

# **Springfield Green Spring Elementary School**

## **Re-Entry Plan for Families and Staff 2020-2021**

**Springfield Green Spring Elementary School Re-Entry Plan**

\*Utilizing the requirements and recommendations provided by the *West Virginia Schools Re-entry Toolkit* and *Hampshire County Schools Re-Entry Plan Guidance for Covid-19*

<b>Activity</b>	<b>Procedures</b>
Arrival/Departure	<p><b>Arrival (7:00-7:45 am)</b></p> <ul style="list-style-type: none"> <li>• PreK-2nd grade students arriving on buses will stay in the cafeteria until 7:20 at which time students will practice social distancing and proceed through breakfast line, getting their bagged breakfast and going to classrooms.</li> <li>• As the remainder of students arrive 3<sup>rd</sup> grade – 5<sup>th</sup> grade will go through the breakfast line and go to their classrooms.</li> <li>• Staff will be on duty at their doorways to ensure that Pre-K-5<sup>th</sup> grade students go directly to their classrooms.</li> </ul> <p><b>Departure (2:50-3:50)</b></p> <ul style="list-style-type: none"> <li>• Parent pick-up – During the week of August 24, parents will be called by their child(ren)’s homeroom teacher(s) to collect some information for the virtual learners that will help us in additional planning for the school year. Parent pickup will be at 2:50 pm. These students will be called by Secretary for dismissal.</li> <li>• Bus dismissal – 1<sup>st</sup> bus at 2:55 pm. Students will be dismissed by class 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.</li> <li>• Late bus – Students riding the late bus will wait in the cafeteria in their pods. Homework club will be offered. The last bus will arrive around 3:30 pm. One duty person will be on duty during this time frame. This duty position will be rotated.</li> <li>• High School students coming to Springfield Green Spring Elementary in the past years in order to ride a bus to the Middle School or High School will begin this year to use the parking lot at the United Methodist Church just below the school to wait in their cars with their parents for the bus to stop there for pick-up. As the middle school and high school buses leave the elementary school, they will stop at the United Methodist Church parking lot and pick up those students. This is being done to alleviate any extra students coming into the elementary school.</li> </ul>

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<b>Core Instructional Groupings and Transitions</b>	<p>All students at Springfield Green Spring 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). Students may wear a face mask while in their classroom but will not be required to do so.</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 classroom limiting the use of supplies and allowing for social distancing. Classes will not be combined for PE.</p>
<b>Breakfast</b>	All students will eat their breakfast in their classrooms
<b>Lunch</b>	<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 West Virginia Schools Re-Entry Toolkit and Hampshire County Schools Re-Entry Plan.</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 hand off to the children. Children will sit on one side of the table, spacing out with the cafeteria at 50% capacity.</li> <li>• Classes will deposit trays as they finish. Custodians and staff on lunch-duty will thoroughly clean and sanitize surfaces between student use. Custodian schedules have been shifted to ensure that additional staff are available in the cafeteria for disinfecting and to meet the expectations outlined in the Hampshire County and West Virginia re-entry plans.</li> </ul> <p><b>Curbside Pickup for Virtual Students</b> – Based on Hampshire County procedures. Springfield Green Spring parents will pull up to the only entrance, to the cafeteria. They will remain in their car, and a staff member will load their lunches. The time slot for pickup will be from 10:05-10:50 each day.</p>

Springfield Green Spring Elementary Re-entry plan Families and Staff –Linda Nixon

<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. Backpacks WILL BE ALLOWED. They will be stored individually in a designated area, away from other student backpacks.</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 below. 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. 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>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. We cannot accept a phone call or email to justify picking your child up early from school.</p>
<p><b>Visitors</b></p>	<p>All non-essential visitors are prohibited from entering the building. Essential visitors will be asked to be screened upon entry and asked to complete the Symptom Screen Checklist as provided in the <i>West Virginia Schools Re-Entry Toolkit</i> by the WV Department of Health and Human Resources in partnership with the WV Department of Education. These procedures are subject to change based on state and county guidance. Visitors will be required to wear proper face coverings and have their temperature checked upon entering the building.</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.</p>
<p><b>Water Fountains</b></p>	<p>We are not planning to use water fountains in the school. Students may bring their own bottles of water or their own personal water bottle from home. The school is also identifying ways to provide small disposable bottles to students. Water to refill water bottles will also be available. Donations of water would really be appreciated.</p>

<p><b>Student Screening and Health Measures</b></p>	<p>Daily Screening</p> <ul style="list-style-type: none"><li>• 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 nurses.</li><li>• 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 Messenger calls, Schoology, Seesaw, Springfield Green Spring Facebook page, and the PTO Facebook page regarding steps for daily screening of children.</li></ul> <p>Health Measures</p> <ul style="list-style-type: none"><li>• Per Hampshire County guidance, face coverings will be worn by students in grades 3<sup>rd</sup>-5<sup>th</sup> 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> <u>can</u> also opt to wear masks during these same times.</li><li>• All students will be offered a mask upon arrival to school. 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 <i>Hampshire County Schools Re-Entry Plan Guidance for Covid-19</i>).</li><li>• 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 be encouraged to work with students at home to remind of updated safety expectations.</li><li>• As an additional safety measure, we have designated areas of the nurses' offices as "well check" areas. This is where students will be treated for playground injuries, receive daily medications, and other well health checks.</li></ul> <p>Symptomatic Students</p> <ul style="list-style-type: none"><li>• Should a student become ill while at school, the student will be supervised at all times and quarantined in their classroom to a quiet corner to limit further exposure until a parent, guardian</li></ul>
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	<p>or designated adult picks them up. Students exhibiting more severe symptoms such as nausea and vomiting will be escorted to a designated area within the school 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.</p>
<p><b>Staff Screening</b></p>	<p>Prior to arrival each day, staff will complete an online screening tool with answers immediately submitted to the head nurse or principal if nurse is not in the building. Upon arrival in the building, staff are screened with temperature checks.</p>

<p><b>Cleaning Protocols</b></p>	<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup>-5<sup>th</sup> grade teachers will bag up breakfast trash and place in garbage cans positioned in the hallway.</li> <li>• Teachers have cleaning supplies in their classrooms to frequently disinfect touched surfaces and supplies.</li> <li>• Custodians deep clean classrooms daily along with frequently disinfecting touch areas.</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 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. Our custodian will check back in between other tasks to clean commonly touched surfaces.</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 Springfield Green Spring Elementary beginning at 8:00 AM and after hours to do deep cleaning.</b></p>
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<b>Recess</b>	The playground will be accessible on a week-to-week basis. Pre-K through 5 <sup>th</sup> grade will have access to the playground equipment for a week at a time. Sanitizing the equipment will not be necessary after a two day weekend. We are purchasing a kit for each classroom that will consist of balls, jump ropes, hula hoops, etc. Teachers will be responsible for sanitizing their kits after each use.
<p>The administrator and staff at Springfield Green Spring Elementary School appreciate the understanding and cooperation of our families during 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 and staff remains our top priority during the upcoming school year. Please know that we are working through this pandemic together and we have your children at the top of our priorities. As always, if you have any questions or concerns, you can reach Mrs. Nixon at 304-822-4317 or her cell number, 304-813-7187 or via email at <a href="mailto:lnixon@k12.wv.us">lnixon@k12.wv.us</a></p> <p><a href="#">Linda Nixon, Principal Springfield Green Spring Elementary School</a></p>	