



## Ortona 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.*

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| <b><u>Arrival</u></b> | <b>Identify procedures for:</b>   |  |
|                       | Parental care   | <ul style="list-style-type: none"> <li>• Before students leave home, all parents have the responsibility to ensure that students are not sick and are not sent to school if sick</li> <li>• Parents should watch for the following COVID-19-related symptoms:               <ul style="list-style-type: none"> <li>○ Fever (100 degrees or greater) or chills</li> <li>○ Cough, shortness of breath or difficulty breathing</li> <li>○ Fatigue, headache, or sore throat</li> <li>○ New loss of taste or smell</li> <li>○ Congestion or runny nose</li> <li>○ Nausea, vomiting, or diarrhea</li> </ul> </li> </ul>   |
|                       | Multiple points of entry <ul style="list-style-type: none"> <li>• Multiple holding areas for students</li> <li>• Supervision plans</li> <li>• Buses, walkers, parent drop-off areas, and student parking</li> </ul> | <ul style="list-style-type: none"> <li>• There will be six main stations (holding areas) on campus for different grade levels.               <ul style="list-style-type: none"> <li>• Station 1 (K: Building 3)</li> <li>• Station 2 (1<sup>st</sup>: Building 5)</li> <li>• Station 3 (2<sup>nd</sup>: Building 6 &amp; 3<sup>rd</sup>: Building 9)</li> <li>• Station 4 (4<sup>th</sup> &amp; 5<sup>th</sup>: Building 7)</li> </ul> </li> <li>• Supplemented teachers, Morning Supervision teachers, and/or Principal or TOA will supervise stations.</li> <li>• There will be one supplemented teacher and one TOA, meeting students at the Bus Loop daily.</li> <li>• There will be one supplemented teacher and the principal meeting car-riders and walkers at the parent loop daily.</li> <li>• Masks are required on busses.</li> </ul> |
| Temperature Checks    | <ul style="list-style-type: none"> <li>• Temperature checks will take place at the bus loop and parent loop.</li> </ul>   |  |

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|  |   | <ul style="list-style-type: none"> <li>• Bike riders and walkers will pass through the sidewalk next to the parent loop as their temperature check area.</li> <li>• We will have two adults at each temperature check location.</li> <li>• Temperature checks will take place in the main office for all late students.</li> <li>• Students with temperatures equal to or greater than 100.4 will be sent home.</li> <li>• All adults will complete temperature checks upon arrival as they sign in.</li> </ul>   |
|  | Student breakfast                               | <ul style="list-style-type: none"> <li>• All students and adults will wear a mask while in the cafeteria.</li> <li>• Social Distancing will be practiced while in line, and when entering/exiting the cafeteria. Floor stickers will assist in this process.</li> <li>• All students will select their Grab n Go breakfast items and walk to their grade-level stations.</li> <li>• There will be one supplemented teacher and one day porter in the cafeteria during the serving of breakfast.</li> <li>• Trash cans will be placed at each station for breakfast waste, which will be collected after breakfast.</li> </ul>   |
|  | Before school meetings, programs, and athletics | <ul style="list-style-type: none"> <li>• NA</li> </ul>  |
|  | Inclement Weather                               | <ul style="list-style-type: none"> <li>• During inclement weather, the cafeteria will accommodate 60 students and the media will accommodate 20 students.</li> <li>• Teachers assigned station duty that day will take students waiting to their classrooms. The Media Center will be open for overflow students. <ul style="list-style-type: none"> <li>○ Station 1 <ul style="list-style-type: none"> <li>▪ K: Go to assigned station duty teacher's room</li> </ul> </li> <li>○ Station 2 <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup>: Go to assigned station duty teacher's room</li> </ul> </li> <li>○ Station 3 <ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup>: Building 9</li> <li>▪ 3<sup>rd</sup>: Media Center</li> </ul> </li> <li>○ Station 4 <ul style="list-style-type: none"> <li>▪ 4<sup>th</sup> &amp; 5<sup>th</sup>: Cafeteria</li> </ul> </li> </ul> </li> </ul> |
|  | Other:  |   |

