

# Centerville Elementary School

## In Person Educational and Safety Plan

### Summary Statement:

The CES in person safety and educational plan has been written in compliance with the Department of Elementary and Secondary Education guidelines. This plan incorporates health and safety measures that allows for **daily student attendance** with optimal social distancing (students 6 feet apart). To reduce the potential risks of exposure and spread of COVID-19; routines and schedules have been added and in some cases altered to allow proper distancing among students and staff. Proposed adjustment to dismissal and pick up procedures, recess locations, classroom configurations and new routines are embedded within this in person plan. Overall, the in person plan ensures students have equal access to educational opportunities while maintaining a healthy school environment.

Phase	Description	Duration
I	All students begin remote instruction on September 16	2 weeks
II	Beginning September 28, students begin a reduced schedule of 4 hours per day (9:00- 1:00) on Monday, Tuesday, Thursday, and Friday. Wednesday is a remote learning day.	2 weeks
III	Beginning October 13, students attend a full school day.	Ongoing

*\*The above assumes positive public health metrics.*

### Daily Schedule:

#### **8:45 am-3:45 pm**

Students enter the building and report to classroom assignment at 9:00 am. Individual classroom schedules will be developed and submitted by teachers.

Students will remain in classrooms for their instructional time other than physical education. Within their instructional day students will also have two masks breaks in addition to lunch/recess or when deemed necessary by the assigned teacher. Recess and opportunities to be outside will be embedded within the daily schedule by homeroom. A 3:15 pm dismissal time is proposed.

### Hygiene and Cleaning

Students will all be trained to ask themselves the following four questions each time they enter a new space:

1. Is my work surface clean?
2. Are my hands clean?
3. Is my mask on?

#### 4. Am I six feet away from the person next to me?

All student learning spaces (desks, etc.) will be cleaned and disinfected at the end of each day. Students will be assigned one desk in each classroom. Students will not share desks. If for some reason, a student must use a different desk/learning space or change desks/learning spaces, all spaces will be cleaned prior to another student utilizing the space.

#### **Hand Hygiene**

All homeroom classes will have access to a sink and soap. Handwashing teaching and practice will be implemented at the start of the school year and continue throughout. Students will be required to wash/sanitize hands upon entering the classroom each morning. Students will be required to wash hands after bathroom breaks, in between transitions and any other time deemed appropriate by supervising staff. If a child is sneezing or coughing they will be asked to wash their hands.

#### **Masks**

All students are required to wear masks on the bus, in hallways, or at physical education, unless there is a documented medical or behavioral exception. Students in grades K & 1 are not required to wear masks in the classroom, but it is encouraged. In grades 2& 3 masks are required at all times in the classroom. In the event that a student removes their mask or does not wear their mask without permission, a teacher or staff will conference with the student and encourage the student to comply with the expectation. If the student continues to refuse wearing a mask, the teacher will call the office to request assistance from counseling, health and or the principal. When a student continues to not comply, the parent will be called to pick up their child.

#### **Mask Breaks**

Students, faculty and staff will be required to wear masks within the school building. During recess or during other classes held outdoors, when physical distancing permits it, masks may be removed for a mask break. Additionally, mask breaks will occur during lunch and breakfast. Within a classroom if a student needs a mask break and they are six feet away from others teachers may allow students to take a mask break. Where this is not possible and a break is needed, teachers may take their class outside for a brief mask break (5 minutes). Students must be supervised at all times during a mask break.

