



Champion ELEMENTARY 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 once adopted by the VCSB.

****This plan will be a fluid, working document as we work through the details to prepare for the opening of the new year.***

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 • Buses, walkers, parent drop-off areas, and student parking <p>Holding Areas -</p> <ul style="list-style-type: none"> • Courtyard for students who are not eating breakfast until 7:30 am (2 supervisory positions and Principal in courtyard) in six lines marked for social distancing • Cafeteria for students who are eating breakfast until 7:30 am (3 supervisory positions) with tables marked for social distancing • Students will enter building 2 using the center hallways of building 2 at 7:30 am and sit outside of classrooms marked for social distancing (supervision covered by teachers on a duty rotation schedule) <p>Bus -</p> <ul style="list-style-type: none"> • Students exit bus and temperature will be checked (2 supervisory positions and TOA in bus loop) • Students enter through two gates and go to either holding areas (courtyard or café) <p>Parent Drop Off -</p> <ul style="list-style-type: none"> • Students exit car beginning at 7:30 am and be temperature checked (2 supervisory positions and AP in loop) • Students enter through two gates that lead to either holding area (courtyard or café) • No parents or visitors out of vehicles (exception of pre-k and multi student drop off) • Pre-K and Multi parents bring student to office door and exit school grounds

		Walkers - <ul style="list-style-type: none"> • NA
	Temperature Checks	Teachers/staff will do their own temp checks in the front office as they arrive <ul style="list-style-type: none"> • Wipes to clean and device provided <p>Students will have temperature checked at each location of entry by a staff member.</p>
	Student breakfast	<ul style="list-style-type: none"> • Students will enter through one of two doors (hallway by music or double doors by stage) that lead to lines on both sides of the café • Students sit at tables marked for social distancing • Students remain seated until 7:30am bell rings • Students dismissed by table to exit café through door by teacher's lounge to go to building 2 entrance to sit outside of classroom using hallway outside of building 2 • Café tables will only be seated one time (once capacity has been reached students will take breakfast to classroom) • 3 supervisory positions inside and outside of café to monitor and assist students at breakfast (TOA joins after busses arrive)
	Before school meetings, programs, and athletics	NA
	Inclement Weather	<p>Café</p> <ul style="list-style-type: none"> • Students exit and use hallway outside of building 4 instead of hallway outside of building 2 <p>Parent Drop Off</p> <ul style="list-style-type: none"> • All students enter through main gate instead of both main gate and building 4 gate <p>Holding Areas</p> <ul style="list-style-type: none"> • Courtyard holding area will be moved to building 2 bottom floor hallways
	Other:	Students with temperatures will go directly to isolation area.

<u>Class</u>	Identify procedures for:	
	Staggering of classes	<ul style="list-style-type: none"> • Classes going to lunch are staggered by 2 minutes • There are 2 entrances that each class will utilize (even tables enter using door by teacher's lounge / odd tables enter using hallway by music)

		<ul style="list-style-type: none"> 4th & 5th Grade departmentalized teachers will rotate to their scheduled classrooms until district approves additional student movement
	Directional signage	<p>Middle entrance Building 2 ONE WAY -</p> <ul style="list-style-type: none"> Students and faculty will enter through the middle doors Classrooms to the west side of the building is one way and Exit will be the West side doors Classrooms to the east side of the building is one way and Exit will be the East side doors <p>Signage will be displayed on doors and in hallways.</p>
	One-way hallways	<ul style="list-style-type: none"> Classrooms on the East side of building will enter through middle doors and will exit through the east side end of building with directional signs showing one way Classrooms on the West side of building will enter through middle doors and will exit through the west side end of building with directional signs showing one way
	Supervision in the hallway	<ul style="list-style-type: none"> AM supervision in the hallways will be done on a duty rotation schedule by teachers Teachers will walk with their classes to and from lunch and for dismissal by exiting through the East or West side depending on where their classrooms are located Teachers are responsible for ensuring students are following the one-way directional signage
	Supervision at the restroom areas	<ul style="list-style-type: none"> Classrooms have their own restrooms and will be monitored by their classroom teacher Supervisory positions will monitor community restrooms (café) Community restroom outside of media will remain locked
	Other:	N/A