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| <b><u>Class Transitions</u></b> | <b>Identify procedures for:</b>   |   |
|                                 | Staggering of classes   | <ul style="list-style-type: none"> <li>• Classes in every grade level will have staggered transition times to and from lunch to limit interaction between large groups of students.</li> <li>• Students transitioning during walk-to intervention will be supervised to ensure social distancing is maintained in lines and in hallways.</li> </ul>   |
|                                 | Directional signage   | <ul style="list-style-type: none"> <li>• Designated entrance and exit doors will be used for the cafeteria, as well as for the serving line.</li> <li>• Because Ortona is a small campus with one central sidewalk, students and teachers will be taught to keep to the right of the sidewalk in order to limit interaction between students and student lines.</li> <li>• Directional signage will be posted throughout the main buildings for students, teachers, and guests to observe.</li> </ul>   |
|                                 | One-way hallways  | <ul style="list-style-type: none"> <li>• Students will keep to the right side of the hallway and will be wearing masks while walking in the hallways.</li> </ul>  |
|                                 | Supervision in the hallway  | <ul style="list-style-type: none"> <li>• Classroom teachers escort their students in order to monitor hallways during all transitions.</li> </ul>   |
|                                 | Supervision at the restroom areas   | <ul style="list-style-type: none"> <li>• Classroom teachers will monitor/supervise restroom use and encourage handwashing and the wearing of masks when walking to the restroom.</li> <li>• Grades K &amp; 1 have restrooms in the pod areas between individual classrooms.</li> <li>• Grades 2-5 classroom teachers to supervise students during restroom use in the hall areas.</li> <li>• Classrooms will have scheduled restroom breaks as a class to limit frequent numbers of students having to transition back and forth in halls.</li> </ul> |
| Other:                          | <ul style="list-style-type: none"> <li>• Custodial staff will check hallway and classroom restrooms regularly for sanitation purposes.</li> </ul> |   |

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| <b><u>Lunch</u></b> | <b>Create a comprehensive plan to include the following:</b> |  |
|                     | Lunch schedule   | <ul style="list-style-type: none"> <li>• Each grade level will transition to and from the cafeteria at scheduled times to limit the number of students.</li> </ul>   |
|                     | Seating layout   | <ul style="list-style-type: none"> <li>• All students will face forward at the tables with at least 3 feet between students.</li> </ul>  |
|                     | Seating assignments/charts                                   | <ul style="list-style-type: none"> <li>• Classroom teachers will create/submit lunch seating charts. Cafeteria supervision will enforce seating arrangements provided by teachers.</li> <li>• Students will wear masks in the cafeteria except when eating or drinking.</li> </ul> |
|                     | Directional signage  | <ul style="list-style-type: none"> <li>• Directional signage will be posted throughout the cafeteria for students and staff to follow.</li> </ul>  |

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|  |  | <ul style="list-style-type: none"> <li>Students and staff will be trained to increase awareness of the purpose for directional seating in the cafeteria.</li> </ul>  |
|  | Floor markings                                       | <ul style="list-style-type: none"> <li>Floor markings and directional signage will be used to remind students of walking direction and social distancing practice in the cafeteria.</li> <li>Cafeteria supervision will teach and monitor social distancing.</li> </ul>  |
|  | Supervision schedule                                 | <ul style="list-style-type: none"> <li>Administration and one supplemented teacher will supervise the cafeteria.</li> <li>Parents and volunteers will not be allowed on campus to eat lunch with students or to bring lunch to their students.</li> </ul>  |
|  | Plan for students purchasing lunch vs bringing lunch | <ul style="list-style-type: none"> <li>Students purchasing a lunch will stand in line wearing a mask and will be 4-5 feet apart.</li> <li>Students with a lunch from home will transition to their assigned seat while practicing social distancing.</li> </ul>  |
|  | Cleaning and sanitation procedures                   | <ul style="list-style-type: none"> <li>A hand sanitizer station will be in the cafeteria and students will use sanitizer before selecting food.</li> <li>Students will clear their area of trash prior to dismissal.</li> <li>SWC personnel will sanitize tables/seats prior to the next grade level entering the cafeteria.</li> <li>Floors will be cleaned and mopped frequently by SWC personnel.</li> <li>The cafeteria will be deep cleaned nightly.</li> </ul> |
|  | Dismissal from lunch to class                        | <ul style="list-style-type: none"> <li>Students will stay seated at the cafeteria tables until teachers pick students up from their designated tables. Social Distancing will be required of students during lunch dismissal.</li> </ul>   |