### **Transitions**

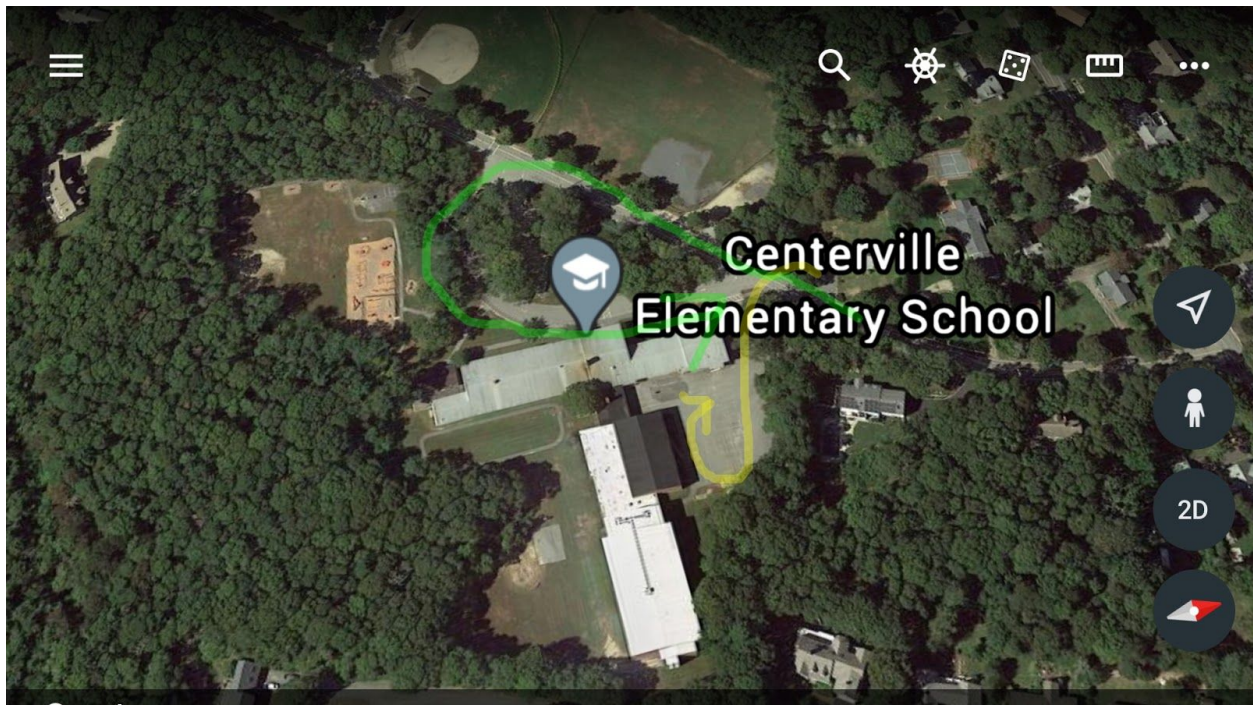
#### **Entering the Building**

The school day for students begins at 9:00 am. Buses will make every effort to hold students until 8:45. Students arriving by drop off may not enter the building until 8:45am. Parents may not drop off students prior to 8:45 am and need to wait to see a designated school employee outside before dropping off. If a parent arrives with their child prior to 8:45 am, the child must remain in the vehicle until 8:45 am. The parent drop off line route will be changed and communicated to families. As students arrive, they will enter through the front door or the stairwell entrance near the GYM. Staff will be given locations (i.e., hallways, classrooms) to monitor and maintain proper mask wearing and safety guidelines while entering the building. Paraprofessionals and additional staff without homerooms will be assigned to each door to direct students and maintain safety.

#### **Bus Transitions**

All students riding the bus will adhere to the transportation guidelines issued by DESE. Seat assignments and distancing guidelines will be reviewed and shared with students and families prior to the start of the school year. Students will be released slowly to allow proper distancing when entering the GYM stairwell

entrance upon arrival. Staff will be assigned to greet children, check to make sure students are distanced and wearing masks when exiting the bus. Dismissal will follow similar procedures.



### **Parent Drop off/ Pick up**

Students being dropped off by parents/guardians will enter front building entrances. This is to minimize student contact and potential bottlenecks. The car line will begin in the large loop in front of the school. No children will be dropped off prior to 8:45. Parents must be masked if they help a child out of their vehicle. Staff will be outside at drop off locations to help students enter the building safely.

