

Old Mill Elementary

New Safety Guidelines:

Updated 8/4/20

General Items:

- Back To School Events:
 - 1st – 5th Grade Schedule:
 - Thursday 8/13 Session 1: 11:00-12:00 Session 2: 2:00-3:00 Session 3 5:30-6:30
 - Friday 8/14 Session 4 11:00-12:00 Session 5: 2:00-3:00
 - Scheduler will be emailed to parents and parents can choose the session they would like to attend (first come first serve basis)
 - Only parents and OME students should attend, please do not bring younger or older siblings
 - Everyone will be required to wear a mask and be screened (temperature taken and general health questions) if entering the building
 - Kindergarten Schedule:
 - Monday 8/24
 - 5:00-6:00 – last names beginning with A-M
 - 6:00-7:00 – last names beginning with N-Z
 - Only parents and Kinder students should attend, please do not bring younger or older siblings
 - Everyone will be required to wear a mask and be screened (temperature taken and general health questions) if entering the building
- Masks, gators or shields can be used interchangeably
- Face Coverings must remain on when inside the school building and social distance when possible
- Exemptions for face coverings are: PE, outdoor activities or 504/IEP/Medical designations
- Hand sanitizer or washing hands is interchangeable
- Students cannot use water fountains in the halls or classroom to drink from. Students can refill water bottles in classroom, but should wash or sanitize hands after refilling.
- Individuals who are sick with a positive COVID-19 test cannot return to school until cleared by the Health Department. This is typically 10 days AND **24** hours of **improving symptoms**.
- Individuals who have COVID-19 symptoms but have not been tested must be **fully symptom free for 24-hours** without the use of medication before returning to campus.
- Students identified as close-contacts to a Covid-positive patient **cannot return to school or participate in extracurricular activities until cleared by the health department.**

Training and Communication:

Outline training details for faculty, including dates of trainings.	<ul style="list-style-type: none"> All teachers and staff will get guidelines before August 11th to look over August 11th and 12th will be separate teacher and staff reviews of the guidelines and a question and answer time to clarify and get on the same page.
Outline training details for students on protocols, cleaning, etc.	Safety guidelines and procedures for staff and students will be shared with parents the 2nd week of August and all students will be trained the first day of school August 17 th 2020.
Outline communication to parents on school opening plans for your school including pick up drop off, cleaning, etc..	Safety guidelines and procedures for all school functions will be shared with parents via email and shared on school website as soon as plans can be finalized and confirmed.
Post plan to school web page.	Plan posted to school website as soon as the plans can be finalized and confirmed.

Accommodating Individual Students

Dr. Ben Springer and the District Nurse will be reviewing each student that has a health care plan, IEP, 504.	Special education staff will meet personally with teachers about specific student needs before school starts on August 17 th .
Plan for reviewing that as a staff and getting information to each teacher.	

Screening

Plan for screening faculty and staff	<ul style="list-style-type: none"> Faculty and staff will screen themselves before entering the school building each day. They will record their information daily on district tracking site and follow all recommendations based on results of survey. (as they already have been doing)
Plan for screening visitors	<ul style="list-style-type: none"> Visitors who are coming to the school to volunteer or spend extended time in the building or a classroom, will have to use same screening process as staff. Visitors coming to pick up a child and are entering the building for a short period of time, will have to screen themselves, but they will not have to record their information. These parents will only be allowed in the office.
Plan for students that show symptoms during the school day	<ul style="list-style-type: none"> Students that show symptoms during the day will be quarantined in a separate room and district nurse will be consulted. If Covid is suspected, child will remain quarantined until parents can pick them up. The room where they were quarantined will be sanitized daily.