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|                         | <b>Identify procedures for:</b>  |   |
| <b><u>Classroom</u></b> | 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>Teachers will be consulted during Preplanning about the removal of non-essential furniture from classrooms.</li> <li>School shed, PTA room, unused classrooms/portables will be used for storage purposes. If necessary, we will order a pod for furniture storage.</li> </ul> |
|                         | Furniture placement to maximize classroom space (3 – 6 feet spacing)   | <ul style="list-style-type: none"> <li>Student desks will be placed 3-6 feet apart, facing one direction in the classroom. Typical rooms have a maximum capacity of 15 students per room, with students in desks, with 3 feet between students.</li> </ul>  |
|                         | Hand sanitizing upon entry of classroom  | <ul style="list-style-type: none"> <li>Each teacher will have a PPE kit in their classrooms that will be replenished upon request. Each week, teachers will receive a reminder email to ask about replenishment needs.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>Teachers will have a hand sanitation station in their classrooms.</li> <li>All classrooms have sinks that will be used to teach and practice regular handwashing.</li> <li>Teachers will teach students where, when, and how to use the sanitation stations.</li> </ul>   |
| Assigning textbooks and technology   | <ul style="list-style-type: none"> <li>Students' textbooks will be kept in their desks or in small bins that will be placed under their desks.</li> <li>All technology will be sanitized between use. See sanitation plan below.</li> <li>The use of shared instructional materials will be reduced as much as possible.</li> </ul>  |
| Seating charts   | <ul style="list-style-type: none"> <li>Seating charts will be created by classroom teachers and will be submitted to administration to assist with contact tracing if necessary.</li> <li>Students will sit in desks, facing one direction.</li> </ul>   |
| Small group instruction  | <ul style="list-style-type: none"> <li>Classroom teachers will create seating charts for small group instruction.</li> <li>Teachers and students will wear their masks and use student table dividers during small group instruction.</li> <li>Students will sit at tables facing one direction as much as possible.</li> </ul>  |
| <p>The required two-minute exit cleaning plan</p> <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>Administration and teachers will demonstrate to students how to sanitize items in their areas (desks, chairs, and supplies used) prior to daily transitions and school departure.</li> <li>Daily cleaning and sanitizing of technology, textbooks, and other school resources will take place prior to all transitions with teacher supervision.</li> </ul>   |
| Other  | <ul style="list-style-type: none"> <li>Custodians will clean classrooms daily. As needed, classrooms will be deep cleaned.</li> <li>Students will be provided hand sanitizer upon entry and asked to keep their masks on until all students have been seated and instruction has begun. Masks may be removed only if there is more than 6 feet distance between students.</li> <li>Face masks will be strongly encouraged during instruction.</li> </ul> |

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| <b><u>Recess</u></b> | <b>Identify procedures for:</b>   |   |
|                      | Locations on campus               | <ul style="list-style-type: none"> <li>Classrooms will be assigned a specific area on campus to use during Recess.</li> <li>Classroom teachers will supervise students during recess to ensure Social Distancing is practiced.</li> <li>For this phase of the school year, students will not use the playground equipment (such as jungle gyms, swings, etc.)</li> <li>Recess procedures must be discussed and reviewed regularly with students.</li> </ul> |
|                      | Safe play activities for students | <ul style="list-style-type: none"> <li>Classroom teachers will engage with students to determine games/activities that do not require touching.</li> </ul>  |
|                      | Inclement Weather                 | <ul style="list-style-type: none"> <li>During inclement weather, students will play socially distant games inside their classrooms.</li> </ul>  |
|                      | Other:                            | <ul style="list-style-type: none"> <li>No classes will interact with another classroom during recess (students must remain with their own class).</li> </ul>  |