Parents/guardians will pick children up in the same locations as the drop off locations. Parents/guardians will be issued a color coordinated label that can be displayed on the driver side dash. This will allow staff to identify students by last name to prepare them for pick up. Parents must remain in the car line until exiting.

Early dismissal and dropping students off late is highly discouraged as extra safety precautions need to be maintained. If early dismissal is requested by a parent/guardian, it is recommended that they write a note. When they or their approved emergency contact arrives, they will need to come in the front door and sign in the main office. The school will need to confirm the identity of the adult picking up the student. They will need to show a picture ID.

If necessary due to the volume of students being dismissed to vehicles, the schools may determine specific times for students to be dismissed by grade level, so they can best monitor who is leaving the school safely and who is picking them up. If there are multiple students being dismissed to a car, the students will be dismissed with each other.

To best support the health and safety of students, students should be in school for the full day, arriving on time and not being dismissed early. If patterns of this are noted, they will be addressed with the parents/guardians by administration.

### **Passing/ Transition Time**

Students will remain in the classroom until a designated time for transitions such as leaving classroom, recess, services and dismissal. They will leave the classroom in single file order and remain on the right side of the hallway, following the guiding arrows and floor decals that represent appropriate distancing.

### **Lockers**

CES does not have lockers for students.

### **Snack/Breakfast**

Snacks will be eaten in the classroom or socially distanced outside. If breakfast is not distributed as a grab and go, breakfast will be distributed to the classrooms. Students have breakfast 6 feet apart from others to maintain distance while eating.

### **Lunch**

Lunch will be distributed and consumed in the classroom. If six foot social distancing is not possible in the classroom, half of the students will have recess while the other half eats. They will rotate after twenty minutes.

### **Bathroom Breaks**

Teachers will be responsible for allowing one student per classroom to utilize the restroom. Students will be required to wear masks.

### **Assemblies**

INDOOR Assemblies are prohibited. OUTDOOR assemblies may be permitted by grade level.

### **Classroom Size and Location**

#### **Size and Assignment**



Students chairs will be set 6' apart for social distancing from the back of the chair to the front of the chair. There will be a 7' teaching space at the front of the classroom for teachers to teach from.

Room assignments are as followed:

<b>Grade/Teacher</b>	<b>Room Number</b>	<b>Number of Desks/Students</b>	<b># Feet apart</b>
K/Pfeifer	1	15/12	6
K/Pillarella	2	15/15	6
3/Moen	3	15/14	6
3/Smith	4	15/13	6
ILC/Shannahan	6	10/5	6
K/Small	7	15/15	6
3/Howard/Reed	8	15/14	6
K1/Preston	Cafeteria	25/15	6
23/Higgins	GYM	23/17	6
2/Roberts	GYM	23/18	6
2/Gonsalves	Library	23/17	6
1/Veitch	12	14/11	6
¾ ELL/Stanley	13	14/9	6
1/Loiselle	14	14/10	6
1/Meillo	15	14/11	6

½ ELL/ Kilbourne	16	14/10	6
ILC Gr. 1/Harty	17	14/3	6
ILC Gr. 2/Harty	19	14/2	6
ILC Gr. 3/Phillips	23	14/3	6
ILC Gr. 2/Phillips	25	14/3	6
			6
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Students may not work in hallways or utilize other building space for classroom activities, unless the entire class is being moved to a new and approved area.

#### **Air Flow**

Unit ventilator blowers will run continuously while students are present. Where possible, keep windows to the outside open and classroom doors open. Classes may be held outside with approval. The school will provide pencil boxes, pencils, dry erase markers, milk crates for storage and yoga mats for outside learning.

#### **Food and Beverage**

Water or like beverages may be consumed where a bottle has the use of a straw to go under the mask. Food may be consumed during supervised meal times where students are 6 feet apart.

#### **The Library**

Our library will be used as a classroom space.

#### **Nurses Facilities and Covid Space**

**All students, faculty and staff should remain home if at any time they are exhibiting COVID-19 symptoms.**

#### **Protocols for Sending Students to the Nurse**

Teachers will call for the nurse to come to the classroom so students are not walking around the building. The nurse will determine if the child should come down to the office at that time. There will be a room for students who exhibit symptoms of COVID that is connected to the nurse's office. All other non-covid related students will stay in the nurse's office.

#### **Covid 19-Protocols**

- If a student or staff member becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others.

- The staff member who suspects a student is ill should call the nurses office immediately and the nurse will determine whether they will go to the classroom or have the student go to the nurse's office. The student should have a face covering/mask on.
- The student with suspected COVID-19 should wear a mask and be brought by a nurse to the COVID-19 Medical Waiting room (sick/isolation) room for assessment, or outside as per nurse's judgement (weather dependent).
- The nurse will don required PPE as needed. The ill student or staff member will be assessed in the sick/isolation room.
- A nurse will complete an assessment of illness to determine if isolation or an immediate call to 911 is required. A nurse will stay with the student or staff member providing support until EMS arrives.
- If a child exhibits symptoms of illness the nurse will call the parent to inform of assessment findings and ask the parent if there have been any known exposure to illness.
- The parent/guardian or designee will need to pick up the child immediately.
- The ill student's parent/guardian or staff member should call their healthcare provider for further directions.
- Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](#) for cleaning the exposed area.
- The School Nurse will call the local public health to determine close contacts within the school as needed for contact tracing for strongly suspected cases of COVID-19. She will work with them regarding any other guidance regarding possible exposures and who may need to self-quarantine within the building.
- Students or staff member will need a medical note stating they are cleared to return to school if they test positive for COVID-19 or if they are strongly suspected of having it.
- BPS nursing and administration should follow the [Public Health Recommendations for Community-Related Exposure](#).
- Parents/Guardians should follow [CDC-recommended steps](#) for return to school. Students should not return to school until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- If a student or staff member is confirmed to have COVID-19, BPS nursing and administration should inform close contacts of their possible exposure to COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act.
- **If a student or staff member calls out ill and notifies the school that they are ill at home and have COVID-19 symptoms, the nurse will instruct them to call their health care provider and take guidance from the local public health department.**

### **Student Office Access and Appointments**

#### **The Office**

Teachers who have students who require access to the office for dismissal slips, paperwork etc, should call ahead to the office. Do not send children unescorted to the office without calling the office first.

#### **Counseling**

If a student needs to be seen by the school counselor, the school counselor will go to the classroom and escort the student to the counselor's office. If the student wishes to remove their mask while meeting with the counselor they will have to be six feet away from the staff member.

### **Copying and Supplies**

Teachers may use the copier in the teacher work room. At all times, physical distance requirements must be met. Therefore, no more than two people may be in the teacher work room at one time. Physical distancing guidelines must be followed in the staff room as well. A schedule will be given to staff with their specific time to access the teacher work room.

### **Visitors**

Visitors to any school building should call the school first to notify them of the reason to come to Centerville Elementary School

If parents/guardians are dropping off a personal item for the child(ren) they will need to call the school first. Upon arrival there will be a container located near the front entrance in which the item can be left. The item will be taken into the school and the student called to the main office to pick-up the item.

All visitors who are given permission to enter the building will need to follow all of the safety guidelines set forth below, which are posted at the entrances:

- Face masks are ***required for all visitors***
- Social distancing of 6 feet must be maintained at all times
- Hand sanitizer should be used upon entering the school
- Do not enter if you are not feeling well

•Any visitor entering a school will be required to sign in/out at the main office, so there is a record of entry and exit for safety reasons and in case contact tracing is necessary. In addition, they will need a picture ID.