Citrus Grove Elementary School Reopening Plan

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

PARENTAL CARE:

- Before students leave home, all parents have the responsibility to ensure that students are not sick and are not sent to school if sick.

- Parents should watch for the following COVID-19-related symptoms:
  - Fever (100 degrees or greater) or chills
  - Cough, shortness of breath or difficulty breathing
  - Fatigue, headache, or sore throat
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea, vomiting, or diarrhea

POINTS OF ENTRY/HOLDING AREAS:

- Multiple points of entry with temperature checks will include:
  - Bus loop
  - Car Loop
  - PE Gate

- Student temperatures will be taken prior to entering the gates onto campus. If over 100.4, students will be directed to park and wait 5 minutes to have temperature rechecked.

- Courtyard will be used as a holding area in the mornings for early arrivers using social distancing.

- After 7:30, holding areas for students in grades K, 1, 3, 4, & 5 will be in the hallway outside of their assigned classroom using masks and social distancing.

- The holding area for 2nd grade students in portables will be under the PE Pavilion.

- Supplemented teachers, Morning Supervision teachers, and Administrators will supervise holding areas, bus loop, and car loop daily.

- Masks are required on buses.
TEMPERATURE CHECKS:

- Temperature checks will take place at all entry points including the bus loop, car loop, and PE Gate.
- Temperature checks will take place outside of the main office for all late students.
- Students with temperatures at or above 100.4 will be rechecked after 5 minutes. If temperature remains at or above 100.4, parents will be contacted.
- A designated person on each grade level will have a thermometer to take teacher/staff temperatures.
- Building 1 & 4 staff will go to office for temperature checks.
- Special area teachers will go to cafeteria for temperature checks.

STUDENT BREAKFAST:

- All students and adults will wear a mask while in the cafeteria except when actively eating/drinking.
- Social Distancing will be practiced while in line, and when entering/exiting the cafeteria. Floor stickers will assist in this process.
- Supplemented teachers, Morning Supervision teachers, day porter, and an Administrator will be in the cafeteria during the serving of breakfast.

INCLEMENT WEATHER:

- During inclement weather, morning procedures will remain the same with the exception of 2nd grade students will report to the music room instead of the PE Pavilion.

CLASS TRANSITIONS:

- Classes in every grade level will have staggered transition times to and from lunch to limit interaction between large groups of students.
- Students transitioning during walk-to intervention will wear masks and be supervised to ensure social distancing is maintained in lines and in hallways.
- Designated entrance and exit doors will be used for the cafeteria, as well as for the serving line.
- Students and teachers will be taught to keep to the right of the sidewalk in order to limit interaction between students and student lines when passing in the hallways.
- Students will keep to the right side of the hallway and will be wearing masks while walking in the hallways.
- Classroom teachers escort their students in order to monitor students during all transitions.
- Teachers will monitor/supervise restroom use in classroom restrooms and encourage handwashing.
- 2nd grade students in portables will have scheduled restroom breaks as a class to limit frequent numbers of students having to transition back and forth in halls.
- In emergency situations, students in portables will walk to portable restrooms with a buddy while wearing masks and social distancing.
- Students will wear masks during any transition throughout the campus.
LUNCH:

- Seating:
  - Cafeteria tables will be organized so that all students face the same direction.
  - Students will sit 2-3 per bench as marked.
  - Classroom teachers will create & submit lunch seating charts. Cafeteria supervision will enforce seating arrangements provided by teachers.
  - Students purchasing a lunch will stand in line wearing a mask and practice social distancing.
  - Students with a lunch from home will transition to their assigned seat upon entering the cafeteria.
  - Students will wear masks in the cafeteria except when eating or drinking.

- Signage:
  - Floor markings and directional signage will be used to remind students of walking direction and social distancing practice in the cafeteria.
  - Students and staff will be trained to increase awareness of the purpose for directional seating in the cafeteria.

- Supervision:
  - Administration and dining room aides will supervise the cafeteria.
  - Parents and volunteers will not be allowed on campus to eat lunch with students or to bring lunch to their students.

- Cleaning & Sanitation:
  - A hand sanitizer station will be in the cafeteria and students will use sanitizer before selecting food.
  - Students will clear their area of trash prior to dismissal.
  - Custodians/dining aides will sanitize tables/seats prior to the next grade level entering the cafeteria.
  - Floors will be cleaned and mopped frequently by custodian.
  - The cafeteria will be thoroughly cleaned nightly.

CLASSROOM:

- Furniture:
  - Teachers are responsible for furniture placement to maximize social distancing following district and/or CDC guidelines.

- Cleaning & Sanitizing:
  - Teachers will greet each student at the door and provide hand sanitizer prior to entering the classroom.
  - Each teacher will have a PPE kit in their classrooms that will be replenished upon request.
- Teachers will have a hand sanitation station in their classrooms (in some classrooms this will be sinks).
- Teachers will teach students where, when, and how to use the sanitation stations.
- Teachers will demonstrate to students how to sanitize items in their areas (desks, chairs, and supplies used) prior to daily transitions and school departure.
- Daily cleaning and sanitizing of technology, textbooks, and other school resources will take place prior to all transitions with teacher supervision.