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| <b><u>Special Areas</u></b> | <b>Identify procedures for:</b>   |  |
|                             | <b>Plan A:</b> Music & Art Special Areas travel to classrooms <ul style="list-style-type: none"> <li>Outline Special Areas utilized for your school</li> <li>Locations</li> </ul>   | <ul style="list-style-type: none"> <li>Music and Art teachers will teach Special Area in students' classrooms.</li> <li>Students will have individual special area supply kits.</li> </ul>   |
|                             | <b>Plan B:</b> Music & Art Special Areas utilize their own spaces with cleaning procedures for each transition <ul style="list-style-type: none"> <li>Outline Special Areas utilized for your school</li> <li>Describe the transition plan</li> </ul> | <ul style="list-style-type: none"> <li>Classroom teachers will transition students to Art, Music, and PE.</li> <li>Special Area teachers will facilitate lesson activities and will be responsible for demonstrating to students how to complete the two-minute cleaning plan prior to transitions.</li> <li>Special Area teachers will supervise cleaning and sanitizing materials and objects used during instructional activities.</li> </ul> |
|                             | PE Special Area   | <ul style="list-style-type: none"> <li>Classroom teachers will transition their students to PE.</li> <li>PE teachers will supervise students requiring Social Distancing during daily activities.</li> <li>Students will not use equipment unless it can be cleaned.</li> <li>Students will be asked to bring their personal water bottle to school and to PE. Personal bottles will be sanitized daily by students.</li> </ul>                  |

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|                      | <b>Identify procedures for:</b>   |   |
| <b><u>Clinic</u></b> | Students and/or staff with a fever above 100.4 upon entry: <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>Designated isolation areas will be the Clinic in the Main Office.</li> <li>The first adult to encounter a student exhibiting a fever of 100.4 or above will be responsible for supervision until administration can intervene.</li> <li>Office staff, the nurse, and administration could all be responsible for supervision.</li> </ul> |
|                      | Contacting parent/guardian for pick-up  | <ul style="list-style-type: none"> <li>School Nurse will be responsible for contacting parents and guardians.</li> <li>Administration will contact parents when there is a concern or non-compliance.</li> <li>If a student becomes sick during the day, he/she will not use group transportation (busses) to return home.</li> </ul>   |
|                      | Principal/designee to communicate the return to school policy with parent/guardian  | <ul style="list-style-type: none"> <li>Administration will communicate the return to school policy to parents and guardians.</li> </ul>   |

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|                           | <b>Identify procedures for:</b>   |  |
| <b><u>Main Office</u></b> | Limiting visitors on campus   | <ul style="list-style-type: none"> <li>During this time, volunteers and visitors will not be allowed on campus.</li> </ul>   |
|                           | Limiting crowding in the main office  | <ul style="list-style-type: none"> <li>Only three visitors will be allowed in the Main Office at one time. Other visitors will be required to wait outside adhering to floor markings and directional signage.</li> <li>Registration/withdrawal appointments will be required and scheduled daily as needed.</li> <li>2<sup>nd</sup> -5<sup>th</sup> grade late students will walk to class (K-1 students will be escorted).</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>The following signage will be posted and followed: <ul style="list-style-type: none"> <li>Masks Required Inside Where 6' Distancing is Not Possible</li> <li>Social Distancing 6 ft of space</li> </ul> </li> <li>Temperature checks will take place outside and inside the Main Office.</li> <li>A Temperature Check station will be setup for teachers at the Payroll Sign-in area. Hand sanitizer and gloves will be at the station as well to prevent cross-contamination.</li> </ul> |
|                           | Other   | <ul style="list-style-type: none"> <li>Cleaning of high-touch areas in the main office will be completed while students are in class.</li> </ul>   |

