

HOLLY HILL  
SCHOOL

REOPENING  
PLAN

2020-2021



## REOPENING PLAN – COVID-19 Safety Plan

| <b>ARRIVAL Procedures</b>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p>Multiple points of entry</p> <ul style="list-style-type: none"> <li>• Waiting areas</li> <li>• Points of Entry</li> </ul> | <ul style="list-style-type: none"> <li>❖ <b><u>Waiting Areas</u></b> - Masks required for all and supervised by administration or supplemented staff.               <ul style="list-style-type: none"> <li>➤ Students will wait for first bell in waiting areas assigned according to grade level.</li> </ul> </li> <li>❖ <b><u>Points of Entry</u></b> <ul style="list-style-type: none"> <li>➤ Multiple points of entry monitored by staff.</li> <li>➤ Students arrive and go to café or holding area.</li> <li>➤ Signs posted to direct students waiting areas.</li> <li>➤ Walkers and parent pickup temp check at Bldg. 12.</li> <li>➤ Bus rider temp. check at gate by Bldg. 1.</li> <li>➤ Parents are not permitted on campus (except VPK sign in and K the first day only).</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Temperature Checks</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>                      | <ul style="list-style-type: none"> <li>❖ <b><u>Temp Check Locations</u></b> <ul style="list-style-type: none"> <li>➤ Staff – Bldg. 12 entrance (staff parking lot) upon arrival. Checklist to monitor.</li> <li>➤ Students – south bike rack, Bldg. 12 entrance and office gate.</li> <li>➤ VPK – students will be signed in and temp check with paras.</li> </ul> </li> <li>❖ <b><u>Staff Temperature Checks</u></b> <ul style="list-style-type: none"> <li>➤ Staff will have their temperature scanned when they arrive to one of the entry points.</li> <li>➤ Staff with a normal temperature will proceed onto campus.</li> <li>➤ Staff with a temperature 100.4 or higher will remain at the scanning station for 5 minutes or return to their air-conditioned vehicle to be re-scanned.</li> <li>➤ If temperature is still at, or above, 100.4, the school nurse will do an evaluation on the staff member. Human resources and the district health service coordinator will be contacted for next steps.</li> </ul> </li> <li>❖ <b><u>Student Temperature Checks</u></b> <ul style="list-style-type: none"> <li>➤ Students have their temperature scanned as they enter campus at one of our scanning stations.</li> <li>➤ Students with a normal temperature will proceed onto campus.</li> <li>➤ Students with a temperature 100.4 or higher will remain at the scanning station for 5 minutes to be rescanned. Student information will be logged on a Temperature Tracking Form.</li> <li>➤ When temperature is re-checked and the temperature is normal, they will be sent to the appropriate area.</li> </ul> </li> </ul> |

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| Temperature Checks<br>(continued) <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> | <ul style="list-style-type: none"> <li>➤ If temperature is still at, or above, 100.4 the scanner will call to have student brought to isolation room 115.</li> <li>➤ Nurse will do an evaluation on the students and the district health services coordinator will be contacted for next steps.</li> </ul>                                                                                                                                                                                                                                                                                                                   |
| Student breakfast                                                                                               | <ul style="list-style-type: none"> <li>❖ <b><u>Breakfast Procedures</u></b> <ul style="list-style-type: none"> <li>➤ Use floor decals for line spacing.</li> <li>➤ Menu &amp; packaging modifications.</li> <li>➤ Increase grab &amp; go options.</li> <li>➤ Student seating per CDC guidelines.</li> <li>➤ Students will sit at the table labeled for their grade level.</li> <li>➤ Increase space between tables to meet CDC guidelines.</li> <li>➤ Students report to holding area when they finish eating.</li> <li>➤ Masks must be worn until the student sits at their table and begins eating.</li> </ul> </li> </ul> |
| Before school meetings, programs, and athletics                                                                 | <ul style="list-style-type: none"> <li>❖ Suspend all before the bell programs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Inclement Weather                                                                                               | <ul style="list-style-type: none"> <li>❖ <b><u>Inclement Weather Locations</u></b> <ul style="list-style-type: none"> <li>➤ AM: 3rd &amp; 4th grade will move to café with masks.</li> <li>➤ PM: Use of gymnasium for parent pickup, media center for bus loop.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                       |

