proper face coverings and have their temperature checked upon entering the building. Only one person at a time may be in the entrance so markings will be placed outside of the building and in the entrance in order to maintain social distancing protocols.</p>

<p><b>Students Arriving Late/Leaving Early</b></p>	<p>Adults entering the building to drop students off after 8:00 am or pick up prior to 2:30 pm must comply with the guidelines listed above. Visitors to the building should be limited and so we ask that plans be made to limit late arrivals and early pick-ups to only when absolutely necessary.</p> <p>In order to best manage changes in schedule, we ask that plans to pick students up early be communicated to the main office as soon as possible by sending a note to school with the child or calling the main office by 11 am.</p>
<p><b>Parent/Guardian Meetings (IEP, SAT, 504, disciplinary)</b></p>	<p>All parent/guardian meetings will be held in a clean/sanitized area that is close to the main office. Visitors will be asked to comply with guidelines listed above. Meetings can be held via online or by phone if necessary.</p>
<p><b>Staff Screening</b></p>	<p>Prior to arrival each day, staff will complete an online screening tool with answers reported to the head nurse. Upon arrival in the building, staff are screened with temperature checks.</p>
<p><b>Student Screening</b></p>	<p>All families will be provided with information regarding daily student screenings. Families will be asked to complete a daily screening form and return to school. Teachers will also screen students upon entry and report any concerns to the school nurse. Temperatures will be taken throughout the day.</p> <p>All parents and guardians are encouraged to follow protocols and keep students home if they are ill. Information will be sent home and shared via the call-out system, Remind, Schoology, Seesaw, and the PTO Facebook page regarding steps for daily screening of children. This is a vital step in our process to keep students and staff safe. We appreciate families taking the necessary steps to adhere to these guidelines.</p>

**Additional Health Measures**

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- Per Hampshire County guidance, face coverings will be worn by students in 3<sup>rd</sup>-5<sup>th</sup> grades during bus transportation, while in hallways or congregant areas, or anytime social distancing is not possible, unless medically waived. Students in grades PK-2<sup>nd</sup> can also opt to wear masks during these same times.
- All students will be offered a mask upon arrival to school. Masks should be labeled with the child’s name. Masks do shrink when washed so if they seem large just wash them. Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings (see *Hampshire County Schools Re-Entry Plan Guidance for Covid-19*).
- Students will be taught safety procedures including traveling safely, maintaining social distancing in the school and classroom, using materials, classroom-specific procedures, etc. Families will be provided with information and will be encouraged to work with students at home to remind them of updated safety expectations.
- As an additional safety measure, we have designated areas of the nurse’s office as “well check” areas. This is where students will be treated for playground injuries, receive daily medications, and other well health checks.

**Symptomatic Students**

Should a student become ill while at school, the student will be supervised at all times and quarantined in their classroom or an assigned area to limit further exposure until a parent, guardian, or designated adult picks them up. Students exhibiting more severe symptoms, such as nausea and vomiting will be escorted to a designated area until they can be picked up. Parent cooperation and adherence to this guidance is important in maintaining the health and safety of our students and staff. It is extremely important that the office have a working phone number where you or a designated person can be reached at all times, in the event your child becomes ill and needs to be picked up from school. Please make arrangements before they are needed.

<b>Cleaning Protocols</b>	<p><b>Classrooms</b></p> <ul style="list-style-type: none"><li>• Teachers will bag up breakfast trash and place in garbage cans positioned in the hallway. By taking on this task, custodians are freed up to complete additional cleaning throughout the building.</li><li>• Teachers will have cleaning supplies in their classroom to frequently disinfect touched surfaces and supplies.</li><li>• Custodians will clean classrooms daily including disinfecting each day.</li></ul> <p><b>Common rooms</b></p> <ul style="list-style-type: none"><li>• All common rooms including, but not limited to, the cafeteria and meeting rooms will be cleaned/sanitized after each group exits.</li></ul> <p><b>Restrooms</b></p> <ul style="list-style-type: none"><li>• All restrooms will be cleaned/sanitized between scheduled class bathroom break times.</li><li>• Students are still able to use restrooms as needed outside of scheduled times, and so custodians will check back in between other tasks to clean commonly touched surfaces. However, please discuss with your child the importance of only asking to use the restroom when it is necessary.</li></ul> <p><b>Touch Point Surfaces</b></p> <ul style="list-style-type: none"><li>• All touch point surfaces will be cleaned/sanitized between each use.</li></ul> <p><b>A custodian is on-duty at Augusta Elementary prior to the start of school and after hours to do deep cleaning.</b></p>
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