<u>Lunch</u>	Create a comprehensive plan to include the following:	
	Lunch schedule	<ul style="list-style-type: none"> Please see attachment Serving times 10:10-1:10 10-25 minute intervals between seating of tables 15-30 minute intervals between grade levels entering
	Seating layout	<ul style="list-style-type: none"> Please see lunch schedule

	Seating assignments/charts	<ul style="list-style-type: none"> Teachers will assign students to seats and provide administration and school way cafe their seating chart. Charts will be posted in cafe
	Entrance	<ul style="list-style-type: none"> Teachers at even tables will use café doors by stage Teachers at odd tables will use hallway by music (ramp behind stage) to enter café
	Directional signage	<ul style="list-style-type: none"> Entrance and exit signs Center walk-way with arrows
	Floor markings	<ul style="list-style-type: none"> At each designated seat placed at social distanced locations At each table location to maintain social distance between tables
	Supervision schedule	<ul style="list-style-type: none"> 2 assigned school way café positions 1 admin or TOA during each lunch
	Plan for students purchasing lunch vs bringing lunch	<ul style="list-style-type: none"> All students enter with the teacher Students who brought lunch go directly to their seat once they enter cafe
	Cleaning and sanitation procedures	<ul style="list-style-type: none"> 10 – 25 minutes between seating of tables to allow for cleaning and sanitation ABM custodian and one school way café position assigned to clean and sanitize
	Dismissal from lunch to class	<ul style="list-style-type: none"> Students remain seated until teacher arrival Teacher lines up students and exits using one of two doors (hallway behind stage for odd numbered tables / door by teachers' lounge for even tables)

Classroom	Identify procedures for:	
	Removal of non-essential furniture <ul style="list-style-type: none"> Storage of unused furniture 	<ul style="list-style-type: none"> Classroom furniture storage area in the back of building 6 and one empty classroom may be utilized if necessary
	Furniture placement to maximize classroom space (3 – 6 feet spacing)	<ul style="list-style-type: none"> Teachers are responsible for placement of furniture to maximize social distancing
	Hand sanitizing upon entry of classroom	<ul style="list-style-type: none"> Sanitizer to be located on the counter directly in front of door so students may sanitize as they enter the room one at a time

	Assigning textbooks and technology	<ul style="list-style-type: none"> • Each student will be assigned a textbook/consumable for each subject area that will remain at their desks • Each student will be assigned a laptop/iPad and will sanitize their device at the end of each day before charging • If there are not enough devices for 1:1 the student/teacher will sanitize their device before the next student utilizes it
	Seating charts	<ul style="list-style-type: none"> • Teacher will assign their students a seat in their classroom • Teacher will assign each student a seat at their designated lunch table and submit to administration and school way cafe • Teachers will update as needed
	Small group instruction	<ul style="list-style-type: none"> • Small group instruction will maintain the 3 to 6 feet social distancing protocol when possible • When social distancing is not possible students will utilize face shields and/or masks • Teacher will ensure that the small group area is sanitized and cleaned before a new group arrives • Teacher may choose to have students bring chairs to and from small group area to alleviate the need to clean chairs between groups
	<p>The required two-minute exit cleaning plan</p> <ul style="list-style-type: none"> • Cleaning and sanitizing of desks • Cleaning and sanitizing of technology, textbooks and other school resources. 	<ul style="list-style-type: none"> • Students will be responsible for cleaning and sanitizing their desks • Students will be responsible for cleaning and sanitizing their technology devices and other school supplies • Teachers will monitor and assist with cleaning as needed
	Other	

<u>Special Areas</u>	Identify procedures for:	
	<p>Plan A: Special Areas travel to classrooms</p> <ul style="list-style-type: none"> • Outline Special Areas utilized for your school • Locations 	<ul style="list-style-type: none"> • Music, art and media special area teachers will travel to classrooms utilizing carts for materials • PE will utilize outside court and pavilion • PE will travel to classroom during inclement weather
	<p>Plan B: Special Areas utilize their own spaces with cleaning procedures for each transition</p>	<ul style="list-style-type: none"> • Special Area teachers utilize the last 10 minutes of each block to clean and

