

# **Capron Elementary School Opening Plan Template**

In-Person Instructional Template

E-Learning Instructional Template

Remote Learning Instructional Template

## **Components of School In-Person Open**

### **General Guidelines:**

- All students and staff will have their temperature taken upon arrival to school.
  - PK-2 enter main entrance
  - 3-4 enter side kitchen entrance
- All students that have temperatures will need name/temp recorded.
- Students or staff with a fever 100.0 + will not be allowed to stay at school.
- All students and staff will be required to wear face masks.
- When dividers are in place, face masks must be worn.
- Dividers at tables are not a substitute for PPE, but support mitigation.
- Students and staff may wear their own face masks.
- The District will provide face masks to those students and staff who request them.
- Any students or staff who have a fever will be taken to an alternate nursing location in the building (Room \_\_\_\_/Former EL Room) to ensure social distancing from students needing nursing assistance not related to fever.
- Drinking fountains will be disabled and students will be encouraged to bring personal water bottles to drink throughout the day. (PTO has offered to purchase 2 water bottle filling stations)
- Snack time will be still encouraged following social distancing guidelines.
- Snack milk will be discontinued.

### **Classroom Procedures:**

- Traditional grading can be used or modified if necessary.
- Ensure that students have all the necessary tools, technology and teacher support at the school and at home to complete all assignments, take assessment and complete projects in a timely manner.
- Set a positive tone for students to minimize stress.
- Be prepared for in-person, e-learning and blended learning.
- Train students on how to take care of their devices and use Google Classroom.
- Provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Classroom supplies may not be shared.
- Classroom libraries may be used with precautions.
  - Students sanitize prior to picking a book.

- When the book is returned it is cleaned prior to being put back in the classroom library.
  - If there is a book that is questionable, the book should be quarantined.
  - Books stay in the classroom and are not sent home with students.
  - In school book bags are an alternative to classroom libraries.
- Rearrange desks so that there is a 6 foot distance between the desks.
  - Barriers may be used on tables to help with social distancing
- Use tape to mark walking patterns in the classroom and support social distancing.
- Open windows in the classroom if possible for air flow.
- Clean and sanitize objects before and after use.
- Minimize student visits to lockers to am/pm. No sharing of lockers.
  - Students will be assigned every other locker.
  - Teachers will develop a schedule for having students put items in/take out items out of lockers in am/pm that adheres to social distancing.
- Remove furniture or other items that may encourage congregation in areas. (cloth chairs, bean bag chairs, pillows, no carpet time at this point)

#### **Paraprofessional Procedures:**

- Work as a para team to minimize classroom transitions.
- Sanitize between classroom visits.
- Support students in conjunction with classroom staff.

#### **Morning Procedures:**

- PK-2 enter main entrance- temperature check
- 3-4 enter side kitchen entrance- temperature check
- Students will report directly to their classrooms.
- This will impact instructional time, but allow us to ensure students maintain social distancing in the morning.

#### **Nurse Procedures:**

- See Nursing Protocol [LINK HERE](#)
- Students will have their temperature taken prior to being allowed to enter the building.
  - PK-2 enter main entrance
  - 3-4 enter side kitchen entrance
- Student temperatures will be recorded.
- Staff will take their temperatures/self report.
  - Staff temperature station will be located at side entrance by the kitchen

#### **Hallway Procedures:**

- Students will pass at staggered times to ensure minimal contact in the hallway.  
(Teachers will work together on TI Days to determine the best hallway passing routes and timing.)
- Students will be encouraged to maintain social distancing while walking in the hallway.

- Students will need to refrain from unnecessary touching of objects in the hallway.
- Floor signage will support students/staff transitioning.

#### **Lunch Procedures:**

- No more than 50 students will be allowed to eat in the cafeteria at a time.
- Students will wear masks and practice social distancing while getting food and eating.
- If there are more than 50 students grade levels will alternate weeks eating in the cafeteria.
- If a grade level eats in the classroom they will practice social distancing
- Dividers may be used at cafeteria tables to support distancing
- Signage will mark cafeteria entrance/exit to support distancing and walking patterns

#### **Recess Procedures: (K-6)Health Department Does not recommend the use of Playground**

- Students should social distance to the greatest extent possible during recess.
  - If masks are off students should be 6ft apart.
- Students should not share recess equipment.

#### **Art/Music Procedures:**

- Consider moving music/art outside if possible.
- Consider pushing into some classrooms for art/music instruction.
- No shared equipment/supplies during a class period.
- No sharing of paper packets between classes. (can't be sanitized)
- Sanitize all instruments/supplies used by students in one class period prior to the next class.
- Music will take place in the music classroom.
  - Students will be asked to bring individual bags of musical percussion instruments. (sticks, spoons, ect...)
  - No recorders
  - No singing

#### **PE Procedures:**

- Maintain social distancing of 6ft.
- Try to be outdoors or separated indoors.
- No shared equipment in the same class period.
- All equipment must be disinfected at the end of each class.
- Signage will mark PE entrance/exit doors.

#### **Bathroom Procedures:**

- A limited number of students will be allowed in the bathroom at one time. This will be based on the number of bathroom stalls.
- Students will be monitored for social distancing and hand washing.
- Signage in the bathroom will support social distancing and handwashing.
- Hand washing training will be provided for all students. Students will be taught to use their elbow to get paper towels from the dispenser.

- Students will be encouraged to get in and get out.

**End of Day Procedures:**

- Classrooms will be dismissed on a staggered schedule. (or by bus route depending on on transportation schedule)
  - Main Entrance
    - Kinder will dismiss first.
    - Second grade
    - First Grade
  - Side Door Entrance
    - Third
    - Fourth

**Daily Sanitization Schedule:**

- Custodial staff will sanitize classrooms, bathrooms, lunchroom and all public spaces prior to students arriving each day.
- Teachers will be encouraged to sanitize high traffic areas in their classrooms throughout the day.
- Any space used by multiple groups of students throughout the day will be sanitized between student transitions. Custodial staff, support staff and teachers will assist with sanitizing shared spaces based on the space.