

# CHISHOLM ELEMENTARY REOPENING PLAN



CHISHOLM ELEMENTARY 557 Ronnoc Lane, New Smyrna Beach, FL 32168



## Chisholm 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.***

<b>Identify procedures for:</b>	
<b><u>Arrival</u></b>	<p>Multiple points of entry</p> <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>
	<p><b>Holding areas:</b> Each grade level has their own designated waiting area before school begins.</p> <p>Masks are mandatory for anyone on campus.</p> <p>Supervision will be on a rotating basis with teachers. Admin will be located in the parent loop &amp; bus loop. Those with paid supervision duty will be in designated areas.</p> <p>All students will report to their waiting areas unless eating breakfast. Students eating breakfast will report to the cafeteria upon arrival. Students will sit by grade level. Bus students will enter through double doors located between the cafeteria and building 200. Parent Loop students will enter through the guidance hallway. Walkers/Bike Riders will enter campus by the PE court.</p>
	<p>Temperature Checks</p> <p>Administrators will be taking temperatures in the parent loop, bus area and biker/walker entrance gate. A temperature check station for faculty/staff is located in the mailroom.</p>
	<p>Student breakfast</p> <p>Breakfast students will enter the café and will transition to their holding area after eating. Students will be seated 6' apart to allow for social distancing.</p>
	<p>Before school meetings, programs, and athletics</p> <p>N/A</p>
	<p>Inclement Weather</p> <p>N/A – all arrival areas are indoors</p>
	<p>Other:</p>

<b><u>Class Transitions</u></b>	<b>Identify procedures for:</b>	
	Staggering of classes	Classes are staggered for specials and lunch.
	Directional signage	Signage is posted on walls (floors where possible) indicating traffic patterns.
	One-way hallways	Hallways will have one way traffic except for building 100. Signage is on doors indicating entrance and exit.
	Supervision in the hallway	Teachers will supervise their students when transitioning in hallways.
	Supervision at the restroom areas	Classrooms have their own restrooms.
Other:		

<b><u>Lunch</u></b>	<b>Create a comprehensive plan to include the following:</b>	
	Lunch schedule	10:30-1:04 ER – 10:00-12:34
	Seating layout	Each class have up to 3 rows of designated tables. All tables are facing the same direction. Students will be seated 6 feet apart. Students will sit on a pink dot to ensure social distancing.
	Seating assignments/charts	Teachers will assign students to seats. Charts will be turned in to administration and a copy will be kept in the cafeteria.
	Directional signage	Signage will be on the walls indicating traffic pattern.
	Floor markings	Dots will be placed on the floor by the serving line to identify 6' spacing.
	Supervision schedule	Administration will supervise the cafeteria on a specified schedule.
	Plan for students purchasing lunch vs bringing lunch	Lunch from home students will enter the cafeteria and follow traffic pattern to report to their assigned seat. Lunch purchasers will wait in the designated line to purchase food. Once food is purchased, students will follow traffic pattern to assigned seat. All students will wear a mask unless eating in their assigned seat.
	Cleaning and sanitation procedures	Café hostess will clean and sanitize the tables after each class leaves.
Dismissal from lunch to class	Teachers will meet students at their table and dismiss them. Traffic pattern signs will be followed.	

<b><u>Recess</u></b>	<b>Identify procedures for:</b>	
	Locations on campus	Eight different play areas are identified for recess. Playground areas are designated by grade levels. Teachers will supervise their class ensuring students stay in their class' designated area and that they maintain a safe distance from each another.
	Safe play activities for students	Teacher will identify safe play activities for students. Students can brainstorm ideas with the teacher. Some examples include Simon Says, Mother May I, Red Light Green Light, and Soccer.
	Inclement Weather	Recess will take place in the classroom during inclement weather. Students will be spread out in the classroom to allow for social distancing. Students will participate in activities appropriate for inside and social distancing.
	Other:	

<b><u>Classroom</u></b>	<b>Identify procedures for:</b>	
	Removal of non-essential furniture <ul style="list-style-type: none"> <li>• Storage of unused furniture</li> </ul>	Any non-essential furniture has been removed from the classroom and stored in building 300.
	Furniture placement to maximize classroom space (3 – 6 feet spacing)	Teachers will arrange classrooms to allow the maximum distance between students. Administration will walk through all classrooms to ensure proper spacing (3-6 feet spacing) if feasible.
	Hand sanitizing upon entry of classroom	Teachers will instruct students on hand sanitizing procedures for the classroom. Teachers will ensure all hands are sanitized upon entry to their classroom.
	Assigning textbooks and technology	Teachers will assign textbooks and devices to students. A list of assigned items will be kept by the teacher. A copy will be turned in to administration. Consumable items will have names written on them. Technology and non-consumable textbooks will have bar codes or ID numbers indicated on list.
	Seating charts	Teachers will assign seats to students. Seating charts will be turned in to administration.
Small group instruction	Students may sit with the teacher for small group instruction with face coverings. Table and items used will be sanitized after each group. If student supplies are needed, students will need to bring them to the small group instruction table.	

