



Friendship Elementary

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.***

<u>Arrival/Dismissal</u>	Identify procedures for:	
	<p>Multiple points of entry</p> <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"> ○ Arrival Zones in parent drop-off: <ul style="list-style-type: none"> ○ Before 7:45 ○ Gates to be manned ○ See Map • Parent Drop Off – enter through black gate (building 1- by Science Lab) • Walker/Bike Riders – enter through black gate (building 1- by main office) • Holding areas (supervised by staff) <ul style="list-style-type: none"> ○ Students in buildings 2 and 3 to wait outside classroom doors, seated on floor. ○ Students social distance outside classroom doors in holding areas. ○ Enter through door closest to classroom • After 7:50 <ul style="list-style-type: none"> ○ All students enter through main office • No parent parking, drive through drop-off only.

		<ul style="list-style-type: none"> ○ Stagger Dismissal Times: <ul style="list-style-type: none"> ○ Grade levels utilize specific gates <ul style="list-style-type: none"> ▪ VPK/KG 2:20 ▪ Bikers/Walkers/EDEP 2:25 ▪ Bus/Day Care/ 2:25 ▪ Parent Pick-up 2:30 ○ No parent parking, drive through pick-up only. ○ Parent Education-Parents check temp prior to coming to school. Eliminate parents coming to pick up students from quarantine after temp check.
	Temperature Checks	<ul style="list-style-type: none"> ○ Students' temperatures will be taken prior to entering campus. <ul style="list-style-type: none"> ○ Parent Drop Off- temperature checks by personnel supervising the black gate bld1 (science Lab) ○ Bus/Walker/Bike Riders temperature check by personnel supervising at bike rack (back gate) by main office prior to entering. ○ Students with a fever above 100.4 prior to entry will be sent home. ○ Students with a fever/at or above 100.4 will be escorted to the clinic for further evaluation.
	Student breakfast	<ul style="list-style-type: none"> ○ Breakfast <ul style="list-style-type: none"> ○ Social distancing in café. Entire cafeteria will be used during breakfast. 3-4 students per individual table.
	Before school meetings, programs, and athletics	<ul style="list-style-type: none"> ● All staff meeting, parent teacher conferences, Guidance, IEPs/504/ELL/PST etc. will by appointment only and may be held virtually when possible.
	Inclement Weather	<ul style="list-style-type: none"> ● In severe weather students will be brought into the buildings for safety. ● Social distancing will be followed and face masks will be required when not possible to social distance.
	Other:	

<u>Transitions</u>	Identify procedures for:	
	Staggering of classes	Not applicable
	Directional signage	<ul style="list-style-type: none"> ○ Social distancing signage-throughout campus
	One-way hallways	<ul style="list-style-type: none"> ○ Enter/exit through doors closest to classrooms. ○ Minimum 2 feet between students (6 feet not possible). Masks will be required ○ Establish one-way walkways
	Supervision in the hallway	<ul style="list-style-type: none"> ● Teacher supervision during all transitional times
	Supervision at the restroom areas	<ul style="list-style-type: none"> ● Teacher supervision/monitoring of restrooms in classroom areas and will notify front office when supplies are needed. ● Staff monitoring/supervision of group bathrooms and will notify front office when supplies are needed. ● ABM will clean and re-stock bathroom daily and or as needed throughout the day.
	Other:	

<u>Lunch</u>	Create a comprehensive plan to include the following:	
	Lunch schedule	<ul style="list-style-type: none"> ○ One grade level per lunch block. 5 minute overlap with KG grade and 3rd; 3rd and 1st; 5th and 2nd, 2nd, and 4th.
	Seating layout	<ul style="list-style-type: none"> ○ 2 table sections per class as available. 3-4 students per individual table. ○ Students will all sit facing one direction in the cafeteria.
	Seating assignments/charts	<ul style="list-style-type: none"> ● Students will have assigned seats per class.
	Directional signage	<ul style="list-style-type: none"> ● Social distancing signage-throughout campus
	Floor markings	<ul style="list-style-type: none"> ● Markers on lunch line floors will be placed encouraging social distancing.
	Supervision schedule	<ul style="list-style-type: none"> ● Cafeteria dining room aides, ABM staff, and other staff will be on hand to assist with cleaning in between each lunch. <p style="text-align: center;">*(supplemental budget required)</p>
Plan for students purchasing lunch vs bringing lunch	<ul style="list-style-type: none"> ● Markers encouraging social distancing placed on floor in every lunch line for students purchasing lunch. ● Grab and Go style lunch for purchase only, ● Plexi glass shields utilized if possible 	

		<ul style="list-style-type: none"> All students will sit in assigned seats
	Cleaning and sanitation procedures	<ul style="list-style-type: none"> Cafeteria dining room aides, ABM staff, and other staff will be on hand to assist with cleaning in between each lunch.
	Dismissal from lunch to class	<ul style="list-style-type: none"> Teachers retrieve class from assigned tables in the cafeteria at the end of the lunch period and will escort students back to the classroom following social distancing guidelines.