	<ul style="list-style-type: none"> Outline Special Areas utilized for your school Describe the transition plan 	<ul style="list-style-type: none"> transition classes back to courtyard to meet teacher 5 minute transition provided on master schedule for three grade levels 15 minutes provided to special area teacher for remaining three grade levels PE to utilize hallway outside building 2 for transition Media to utilize hallway outside building 4 for transition Art to utilize hallway between building 4 and 2 for transition Music to utilize café patio for transition
	Other	

	Identify procedures for:	
<u>Clinic</u>	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 	<ul style="list-style-type: none"> Isolation area will be in Building 1 room 12 Students remain in isolation area until parent arrives Staff responsible for monitoring (?????)
	Contacting parent/guardian for pick-up	<ul style="list-style-type: none"> Nurse responsible for contacting parent of student with temperature
	Principal/designee to communicate the return to school policy with parent/guardian	<ul style="list-style-type: none"> Nurse and/or Administration to communicate return to school policy

	Identify procedures for:	
<u>Main Office</u>	Limiting visitors on campus	<ul style="list-style-type: none"> No parent or non-essential employee will be allowed on campus without an appointment Multi and Pre-K students may have parent drop off and pick up at front office while maintaining the 2 visitor rule in the front office Meetings will be encouraged to take place virtually or by phone when possible No visitors allowed on campus for breakfast or lunch with students
	Limiting crowding in the main office	<ul style="list-style-type: none"> Only 2 individuals will be allowed in the main office at a time to ensure social distancing guidelines are being followed

	Posting the guidelines for: <ul style="list-style-type: none"> • Wearing masks • Social distancing • Temperature check 	<ul style="list-style-type: none"> • The following signs are posted at the front entrance of the main office and inside the main office: wearing masks, social distancing, and temperature checks. • Signs will also be displayed at parent pick up/drop off
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Media Center	Identify procedures for:	
	Book checkout and return	<ul style="list-style-type: none"> • Media Clerk will check in books once they are returned using gloves and mask provided • Books will be stored for 48 hours before reshelving
	Sanitation of tables following class, small group, or use as holding area for students	<ul style="list-style-type: none"> • Media Specialist will follow Special Area Plan B • Media center will be utilized for dismissal for K-3 students (tables to be sanitized by ABM staff daily after dismissal)
	Lunch (students eating in media, if applicable)	Media Center will not be utilized for lunch.

Communication	Identify procedures for:	
	Identify communication contact (principal/designee) and the administrative backup(s) for your school regarding COVID-19 related situations.	<ul style="list-style-type: none"> • Dr. Rick Inge – Primary Communication Contact • Jennifer Dietz – Secondary Communication Contact • Michele Brown – Designee if primary or secondary contacts are not available
	Other	

IS ID	Identify procedures for:	
	Dismissal of all Grades	<ul style="list-style-type: none"> • At 2:20 PreK will exit from the East side of Building 2 and Multi will exit from Building 1 to

<u>M</u> <u>I</u> <u>S</u> <u>A</u> <u>L</u>		<p>the Bus Loop and then to the Media Center for Parent Pick Up</p> <ul style="list-style-type: none"> At 2:25 Kindergarten will dismiss from the East side of Building 2 to the Bus Loop and Media Center. First Grade will dismiss from the Center doors of Building 2 to the bus loop and Media Center, and Second Grade will dismiss from the West Side of Building 2 to the Media Center and Bus Loop At 2:30 Third Grade will exit from the West side of Building 2 to the Media Center and Bus Loop, Fourth Grade will exit from the middle stairs to the outside hallway of Building 4, and Fifth Grade will exit from the East Side of Building 2 to the Bus Loop and outside hallway of Building 1
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<u>Recess</u>	Identify procedures for:	
	Recess	<ul style="list-style-type: none"> All grade levels will follow master schedule for recess times Recess schedule and locations will follow social distancing guidelines No playground equipment can be used Please see attached schedule and map of locations