<b><u>Classroom</u></b>	<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>	<p>Teachers will instruct students on the procedure for cleaning and sanitizing their area and items when transitioning.</p> <p>At transition times, students will clean and sanitize their desks. Teachers may assist.</p> <p>Technology will be cleaned and sanitized by the user prior to being put away.</p> <p>Textbooks will be assigned to each student. Textbooks will be stored in desks or cubbies.</p>
	Other	

<b><u>Special Areas</u></b>	<b>Identify procedures for:</b>	
	<p>Special Areas utilize their own spaces with cleaning procedures for each transition</p> <ul style="list-style-type: none"> <li>• Outline Special Areas utilized for your school</li> <li>• Describe the transition plan</li> </ul>	<p>Rooms used: Art, Music, PE, Media, School Counselor</p> <p>At transition times, students will clean and sanitize their workspace as instructed by the teacher. Teachers may assist.</p> <p>Resources used by students will be cleaned and sanitized by the user prior to being put away.</p>
	Other	

<b><u>Clinic</u></b>	<b>Identify procedures for:</b>	
	<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>	<p>Isolation Area – Principal’s conference room for adults.</p> <p>Isolated area in clinic for students.</p> <p>The nurse will be responsible for anyone with a fever of 100.4 or higher.</p> <p>Trained office staff will cover the clinic when necessary.</p>
	<p>Contacting parent/guardian for pick-up</p>	<p>School nurse will contact parent for pick-up</p>
	<p>Principal/designee to communicate the return to school policy with parent/guardian</p>	<p>Principal or AP will communicate the return to school plan with parent/guardian</p>

<b>Main Office</b>	<b>Identify procedures for:</b>	
	Limiting visitors on campus	Visitors will not be allowed on campus unless conducting business. Max of 4 visitors in office. Signage on door.
	Limiting crowding in the main office	Seating will be spaced to allow for social distancing.
	Posting the guidelines for: <ul style="list-style-type: none"> <li>• Wearing masks</li> <li>• Social distancing</li> <li>• Temperature check</li> </ul>	Mandatory Face Coverings – posted on office doors Social distancing signs posted in main office Temp. check sign is displayed upon entry into the office

<b>Media Center</b>	<b>Identify procedures for:</b>	
	Book checkout and return	Returned books will be place in isolation for 5 days before being returned to the shelf. Media check out will take place during special area. Media will create a time for 1 <sup>st</sup> and 4 <sup>th</sup> grade.
	Sanitation of tables following class, small group, or use as holding area for students	Media Specialist will instruct students on sanitizing the area they use. Media specialist and clerk will sanitize the circulation desk.
	Lunch (students eating in media, if applicable)	N/A

<b>Communication</b>	<b>Identify procedures for:</b>	
	Identify communication contact (principal/designee) and the administrative backup(s) for your school regarding COVID-19 related situations.	Melissa Marple, Principal will be the primary contact regarding Covid-19 situations. Leigh Prokop, Assistant Principal will be the back-up contact.
	Other	

# Dismissal

## Identify procedures for:

Staggered dismissal

Kindergarten and 1<sup>st</sup> grade will be dismissed at 2:20.  
2<sup>nd</sup> and 3<sup>rd</sup> grade will be dismissed at 2:25  
All remaining students will be dismissed at 2:30  
Traffic Patterns will change to limit the number of students dismissing from a single building.

Multiple points of exit

- Supervision plans
- Buses, walkers, parent pick-up areas, and student parking

Supervision – paid supervising teachers will supervise bus, parent loop students and walkers/bike riders in the designated dismissal areas.  
Administration will supervise bus loop and parent loop  
Staff will supervise identified areas on a rotating schedule.  
Teachers will walk students to their dismissal locations.

Inclement Weather

Walkers/Bike Riders will be held in the MPR until it is safe to dismiss.  
Bus students will be located in the breezeway between the cafeteria until they can load safely. Bus students will need to exit through the south door of building 200.  
Parent Loop and Extended day students will remain in the cafeteria as usual.

Other: