



CHAMPION ELEMENTARY SCHOOL

EDEP Program 2020-2021

SCHOOL REOPENING PLAN – COVID-19 Safety Plan.

All campuses are unique, depending on the size of the school and the campus layout. Each safety team will use this template to create a safety plan that will maximize social distancing among students and provide a safe environment to the greatest extent possible. Students must follow the mask policy adopted by the VCSB.

Identify procedures for:	
<u>Arrival</u>	<p>Multiple points of entry</p> <ul style="list-style-type: none"> • Multiple holding areas for students • Supervision plans
	<p>Parents will drop-off/pick-up students from the EDEP gate near the café. Parents will use a sign-in/sign-out sheet to record their signature. Facilitator will then check that student in/out on ProCare. A Group Leader/Facilitator will walk the student to their parent at the gate. If Facilitator does not know the adult, the student will not be released without ID check.</p> <p>Students will sit in their assigned seat after their hands are clean. Student will keep backpack with them at their seat. Group leaders will supervise hand sanitizing.</p>
	<p>Temperature Checks</p> <p>Will be completed when arriving to program. If a student's temperature reads above 100.4 the parent will be notified, and the student will be (quarantined) in a pre-designated location in the cafeteria until the parent picks up their child. The parent will be notified that they should make every effort to arrive at the school within 30 minutes.</p> <p>Facilitator will notify administration/nurse. All students' temperatures will be recorded in the AM/PM.</p>
	<p>Inclement Weather</p> <p>All EDEP students will report to Classroom after being dismissed from class. Upon arrival each student will have their temperature checked before entering the classroom by the EDEP Facilitator.</p>

	Other:	Students will wash hands/use hand sanitizer when entering café.
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Group Rotations	Identify procedures for:	
	Staggering of classes	Grades will dismiss with a staggered schedule. EDEP will follow this guideline and have staggered rotations during activities
	Directional signage	Signage will be available throughout the campus and café.
	One-way hallways	One-way hallways will be implemented during school hours as well as during EDEP.
	Supervision in the hallway	Each group will be supervised by their Group Leader. Students will walk while practicing social distancing.
	Supervision at the restroom areas	Each group will be supervised by their Group Leader during restroom breaks. Students will socially distance while lining up and waiting for the bathroom. Two students in the restroom at one time.
	Other:	

Supper	Create a comprehensive plan to include the following:	
	Supper Schedule	1 grade at a time starting at 3:15 and ending at 3:45
	Seating layout	Each student will sit in their assigned seat. 2-3 students per table.
	Seating assignments/charts	Each student will be assigned a seat in the café for the school year.
	Directional signage	Arrows on café floor.
	Floor markings	Arrows on café floor.
	Supervision schedule	Group leaders will monitor their grade level while students are in line/eating. Facilitator will monitor all grade levels after the completion of distributing meals to all students.
	Plan for students being provided with snack/supper vs bringing snack/supper	Students that bring a snack/meal from home will stay at their assigned seat during the distribution of supper. All other students will line up by grade order when the Facilitator requests them

	Cleaning and sanitation procedures	All students will use hand sanitizer before getting in line for supper. Group Leaders will help their students apply hand sanitizer. Hand sanitizer will be placed at the end of each table. Trash cans will be moved to student for disposal of trash by their Group Leader. Group Leaders/Facilitator will sanitize the student's tables.
	Dismissal from supper to class	Group Leader will take their group once everyone is done.

Cafeteria	Identify procedures for:	
	Removal of non-essential furniture <ul style="list-style-type: none"> Storage of unused furniture 	All extra furniture, games, items that cannot be used during this time have been placed in the storage on the stage.
	Furniture placement to maximize classroom space (3 – 6 feet spacing)	All tables have been placed facing one direction.
	Hand sanitizing upon entry of classroom	Signage will be posted by each sanitizing station. All will use sanitizer when entering the café.
	Assigning textbooks and technology	Students will be assigned certain toys and/or items for a week. At the end of the week, items will be washed and bags holding items will be replaced. The bag will be wiped down daily. All students will have a pencil box to keep their items (pencils, crayons, markers) which will be sanitized after each use
	Seating charts	Facilitator will make a seating chart for EDEP
	Small group instruction	Group Leader and students will wear a mask and use social distancing
	The required two-minute exit cleaning plan <ul style="list-style-type: none"> Cleaning and sanitizing of desks Cleaning and sanitizing of technology, textbooks and other school resources. 	All Group Leaders will be provided with the appropriate cleaner, paper towels, and gloves for any situation.

	Other/ Outdoor Time	Group Leaders will supervise outdoor activities and monitor social distancing Activities and games will be hands off No usage of playground equipment and/or balls
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<u>Clinic</u>	Identify procedures for:	
	Students and/or staff with a fever above 100.4 upon entry: <ul style="list-style-type: none"> • Isolation area <ul style="list-style-type: none"> ○ Designated area ○ Staff responsible 	Will be put in isolation room and parent called immediately.
	Contacting parent/guardian for pick-up	Facilitator will contact parent immediately.
	Principal/designee to communicate the return to school policy with parent/guardian	Nurse and/or Administration will communicate with parents on the return to school policy.
<u>EDEP Office</u>	Identify procedures for:	
	Limiting visitors on campus	Parents will drop-off/pick-up students from the EDEP gate near the café. Parents will use a sign-in/sign-out sheet to record their signature. Facilitator will then check that student in/out on ProCare. A Group Leader/Facilitator will walk the student to their parent at the gate. If Facilitator does not know the adult, the student will not be released without ID check.
	Limiting crowding in the main office	No parents or students allowed in EDEP office.
	Posting the guidelines for: <ul style="list-style-type: none"> • Wearing masks • Social distancing • Temperature check 	Signage will be posted by EDEP gate, café doors, EDEP office, and throughout cafe

Dismissal

Identify procedures for:	
Staggered dismissal	Students will be released from their classrooms as follows. Kindergarten/First Grade- 2:15 Second/Third- 2:20 Fourth/Fifth- 2:25
Multiple points of exit <ul style="list-style-type: none">• Supervision plans• Buses, walkers, parent pick-up areas, and student parking	Parent pick up loop-café door. Doors will be locked at all times. Parents to ring bell, notify Facilitator with child's name
After school meetings, programs, and athletics	NONE
Before school meetings, programs, and athletics	NONE
Inclement Weather	Each group will meet in café during inclement weather with social distancing in place
Other:	

<u>Communication</u>	Identify procedures for:	
	Identify communication contact (principal/designee) and the administrative backup(s) for your school regarding COVID-19 related situations.	Principal: Dr. Inge, x 52218 Assistant Principal: Ms. Dietz, x 52204 TOA- Mrs Brown x 52245 Nurse: Sue, x 52398
	Other	