- **Textbooks & Technology:**
  - Students’ textbooks will be kept in their desks or in designated areas.
  - It is recommended that textbooks be numbered and assigned to specific students.
  - Technology will be assigned as individual student devices.
  - All technology will be sanitized between use.
  - The use of shared instructional materials will be reduced as much as possible.

- **Seating Charts:**
  - Seating charts will be created by classroom teachers and will be submitted to administration to assist with contact tracing if necessary.

- **Small Group Instruction:**
  - Classroom teachers will create seating charts for small group instruction.
  - Teachers and students will wear their masks and use student partitions during small group instruction.
  - Teacher will make sure that tables and chairs are sanitized between groups.

**RECESS:**

- Grade levels will work amongst their team to devise a rotational schedule for available locations throughout campus. (i.e. indoor recess, outdoor classroom area, between building 2 & portables, courtyard area, behind Kindergarten playground, PE field)
- Classroom teachers will supervise students during recess to ensure Social Distancing is practiced.
- For this phase of the school year, students will not use the playground equipment (such as monkey bars, slides, etc.)
- Recess procedures must be discussed and reviewed regularly with students.
- Masks will be worn when transitioning to and from recess. Once in designated area, masks may be removed if social distancing is maintained.
- Classroom teachers will engage with students to determine games/activities that do not require touching. (i.e. Walk and talk, jump roping, hopscotch, sidewalk chalk, etc.)
- During inclement weather, students will play socially distant games inside their classrooms.
- No classes will interact with another classroom during recess (students must remain with their own class).

**SPECIAL AREA: (We will be utilizing Plan B at this time)**

**Plan A:** Non-PE Special Areas travel to classrooms
• SEL (school counselor), Media, Technology, Music, and Art teachers will teach Special Area in students’ classrooms.
• Classroom teachers will transition their students to PE.

**Plan B:** Special Areas utilize their own spaces with cleaning procedures for each transition

• Classroom teachers will transition students to SEL, Media, Technology, Art, Music, and PE unless notified otherwise.
• 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.
• Special Area teachers will supervise cleaning and sanitizing materials and items used during instructional activities.
• Students will be asked to bring their personal water bottle to school and to PE.

**CLINIC:**

• Designated isolation areas will be the Clinic in the Main Office. If necessary, bus loop will be used after buses clear.
• Office staff, school nurse, and administration will be responsible for supervision.
• School Nurse will be responsible for contacting parents and guardians. Administration will contact parent if necessary.
• If a student becomes sick during the day, he/she will not use group transportation (buses) to return home.

**MAIN OFFICE:**

• During this time, we must limit visitors on campus.
• Meetings/conferences will be encouraged to take place virtually or by phone when possible.
• Anyone requiring face to face meetings please call the office for an appointment.
• During this time, volunteers will not be allowed in classrooms.
• No visitors allowed on campus for breakfast or lunch with students.
• Only two visitors will be allowed in the office lobby. Other visitors will be required to wait outside adhering to floor markings and directional signage.
• Registration/withdrawal appointments will be required and scheduled daily as needed.
• Late students will be given a late pass as they enter the front gate.
• The following signage will be posted and followed:
  o Masks Required Inside Where 6’ Distancing is Not Possible
  o Social Distancing 6 ft of space
  o Temperature checks will take place throughout campus.

**MEDIA CENTER:**

• Books will be checked in/out to students by Media Specialist or Media Clerk.
• All students (including Volusia Live) and parents will be provided with information on using the Destiny card catalog and hold system. Students who used the Destiny hold system will either have books delivered to teacher’s boxes or will pick up from media center during open library hours.
• When entering the Media Center, students must always wear a mask and practice social distancing during checkout procedures.
• The number of students in the Media Center will be limited.
• Returned books will remain untouched for 72 hours.
• The Media Specialist and Media Clerk will ensure sanitation of tables, shelf markers, and shelves in the Media Center after use by groups of students.
• Lunch in media will be limited to monthly book clubs for 4th and 5th grade.

COMMUNICATION:

• Main Communication Contact: Jennifer Williams, Principal
• Communication Backups:
  o Frank Martello, Assistant Principal
  o Widalis Camacho, Assistant Principal
  o Erica Harris, Teacher On Assignment
  o Morgan Berry, Principal’s Secretary
  o Sandra Ewen, School Nurse
• Each week, teachers will receive a reminder email to ask about PPE replenishment needs.

DISMISSAL:

• Staggered Dismissal Times:
  o 2:20 p.m.: Kindergarten, 1st, 2nd & safety patrols
  o 2:30 p.m.: 3rd, 4th & 5th
• Teachers will walk their own class to the following dismissal areas: EDEP, walk/bike, bus loop, car loop.
• Face masks will be required during dismissal. Supervision staff will monitor compliance with face masks and social distancing guidelines.