



Horizon Elementary School

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>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> Multiple points of entry <ul style="list-style-type: none"> • Multiple holding areas for students • Supervision plans • Buses, walkers, parent drop-off areas, and student parking </td> <td style="width: 50%;"> <ul style="list-style-type: none"> • Main gate used for parent drop off and walkers. • Cafeteria gate for breakfast and bus students. • Student holding areas outside their classrooms. • All gates and holding areas manned by school personnel. </td> </tr> <tr> <td>Temperature Checks</td> <td> <ul style="list-style-type: none"> • School personnel and students will have their temperatures checked daily upon arrival. • Students with temperatures of 100.4 or above will be sent directly to isolation areas. </td> </tr> <tr> <td>Student breakfast</td> <td> <ul style="list-style-type: none"> • Students will wear mask to enter and go through serving line. • Hand sanitizing station before picking up breakfast. • Tables will be facing same direction. • Students will be grouped by grade level. </td> </tr> <tr> <td>Before school meetings, programs, and athletics</td> <td> <ul style="list-style-type: none"> • Meetings, programs, and athletics will not be held before school. </td> </tr> <tr> <td>Inclement Weather</td> <td> <ul style="list-style-type: none"> • In addition to our normal holding areas, we will open the media center and cafeteria. </td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>	Multiple points of entry <ul style="list-style-type: none"> • Multiple holding areas for students • Supervision plans • Buses, walkers, parent drop-off areas, and student parking 	<ul style="list-style-type: none"> • Main gate used for parent drop off and walkers. • Cafeteria gate for breakfast and bus students. • Student holding areas outside their classrooms. • All gates and holding areas manned by school personnel. 	Temperature Checks	<ul style="list-style-type: none"> • School personnel and students will have their temperatures checked daily upon arrival. • Students with temperatures of 100.4 or above will be sent directly to isolation areas. 	Student breakfast	<ul style="list-style-type: none"> • Students will wear mask to enter and go through serving line. • Hand sanitizing station before picking up breakfast. • Tables will be facing same direction. • Students will be grouped by grade level. 	Before school meetings, programs, and athletics	<ul style="list-style-type: none"> • Meetings, programs, and athletics will not be held before school. 	Inclement Weather	<ul style="list-style-type: none"> • In addition to our normal holding areas, we will open the media center and cafeteria. 	Other:	
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<u>Class Transitions</u>	Identify procedures for:	
	Staggering of classes	<ul style="list-style-type: none"> Lunch will be staggered. Teachers will walk different routes to special area.
	Directional signage	<ul style="list-style-type: none"> Directional signage will be placed on walls, doors, floors.
	One-way hallways	<ul style="list-style-type: none"> Teachers will keep class to the right side of the walkways.
	Supervision in the hallway	<ul style="list-style-type: none"> Mornings would be personnel on rotating supervision duty and supplemented positions. During the day the teacher will monitor class. Administration and School Guardian will also monitor campus throughout the day.
	Supervision at the restroom areas	<ul style="list-style-type: none"> Most classrooms have their own restroom. ESE classrooms without restroom are supervised by para. Teachers will limit the number of students going to the Portable and Building 7 group restrooms at the same time. These areas will also be monitored by Administration and School Guardian throughout the day. Administration and School Guardian will also monitor restrooms throughout the day.
Other:	N/A	

<u>Lunch</u>	Create a comprehensive plan to include the following:	
	Lunch schedule	<ul style="list-style-type: none"> Lunch schedule extended to limit the number of classes in the cafeteria at the same time.
	Seating layout	<ul style="list-style-type: none"> All tables facing same direction. Students will be spaced at tables.
	Seating assignments/charts	<ul style="list-style-type: none"> Assigned seating. Numbered stickers will be on benches. Charts will be posted in the cafeteria.
	Directional signage	<ul style="list-style-type: none"> Entrance and exit signs will be posted. Will be posted and visible for all to see.
	Floor markings	<ul style="list-style-type: none"> As needed.
	Supervision schedule	<ul style="list-style-type: none"> Administration will provide.
	Plan for students purchasing lunch vs bringing lunch	<ul style="list-style-type: none"> All students will be assigned a seat. Students will wear a mask in the lunch line.
	Cleaning and sanitation procedures	<ul style="list-style-type: none"> Dining Aid will sanitize tables prior to the next class.
Dismissal from lunch to class	<ul style="list-style-type: none"> Teachers will dismiss students from the tables and exit through designated door. 	