<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"> Remove excess furniture (Personal Storage): <ul style="list-style-type: none"> Extra seating/tables Reading areas Etc. Leave in classroom: <ul style="list-style-type: none"> Bookshelves Teacher desk Kidney table
	Furniture placement to maximize classroom space (3 – 6 feet spacing)	<ul style="list-style-type: none"> Student desks, tables will be placed in classrooms to maximize space Plexi glass shields, provided by district, will be utilized one per student.
	Hand sanitizing upon entry of classroom	<ul style="list-style-type: none"> Hand sanitizing stations will be utilized in each classroom Hand sanitizing station signage in each classroom Teachers will notify front office staff when supplies needed.
	Assigning textbooks and technology	<ul style="list-style-type: none"> Textbooks will be assigned to each student. No sharing. Technology will be assigned to individual students when available. Shared technology will be cleaned according to guidelines in between each usage. Limit student movement if possible.
	Seating charts	<ul style="list-style-type: none"> Seating charts will be required in: <ul style="list-style-type: none"> Classroom Café Special area EDEP
	Small group instruction	<ul style="list-style-type: none"> Teachers and students will be required wear face coverings during small group instruction. Plexi glass shields will be utilized when available Assigned seating during small group instruction required

	<p>The required two-minute exit cleaning plan</p> <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"> • Teachers will initiate, supervise, and assist when needed the cleaning and sanitizing of desks, technology, textbooks, and other school resource as required by guidelines throughout the day.
	<p>Other</p>	<ul style="list-style-type: none"> ○ Classroom supplies: <ul style="list-style-type: none"> ○ Individual student supply bins ○ Individual student textbooks ○ Notebooks/paper ○ Grade levels that departmentalize <ul style="list-style-type: none"> ○ Option A-Students remain in classrooms. Teachers move through classroom connecting door ○ Option B-Tradition departmentalization

<u>Special Areas</u>	Identify procedures for:	
	<p>Plan A: Special Areas travel to classrooms</p> <ul style="list-style-type: none"> • Outline Special Areas utilized for your school • Locations 	<ul style="list-style-type: none"> ○ Teachers to report to classrooms (Art and Music) ○ PE will follow traditional format ○ TBD- split classes in a grade level with special area teachers ○ Include media in rotation if necessary, for specific grade levels.
	<p>Plan B: Special Areas utilize their own spaces with cleaning procedures for each transition</p> <ul style="list-style-type: none"> • Outline Special Areas utilized for your school • Describe the transition plan 	<p>PE, MUSIC, ART, MEDIA</p> <ul style="list-style-type: none"> • Teachers will initiate, supervise, and assist when needed the cleaning and sanitizing of desks, technology, textbooks, and other school resource as required by guidelines at the end of each class period.
	<p>Other: RECESS</p>	<ul style="list-style-type: none"> • Students will not be able to utilize playground equipment at this time. • Teachers/staff will supervise recess and will • monitor social distancing.

<u>Clinic</u>	Identify procedures for:	
	<p>Students and/or staff with a fever above 100.4 upon entry:</p> <ul style="list-style-type: none"> • Isolation area <ul style="list-style-type: none"> ○ Designated area ○ Staff responsible 	<ul style="list-style-type: none"> ○ Student protocol: <ul style="list-style-type: none"> ○ Utilize isolation area within clinic ○ School nurse will monitor and contact parent/guardian following guidelines provided. ○ Staff protocol: <ul style="list-style-type: none"> ○ Isolation and retake temperature as required.
	<p>Contacting parent/guardian for pick-up</p>	<ul style="list-style-type: none"> ○ School nurse will monitor and contact parent/guardian following guidelines provided. Administration will be available as needed.
	<p>Principal/designee to communicate the return to school policy with parent/guardian</p>	<ul style="list-style-type: none"> ○ In collaboration with school nurse and administration, return policy will be communicated to family on an individual case by case basis.

<u>Main Office</u>	Identify procedures for:	
	<p>Limiting visitors on campus</p>	<ul style="list-style-type: none"> ○ Only essential personnel and or volunteers will be allowed on campus following social distancing guidelines. ○ All visitors will be required wear face covering and will need to complete temperature checks prior to entry on campus.
	<p>Limiting crowding in the main office</p>	<ul style="list-style-type: none"> ○ Social distancing signage provided by the district posted throughout main office
	<p>Posting the guidelines for:</p> <ul style="list-style-type: none"> • Wearing masks • Social distancing • Temperature check 	<ul style="list-style-type: none"> ○ Signage provided by the district posted in main office and throughout campus.

<u>Media</u>	Identify procedures for:	
	<p>Book checkout and return</p>	<ul style="list-style-type: none"> ○ Small selection of books will be available to primary students to choose from ○ Browsing shelves will be minimized and social distancing will be required for intermediate ○ Return books will not be available until they have been in quarantine for 72 hours

	Sanitation of tables following class, small group, or use as holding area for students	<ul style="list-style-type: none"> ○ Students must use hand sanitizer before entering ○ Plexi glass shields will be utilized at check out at circulation desk ○ Student materials and technology and other student supplies will be sanitized between each use. ○ Puppets and other soft materials will be eliminated
	Lunch (students eating in media, if applicable)	<ul style="list-style-type: none"> ○ Students will not eat in the media. (media will be closed to students during all lunch blocks)

<u>Communicatio</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-Dr. Eidie Velez, x41608 ○ Assistant Principal-Jessica Aivazis, x41610 ○ Friendship School Nurse-Nurse Snell x41798 ○ School Counselor- Diana Dean x41631 ○ Principal’s Secretary-Jasmine Hernandez x41606
	Other	
<u>RECESS</u>	Locations on campus	<ul style="list-style-type: none"> ○ Any Green Space on campus
	Safe play activities for students	<ul style="list-style-type: none"> ○ Play equipment off limits until further notice ○ Social distancing recess activities <ul style="list-style-type: none"> ○ Walking/Exercising designated areas. ○ Games that include no touching and can be played with social distancing. ○ Teacher supervision. ○ Wash hands upon returning from recess.
	Inclement Weather	<ul style="list-style-type: none"> ○ Indoor recess supervised by classroom teacher. Social distancing procedures will be followed for indoor recess activities.
	Other:	