	<ul style="list-style-type: none"> • Individuals who are sick with a positive COVID-19 test cannot return to school until cleared by the Health Department. This is typically 10 days AND 24 hours of improving symptoms. • Individuals who have COVID-19 symptoms but have not been tested must be fully symptom free for 24-hours without the use of medication before returning to campus. • Students identified as close-contacts to a Covid-positive patient cannot return to school or participate in extracurricular activities until cleared by the health department.
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Enhanced Environment Hygiene and Safety

Protocols for cleaning regimen	Custodians will disinfect classrooms and playground equipment daily. Restrooms will be cleaned twice a day.
Plan for making hand sanitizer, disinfecting wipes, available	There is hand sanitizer dispensers in every room. Staff and students will sanitize or wash their hands every time they enter and exit a room.
Plan for wiping down tables/desks.	<ul style="list-style-type: none"> • Seating charts should be used to limit shared surfaces • All shared spaces and resources will be cleaned between uses.

Common Spaces

Plan for drop off and pick up	<p>Drop Off:</p> <ul style="list-style-type: none"> • Student will face coverings and enter through the PE doors and we will continue to follow “if you are in, you are down and if you are up, you are out” procedure. • We will open more hallways if needed and the gym to allow for social distancing for students who choose to sit inside. • Students who want to walk around or play will be asked to go outside. • They can take their face coverings off outside. • All students/staff will be asked to hand sanitize or wash their hands when entering their classroom in the morning. <p>Pick Up:</p> <ul style="list-style-type: none"> • 1st Bell: Bus/Bike Bell - Bell for bussers and bikers to leave. • 2nd Bell: Walking/Pick-Up Bell – Bell for students who are walking home or getting picked up. • All doors will be used to exit the building and students will wear their face coverings while waiting for their rides. • We will have 3-4 teachers on duty each morning and afternoon to monitor safety.
Plan for entering and exiting schools	<ul style="list-style-type: none"> • Entering school before school will be done through PE doors only. • Exiting school after school will be done through all Northern doors. • During the day all doors will be locked and visitors will enter through secure front doors and use screening process described earlier.

	<ul style="list-style-type: none"> Students will Exit Lunch Room doors during lunch recess and enter through South Center doors after lunch recess.
Plan for hallways/transitions	Everyone will wear face coverings when transitioning or traveling within the building and social distance when possible.
Plan for bathrooms	Face coverings will be worn and bathrooms will be disinfected twice a day by the custodians.
Plan for lunchroom	<ul style="list-style-type: none"> Wash or sanitize hands before entering lunch room Social distance while waiting in line when possible Lunch ladies will be wearing gloves and will hand students a tray that is preloaded with meal Students will be seating with their class and will sit on only one side of the table facing the same direction Tables will be disinfected between classes Sanitize hands before leaving lunch room
Plan for playground	<ul style="list-style-type: none"> Playground will be sanitized daily. Students will be outside in shifts to limit the number of students on the playground at once. Students and staff will not have to wear face coverings outside, but can if they choose to do so.
Plan for assemblies and activities	<ul style="list-style-type: none"> Assemblies may be done via Facebook Live or Assemblies may be limited to a few grade levels at a time to allow for social distancing of students.
Plan for elective classes/specialties (PE, music, art, drama, library)	<ul style="list-style-type: none"> Face coverings will be worn for all specials except there is an exemption for PE All shared materials will be disinfected in between uses Social distancing when possible

Possible Reclosure

Plan sending devices home if school is closed	Our staff Professional Learning Community will work together to prepare a plan to provide effective online instruction to ensure high levels of learning in order to be prepared for possible school closure in the future. Goal would be to have effective plan and training of staff, students and families completed by end of 1 st Term.
Plan for training students on tools to be used if school is closed (should be done before school closes)	Through the PLC process we will create a plan and resources for possible school closure. We will then train and prepare our staff, students and families throughout the 1 st Term on the processes and tools that will be utilized during the dismissal.
Plan on communicating to staff expectations on a reclosure	We will work together as a school community to create a dismissal plan that will allow our students to learn at high levels while working online.