<u>Classroom</u>	Identify procedures for:	
	Removal of non-essential furniture <ul style="list-style-type: none"> Storage of unused furniture 	<ul style="list-style-type: none"> Teachers will be notified to remove non-essential furniture. Items will be stored.
	Furniture placement to maximize classroom space (3 – 6 feet spacing)	<ul style="list-style-type: none"> Teachers will place desks to maximize social distancing.
	Hand sanitizing upon entry of classroom	<ul style="list-style-type: none"> Hand sanitizing stations will at entrance to classrooms.
	Assigning textbooks and technology	<ul style="list-style-type: none"> Textbooks will be assigned 1 per student. Technology will be sanitized after each use if shared.
	Seating charts	<ul style="list-style-type: none"> Teachers will establish seating charts. Teachers will submit seating charts to administration.
	Small group instruction	<ul style="list-style-type: none"> Cohorts will remain the same. Teachers will sanitize between groups. Teachers and students will wear face coverings.
	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. 	<ul style="list-style-type: none"> Desk, technology, and other supplies will be sanitized. Teachers will monitor and assist as needed.
	Other	

<u>Recess</u>	Identify procedures for:	
	Locations on campus	<ul style="list-style-type: none"> Designated spaces and times
	Safe play activities for students	<ul style="list-style-type: none"> List of suggested activities for social distance activities.
	Inclement Weather	<ul style="list-style-type: none"> Will be in classroom.
	Other:	

<u>Special Areas</u>	Identify procedures for:	
	Plan A: Special Areas travel to classrooms <ul style="list-style-type: none"> • Outline Special Areas utilized for your school • Locations 	<ul style="list-style-type: none"> • Students will transition to field for PE. • PE Coaches will monitor for social distancing.
	Plan B: Special Areas utilize their own spaces with cleaning procedures for each transition <ul style="list-style-type: none"> • Outline Special Areas utilized for your school • Describe the transition plan 	<ul style="list-style-type: none"> • Students will travel to special area classes. • Special Area teachers will model cleaning plan for students. • Teachers will supervise and assist as needed.
	Other	

<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 	<ul style="list-style-type: none"> • Individuals will be held in Building 1 Room 15A until they can leave or be picked up. • Nurse, Administration, and Office Staff
	Contacting parent/guardian for pick-up	<ul style="list-style-type: none"> • Parent/Guardian will be contacted immediately.
	Principal/designee to communicate the return to school policy with parent/guardian	<ul style="list-style-type: none"> • Administration will communicate the return to school policy.

Identify procedures for:							
<u>Main Office</u>	<table border="1"> <tr> <td style="width: 50%;">Limiting visitors on campus</td> <td> <ul style="list-style-type: none"> • Non-essential visitors/volunteers will not be allowed on campus without prior approval. • VPK parents will sign in and take student to classroom. • Meetings will be encouraged to take place virtually. • No visitors allowed on campus for breakfast or lunch. </td> </tr> <tr> <td>Limiting crowding in the main office</td> <td> <ul style="list-style-type: none"> • Visitors in the reception area will be limited to 3. Others will wait outside of the main office. • Reduced furniture and spaced apart. </td> </tr> <tr> <td>Posting the guidelines for: <ul style="list-style-type: none"> • Wearing masks • Social distancing • Temperature check </td> <td> <ul style="list-style-type: none"> • Signage will be posted outside and inside of the main office. </td> </tr> </table>	Limiting visitors on campus	<ul style="list-style-type: none"> • Non-essential visitors/volunteers will not be allowed on campus without prior approval. • VPK parents will sign in and take student to classroom. • Meetings will be encouraged to take place virtually. • No visitors allowed on campus for breakfast or lunch. 	Limiting crowding in the main office	<ul style="list-style-type: none"> • Visitors in the reception area will be limited to 3. Others will wait outside of the main office. • Reduced furniture and spaced apart. 	Posting the guidelines for: <ul style="list-style-type: none"> • Wearing masks • Social distancing • Temperature check 	<ul style="list-style-type: none"> • Signage will be posted outside and inside of the main office.
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<u>Media Center</u>	<table border="1"> <tr> <td style="width: 50%;">Book checkout and return</td> <td> <ul style="list-style-type: none"> • Checkout time will be scheduled. • Returned books will be held for designated quarantine time. • Limit the number of students at one time. </td> </tr> <tr> <td>Sanitation of tables following class, small group, or use as holding area for students</td> <td> <ul style="list-style-type: none"> • Media Teacher and Media Clerk will ensure sanitation after use. </td> </tr> <tr> <td>Lunch (students eating in media, if applicable)</td> <td>N/A</td> </tr> </table>	Book checkout and return	<ul style="list-style-type: none"> • Checkout time will be scheduled. • Returned books will be held for designated quarantine time. • Limit the number of students at one time. 	Sanitation of tables following class, small group, or use as holding area for students	<ul style="list-style-type: none"> • Media Teacher and Media Clerk will ensure sanitation after use. 	Lunch (students eating in media, if applicable)	N/A
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<u>Communication</u>	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"> Principal will be the primary contact Assistant Principal will be the backup contact.
	Other	

<u>Dismissal</u>	Identify procedures for:	
	Staggered dismissal	<ul style="list-style-type: none"> Staggered dismissal by grade levels.
	Multiple points of exit <ul style="list-style-type: none"> Supervision plans Buses, walkers, parent pick-up areas, and student parking 	<ul style="list-style-type: none"> Each grade level will escort students to dismissal areas (bus, parent pick-up, bikes, EDEP, etc.) PK, KG, and 1st will be first dismissal group. 2nd & 3rd will be second dismissal group. 4th & 5th will be third dismissal group. Teachers will escort students to their dismissal areas and supervise with supplemented personnel.
	Inclement Weather	<ul style="list-style-type: none"> Students will be assigned to an indoor location by grade level. Bus and EDEP students will be delivered to their location. Students will be called as their parent arrives in the parent pickup loop.
	Other:	