

Manchester 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 staff enter through Door A and immediately take temperature before reporting to classrooms.
- All students and staff will have their temperature taken upon arrival to school.
- 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.
- 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 (SpEd Room or Molly's Office) to ensure social distancing from students needing nursing assistance not related to fever.
- Staff with a fever will be sent home.
- Drinking fountains will be disabled and students will be encouraged to bring personal water bottles to drink throughout the day. Cases of water will be supplied by the school and handed out by teachers as needed.
- Before and after school building usage times may depend on sanitation schedules.

Classroom Procedures:

- Full Day floating subs have been approved for hire by the board.
- Traditional grading will 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. (Teachers will be getting laptops, Librarian needs a Chromebook, students in 3-4 are 1:1, multiple chromebooks in K-2).
- Chromebooks in K-2 need to be sanitized per Tech dept. protocols between uses.
- Set a positive tone for students to minimize stress.
- Be prepared for in-person and e-learning. Proposal for remote learning to be taken care of by grade level remote learning teachers.
- 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.

- Rearrange desks so that there is a 6 foot distance between the desks or tables to the extent possible.
- Teachers use tape to mark walking patterns in the classroom and support social distancing.
- Open windows in the classroom if possible for air flow.
- Teachers/Staff clean and sanitize objects before and after use.
- Minimize student visits to lockers in am/pm. No sharing of lockers. Staff will collaboratively create locker schedules.
- Remove furniture or other items that may encourage congregation in areas and help with ease of sanitation. (cloth chairs, bean bag chairs, pillows, no carpet time at this point)
- Snack will be allowed to be eaten in the classroom. Snacks must come from home and be in individual or prepacked amounts. Class shared snacks are not permitted. Snack may only be eaten at a certain snack times. Teachers/Staff will collect garbage from students so that students stay seated.

Paraprofessional Procedures:

- Work as a para team to minimize classroom transitions, possibly assigned to certain classrooms.
- Sanitize between classroom visits.
- Support students in conjunction with classroom staff.
- Support building with building with before or after school transitions.

Morning Procedures:

- Transportation Input: How late can busses drop off??? How slowly can busses release students??
- Busses use playground loop for drop off instead of regular lane. Children will enter through door A and F.
- Children will be scanned by 2 people at door A and 1 at door F. Car riders will be scanned at their car by a 4th person.
- For up to first 2 weeks of school, students will report directly to their classrooms. (Busses will stagger morning drop off (only 2 can drop off at a time). Students will not report to rooms prior to teacher contact time.) Afterwhich, students will line up outside when weather is good. Rain days will have to be in classrooms.
- This will impact instructional time, but allow us to ensure students maintain social distancing in the morning.
- When students report to their classrooms, they must go directly to classrooms. Teachers will release small numbers to locker/cubbies at a time. Staff will collaboratively choose times to use lockers after 8 am.

Nurse Procedures:

- Students will have their temperature taken prior to being allowed to enter the building.
- Student temperatures will be recorded.
- Nursing staff decision: How can parents certify that children are safe? Can we do a log that parents certify and shows kids are good, Can a text message go out that parents respond to?

Hallway Procedures:

- Students stay to the right in the hallway. There will be tape lines and arrows.
- Brad: Best tape to use on tile and carpet that will stay and maybe not permanently damage.
- 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 as much as possible.
- Students will need to refrain from unnecessary touching of objects in the hallway.

Lunch Procedures:

- No more than 50 students will be allowed to eat in the cafeteria at a time. The library and stage can be used as extra lunch areas, as can outside.
- Tables need to be sanitized before lunch and between classes.
- There will be a peanut free table designated in each space.
- Students will wear masks and practice social distancing while getting food and eating.
- Lunch line markers for distance will be placed on the ground.
- Classrooms will alternate weeks eating in the cafeteria vs alternate locations
- If a classroom eats in the outside they will practice social distancing

Recess Procedures: (K-6)

- No use of playground equipment.
- Consider putting caution tape around the equipment.
- Students should social distance to the greatest extent possible during recess.
- Alternate recess activities will be offered.

Library:

- No transferring of books between schools until further notice
- Linda comes to classrooms to read,
- Students will scan in books and scan out.
- Linda will not touch books until they come out of quarantine. If she has to touch the books, she will wear gloves to put on a cart.
- If books need to come to classes instead of students going to the library, may need to purchase something to help get books up the stairs per Linda's discretion.
- 3rd and 4th grade could choose books online and books get delivered.

Art/Music Procedures:

- Consider moving music/art outside if possible.
- Consider pushing into classrooms for 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.
- Bring own laptop to classrooms and click on docking stations to utilize classroom smartboard.

PE Procedures:

- Maintain social distancing of 6ft.
- Try to be outdoors or separated indoors.
- If equipment can be used, any shared equipment must be cleaned between students and classes.
- If equipment can be used, all equipment must be disinfected at the end of each class.
- If equipment can be used, utilize a used equipment/needs to be sanitized bin and a clean bin.

Bathroom Procedures:

- Schedule decided collaboratively at TI
- 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.

End of Day Procedures:

- Classrooms will be dismissed on a staggered schedule starting with Kindergarten and moving up to 4th grade.
- During the first 1-2 weeks of school students will stay in classrooms and be dismissed by busses. After which a new schedule will be created for late busses to be sent to locations and be supervised by certified and noncertified staff until busses arrive.
- Car riders will report to the cafeteria. One staff member will supervise the cafeteria with radio while another will radio/supervise door C where car riders will be released to guardian.

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 by staff between student transitions.
- Students will not be sanitizing spaces or classrooms.