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| <b><u>Media Center</u></b>                      | <b>Identify procedures for:</b>  |   |
|   | Book checkout and return   | <ul style="list-style-type: none"> <li>• Students will check out books online the first four weeks of school.</li> <li>• Books will be checked in/out to students by Media Specialist.</li> <li>• Books will be placed in assigned bins and delivered (picked up) to classrooms by the Media Specialist the first four weeks of school.</li> <li>• When entering the Media Center, students must always wear a mask and practice Social Distancing during checkout procedures.</li> <li>• The number of students in the Media Center will be limited.</li> <li>• Returned books will remain untouched for 72 hours and then will be sanitized by the Media Specialist.</li> </ul> |
|   | Sanitation of tables following class, small group, or use as holding area for students   | <ul style="list-style-type: none"> <li>• The Media Specialist will ensure sanitation of tables, shelves, and textbooks in the Media Center after use by groups of students.</li> </ul>  |
| Lunch (students eating in media, if applicable) | <ul style="list-style-type: none"> <li>• Students will not be allowed to eat lunch or other food items in the Media Center. Exceptions may be made for clubs or special meetings.</li> </ul> |   |

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| <b><u>Communication</u></b> | <b>Identify procedures for:</b>   |   |
|                             | Identify communication contact (principal/designee) and the administrative backup(s) for your school regarding COVID-19 related situations. | <ul style="list-style-type: none"> <li>• Main Communication Contact: Kati Dyer, Principal</li> <li>• Communication Backups: Gina Campanella, TOA (1) <ul style="list-style-type: none"> <li>• Richard Shaw, OSIII (2)</li> <li>• Jared Sheffield, OSII (3)</li> <li>• Ann Strader, OSI (4)</li> </ul> </li> </ul> |
| Other                       |   |   |



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| <b><u>Dismissal</u></b> | <b>Identify procedures for:</b>   |  |
|                         | Staggered dismissal   | <ul style="list-style-type: none"> <li>• Staggered Dismissal Times:               <ul style="list-style-type: none"> <li>○ 2:20 p.m.: Kindergarten and their siblings</li> <li>○ 2:25 p.m.: 1<sup>st</sup>, 2<sup>nd</sup> and their siblings; bus riders</li> <li>○ 2:30 p.m.: 3<sup>rd</sup>-5<sup>th</sup></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>• Bus riders will be escorted by teachers as they exit through the bus loop to ensure social distancing.</li> <li>• Car riders will be escorted by teachers as they exit to the parent loop to ensure social distancing.</li> <li>• Bikers and walkers will be escorted by teachers as they exit through the parent loop to ensure social distancing</li> </ul> |
|                         | Inclement Weather   |  |
| Other                   | <ul style="list-style-type: none"> <li>• Face masks will be required during dismissal. Supervision staff will monitor compliance with face masks and social distancing guidelines.</li> </ul> |  |

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| <b><u>Masks</u></b> | <b>Identify procedures for:</b>   |   |
|                     | Guidelines  | <ul style="list-style-type: none"> <li>• Face coverings must be worn by all students, employees, and visitors while on property where social distancing cannot be maintained</li> <li>• Masks must be worn on school busses, in hallway transitions, cafeteria lines, in confined quarters, or any other places where social distancing cannot be maintained</li> <li>• Face coverings should cover the nose and mouth and fit snugly against the sides of the face with no gaps</li> <li>• Face shields may be worn in place of face coverings but should wrap around the sides of the face and extend below the chin</li> </ul> |
|                     | Exceptions  | <ul style="list-style-type: none"> <li>• A face covering is not required for those who have certification from a health care provider</li> <li>• A face covering is not required during strenuous physical activity if social distance can be maintained (PE and recess)</li> <li>• A face covering is not required if the school district official supervising the activity allows removal during the activity</li> <li>• A face covering is not required when a person is earring</li> </ul>  |
| Other               | <ul style="list-style-type: none"> <li>• The wearing of a mask is a health issue. Compliance will be dealt with as a health issue, not as a disciplinary issue. A student's willful refusal to comply will be addressed per the Student Code of Conduct.</li> </ul> |   |