| Class Transitions Procedures      |                                                                                                                                                                                                                                                                                                                                                           |
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| Staggering of classes             | <ul style="list-style-type: none"> <li>❖ Middle school students will dismiss together due to the design of the building. Students will be encouraged to walk on the right of the hallway/stairwell.</li> <li>❖ Elementary students will walk as a class and remain socially distanced in line. Classes will walk to the right of the sidewalk.</li> </ul> |
| Directional signage               | <ul style="list-style-type: none"> <li>❖ <b><u>Directional Signage</u></b> <ul style="list-style-type: none"> <li>➤ Posted on walls to provide directional signals for sidewalks, lobbies, and common areas.</li> </ul> </li> </ul>                                                                                                                       |
| One-way hallways                  | N/A                                                                                                                                                                                                                                                                                                                                                       |
| Supervision in the hallway        | <ul style="list-style-type: none"> <li>❖ All classroom teachers, administration, and campus advisors will be supervising hallways and stairwells during middle school transitions.</li> </ul>                                                                                                                                                             |
| Supervision at the restroom areas | <ul style="list-style-type: none"> <li>❖ BLDG 12 restrooms are singles.</li> <li>❖ Elementary classrooms have restrooms in most classrooms.</li> <li>❖ Portables will take their classes to restrooms as a class.</li> <li>❖ Café restroom breaks will be permitted for use one at a time. Campus advisors will assist with supervision.</li> </ul>       |

| <b>Lunch Procedures</b>                              |                                                                                                                                                                                                                                                                                                                                                                |
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| Lunch schedule                                       | <ul style="list-style-type: none"> <li>❖ Class lunch times spaced apart to allow time to sanitize between class seating.</li> <li>❖ Students will sanitize as they approach the food distribution line and space according to CDC guidelines.</li> </ul>                                                                                                       |
| Seating layout                                       | <ul style="list-style-type: none"> <li>❖ Facing one direction social distancing. Teacher creates seating chart and submits to administration.</li> <li>❖ Masks must be worn until students are seated at their table and begin eating.</li> </ul>                                                                                                              |
| Seating assignments/charts                           | <ul style="list-style-type: none"> <li>❖ <b><u>Student Lunch Seating</u></b> <ul style="list-style-type: none"> <li>➤ Assigned seats for students within class. Seating charts posted at each table.</li> <li>➤ Student seating according to CDC guidelines. Marks on benches.</li> <li>➤ Outdoor tables utilized.</li> </ul> </li> </ul>                      |
| Directional signage                                  | <ul style="list-style-type: none"> <li>❖ Posted throughout café on walls/ floors.</li> </ul>                                                                                                                                                                                                                                                                   |
| Floor markings                                       | <ul style="list-style-type: none"> <li>❖ Positioned throughout the café according to social distancing in areas where students line up.</li> </ul>                                                                                                                                                                                                             |
| Supervision schedule                                 | <ul style="list-style-type: none"> <li>❖ Supervision will include administration, counselors, campus advisors, school guardians and possibly supplemented staff.</li> </ul>                                                                                                                                                                                    |
| Plan for students purchasing lunch vs bringing lunch | <ul style="list-style-type: none"> <li>❖ <b><u>School Lunch vs. Home Lunch</u></b> <ul style="list-style-type: none"> <li>➤ Minimize contact points.</li> <li>➤ Menu &amp; packaging modifications (grab &amp; go).</li> <li>➤ Lunches brought from home will need to be kept in the student's space.</li> <li>➤ Sharing not permitted.</li> </ul> </li> </ul> |
| Cleaning and sanitation procedures                   | <ul style="list-style-type: none"> <li>❖ Follow suggested procedures by SWC. <ul style="list-style-type: none"> <li>➤ Disinfect tables and seat surfaces, door push bars, food distribution area regularly.</li> </ul> </li> </ul>                                                                                                                             |
| Dismissal from lunch to class                        | <ul style="list-style-type: none"> <li>❖ <b><u>Dismissal from lunch</u></b> <ul style="list-style-type: none"> <li>➤ Classroom teachers will release students upon arrival and will exit through the west doors to the back patio.</li> </ul> </li> </ul>                                                                                                      |

| <b>Classroom Procedures</b>                                                                                        |                                                                                                                                                                                                                                                                                                                          |
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| Removal of non-essential furniture <ul style="list-style-type: none"> <li>• Storage of unused furniture</li> </ul> | <ul style="list-style-type: none"> <li>❖ <b><u>Furniture Placement/ Removal</u></b> <ul style="list-style-type: none"> <li>➤ Removal of all non-essential furniture, cabinets, and tables in classrooms, common areas, small group work rooms, and common areas.</li> </ul> </li> </ul>                                  |
| Furniture placement to maximize classroom space (3 – 6 feet spacing)                                               | <ul style="list-style-type: none"> <li>❖ <b><u>Placement of Student Furniture</u></b> <ul style="list-style-type: none"> <li>➤ Student desks placed 3-6 feet apart following CDC/ AAP guidelines.</li> <li>➤ Teachers will email administration to inspect classroom once furniture is finalized.</li> </ul> </li> </ul> |
| Hand sanitizing upon entry of classroom                                                                            | <ul style="list-style-type: none"> <li>❖ Teachers at the door will dispense hand sanitizer into students' hands.</li> </ul>                                                                                                                                                                                              |

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| Hand sanitizing upon entry of classroom (continued)                                                                                                                                                                      | <ul style="list-style-type: none"> <li>❖ Grades 6-8 Students clean their area prior to leaving per VCS guidelines when dismissed by teacher.</li> <li>❖ Grades K-5 Students assisted by teacher to clean their area prior to leaving.</li> </ul>                                                                                                                                                                                                                                              |
| Assigning textbooks and technology                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>❖ <b><u>Textbooks</u></b> <ul style="list-style-type: none"> <li>➤ Assign online textbooks when possible.</li> </ul> </li> <li>❖ <b><u>Technology</u></b> <ul style="list-style-type: none"> <li>➤ Assign laptops/ iPads to specific students.</li> <li>➤ Charge during teacher planning.</li> <li>➤ Cleaner provided.</li> <li>➤ Teacher sprays and student wipes down area/ devices/ hard cover textbooks per VCS guidelines.</li> </ul> </li> </ul> |
| Seating charts                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>❖ Seating charts created and uploaded into FOCUS by teacher. <ul style="list-style-type: none"> <li>➤ Classroom</li> <li>➤ Lunchroom</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                            |
| Small group instruction                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>❖ <b><u>Small Group Instruction</u></b> <ul style="list-style-type: none"> <li>➤ Students and staff follow social distancing guidelines.</li> <li>➤ Sanitation after each group rotation.</li> <li>➤ Masks required when unable to be 3-6 feet apart.</li> </ul> </li> </ul>                                                                                                                                                                           |
| The required two-minute exit cleaning plan: <ul style="list-style-type: none"> <li>• Cleaning and sanitizing of desks</li> <li>• Cleaning and sanitizing of technology, textbooks and other school resources.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Teacher sprays and student wipes down area.</li> <li>❖ Online textbooks used when possible.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |

| <b>Media Center Procedures</b>                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Book checkout and return                                                               | <ul style="list-style-type: none"> <li>❖ Digital library available.</li> <li>❖ Books will be isolated for 72 hours upon return.</li> <li>❖ Students may reserve books via Destiny and delivered to room.</li> <li>❖ Groups of 4 or less.</li> </ul>                                                                                                                                                                                                                                                          |
| Sanitation of tables following class, small group, or use as holding area for students | <ul style="list-style-type: none"> <li>❖ <b><u>Small Group Instruction</u></b> <ul style="list-style-type: none"> <li>➤ Students and teacher follow VCS guidelines for small group interactions.</li> <li>➤ Teacher sprays and students wipe area prior to rotation or leaving.</li> </ul> </li> <li>❖ <b><u>Common Areas</u></b> <ul style="list-style-type: none"> <li>➤ Arrange furniture to allow seating that is 3-6 ft apart.</li> <li>➤ Remove excess non-essential furniture.</li> </ul> </li> </ul> |
| Lunch (students eating in media, if applicable)                                        | <ul style="list-style-type: none"> <li>❖ No lunch in media center.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Special Areas Procedures</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Plan A:</b> Special Areas utilize their own spaces with cleaning procedures for each transition</p>                                                             | <ul style="list-style-type: none"> <li>❖ Special areas will utilize their own spaces with cleaning procedures for each transition.               <ul style="list-style-type: none"> <li>➤ Art, Music, PE, STEM, Media, Guidance</li> <li>➤ Students will facilitate cleaning of their own space during the last two minutes of class to include desks, technology and any other materials that might be used by other students.</li> </ul> </li> </ul> |
| <p><b>Plan B:</b> Special Areas travel to classrooms</p> <ul style="list-style-type: none"> <li>• Outline Special Areas utilized for your school locations</li> </ul> | <ul style="list-style-type: none"> <li>❖ Classes will travel to PE and STEM</li> <li>❖ Art, Music, Media and Guidance special area teachers will go to the homeroom classes.               <ul style="list-style-type: none"> <li>➤ Students will facilitate cleaning of their own space during the last two minutes of class to include desks, technology and any other materials that might be used by other students.</li> </ul> </li> </ul>        |

| <b>Clinic Procedures</b>                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>Students and/or staff with a fever above 100.4 upon entry:</p> <ul style="list-style-type: none"> <li>• Isolation area           <ul style="list-style-type: none"> <li>○ Designated area</li> <li>○ Staff responsible</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>❖ <b><u>Clinic Locations</u></b> <ul style="list-style-type: none"> <li>➤ Clinic will be used for medical and injuries not related to COVID-19 symptoms.</li> <li>➤ Students/ staff presenting with a fever of 100.4 or higher will be isolated in Bldg. 1 Room 115.</li> </ul> </li> <li>❖ <b><u>Clinic Procedures</u></b> <ul style="list-style-type: none"> <li>➤ Everyone in clinic must wear face mask/ PPE.</li> </ul> </li> </ul> |
| <p>Contacting parent/guardian for pick-up</p>                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>❖ Nurse/ administration will contact parent/ guardian of students with fever of 100.4 or higher.</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| <p>Principal/designee to communicate the return to school policy with parent/guardian</p>                                                                                                                                                        | <ul style="list-style-type: none"> <li>❖ Derrick Henry, Assistant Principal, in conjunction with nurse and school counselor.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |

| <b>Recess</b>                            |                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>Locations on campus</p>               | <ul style="list-style-type: none"> <li>❖ <b><u>Recess Locations</u></b> <ul style="list-style-type: none"> <li>➤ Primary Grades – Grassy area around primary playground. Playground will not be used.</li> <li>➤ Grades 3-5 – Back of PE field, grassy area by portables.</li> <li>➤ Recess schedule created to limit number of classes in one area at the same time.</li> </ul> </li> </ul> |
| <p>Safe play activities for students</p> | <ul style="list-style-type: none"> <li>❖ <b><u>Social distance games</u></b> <ul style="list-style-type: none"> <li>➤ Teams will research and share suggestions of games that allow for social distancing.</li> <li>➤ Playground equipment is off limits until further notice.</li> </ul> </li> </ul>                                                                                        |
| <p>Inclement Weather</p>                 | <ul style="list-style-type: none"> <li>❖ Indoor recess.</li> </ul>                                                                                                                                                                                                                                                                                                                           |

| <b>Main Office Procedures</b>                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Limiting visitors on campus                                                                                                                             | <ul style="list-style-type: none"> <li>❖ <b><u>Campus Visitors/ Volunteers</u></b> <ul style="list-style-type: none"> <li>➤ Campus visitors are not permitted until further notice.</li> </ul> </li> <li>❖ <b><u>Deliveries</u></b> <ul style="list-style-type: none"> <li>➤ When possible, deliveries should be scheduled during non-student hours, or minimized during the school day when feasible.</li> <li>➤ No outside edibles in class for parties/ celebrations.</li> <li>➤ Restrict volunteers on campus.</li> </ul> </li> <li>❖ <b><u>Meetings</u></b> <ul style="list-style-type: none"> <li>➤ All meetings will be held virtually based on needs of the participants. In person meetings will be on a case by case basis and must be socially distant or wear PPE.</li> </ul> </li> </ul> |
| Limiting crowding in the main office                                                                                                                    | <ul style="list-style-type: none"> <li>❖ No more than 2 people or 1 family in main office, PPE required.</li> <li>❖ Additional visitors may wait outside following social distancing guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Posting the guidelines for: <ul style="list-style-type: none"> <li>• Wearing masks</li> <li>• Social distancing</li> <li>• Temperature check</li> </ul> | <ul style="list-style-type: none"> <li>❖ District provided signage posted outside Main Office door and in the waiting area.</li> <li>❖ Appropriate signage near public restroom area in office.</li> <li>❖ All those entering the campus will be required to have a temperature check.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Dismissal Procedures</b>                                                                                                                                        |                                                                                                                                                                                                                                                                                               |
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| Staggered dismissal                                                                                                                                                | <ul style="list-style-type: none"> <li>❖ <b><u>Staggered Dismissal</u></b> <ul style="list-style-type: none"> <li>➤ 2:50 pm Bus riders dismiss</li> <li>➤ 2:55 pm Walkers dismiss</li> <li>➤ 3:00 pm Parent loop dismiss</li> <li>➤ Dismissal supervised by all staff.</li> </ul> </li> </ul> |
| Multiple points of exit <ul style="list-style-type: none"> <li>• Supervision plans</li> <li>• Buses, walkers, parent pick-up areas, and student parking</li> </ul> | <ul style="list-style-type: none"> <li>❖ <b><u>Points of Exit</u></b> <ul style="list-style-type: none"> <li>➤ Multiple points of exit.</li> <li>➤ Supervised by supplemented staff.</li> </ul> </li> </ul>                                                                                   |
| Inclement Weather                                                                                                                                                  | <ul style="list-style-type: none"> <li>❖ Bus rider in media center.</li> <li>❖ Parent pick up in the Gym.</li> <li>❖ Walkers remain in the classroom.</li> </ul>                                                                                                                              |

| <b>Communication</b>                                                                                                                        |                                                                                                                                                                                                                                                                                               |
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| Identify communication contact (principal/designee) and the administration backup(s) for your school regarding COVID-19 related situations. | <ul style="list-style-type: none"> <li>❖ Jason Watson – Principal (Communication Contact)</li> <li>❖ Heather Iannarelli – Assistant Principal (Back-up #1)</li> <li>❖ Michael Zablo – Assistant Principal (Back-up #2)</li> <li>❖ Derrick Henry – Assistant Principal (Back-up #3)</li> </ul> |