

# **PGE 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.
- All students that have temperatures will need name/temp recorded.
- Students or staff with a fever 100.4 + 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 (Room 105 ) 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.
- Before and after school building usage times may depend on sanitation schedule.

### **Classroom Procedures:**

- Full Day floating subs have been approved for hire by the board.
- 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. (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, e-learning and remote 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.
- Rearrange desks so that there is a 6 foot distance between the desks if possible.
- Staff will 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 cubbies to am/pm. Staff will create cubby storage 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.
- Sanitize between classroom visits.
- Support students in conjunction with classroom staff.
- Support building with helping with before or after school transitions.

#### **Morning Procedures:**

- Buses will drop off on State Street at staggered dismissal times based on times provided by transportation by Door F. Student temperatures will be taken and students will enter Door F and will line up in the Gymnasium according to grade level lines. Students will be required to wear masks and maintain appropriate social distancing.
- Car Riders will use the playground loop for drop off. Please do not pull cars through the loop next to the front of the building by the office door. This is for buses only.
- Car riders will be scanned by 2 people at their cars.
- Car riders will be directed to line up along the side wall along the building. Students will be required to wear masks and maintain appropriate social distancing. Students will enter through Door I.
- Walkers will line up outside Door A in designed grade level lines. Students will be required to wear masks and maintain appropriate social distancing. Student temperatures will be taken before entry to the building through Door A.
- Students will be dismissed to their classrooms at staggered times by grade level in order to maintain distancing in the morning. Students will not report to rooms prior to teacher contact time.
- 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 cubbies at a time.

#### **Nurse Procedures:**

- Students will have their temperature taken prior to being allowed to enter the building.
- Student temperatures will be recorded.

#### **Hallway Procedures:**

- Staff will use tape to mark walking patterns in the hallway and support social distancing.

- 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.

#### **Lunch Procedures:**

- No more than 50 students will be allowed to eat in the cafeteria at a time. The library and gymnasium can be used as extra lunch areas, as can outside.
- Tables need to be sanitized before lunch and between classes.
- Students will wear masks and practice social distancing while getting food and eating.
- Lunch line markers for distance will be placed on the ground.
- If there are more than 50 students per grade level, classes will alternate days/weeks eating in the cafeteria versus alternate locations. .
- If a grade level eats in the classroom they will practice social distancing.
- Masks need not be worn while eating/drinking.

#### **Recess Procedures: (K-6)**

- No use of playground equipment.
- Consider putting caution tape around the equipment. Consider designating play areas per grade level to ensure appropriate social distancing.
- Students should social distance to the greatest extent possible during recess.
- Alternate recess activities will be offered.
- Masks need not be worn if 6ft of space can be maintained.

#### **Library:**

- No transferring of books between schools until further notice.
- Wendy will work with each grade level to determine book check-outs/read alouds.
- If books are checked out, books will be placed in a 72 hour quarantine before being sanitized and returned to the shelf.

#### **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.

#### **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 classes.

- If equipment can be used, any shared equipment is used during class, equipment must be cleaned during class.
- If equipment can be used, all equipment must be disinfected at the end of each class.

### **Bathroom Procedures:**

- Staff will work collaboratively to create bathroom break schedules 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.
- Students will use hand sanitizer before going to the bathroom and before returning to class.
- No individual bathroom passes will be used unless on an emergency basis. If a student needs to use the bathroom outside of the designated class bathroom break, staff will call the office for an escort.

### **End of Day Procedures:**

- Announcement will be made to dismiss walkers at 2:35. Students will exit Door A at 2:35 p.m. In order to ensure the safety of students, walkers should not walk to a parked car in the school parking lot without an adult. Mike is this possible?
- Announcement will be made over loud speaker to dismiss bus riders by bus number at 2:40. Staff will transport bus students to the gymnasium to await bus pick up. Students will stand in designated bus lines.
- Announcement will be made over loud speaker to dismiss car riders to the MP Room at 2:45. Students will exit the building through the multi-purpose room door (Door I) Students will be picked up in the designated pick-up zone only. Cars will be pulled all the way forward when entering the pick up zone. Cars will need to stay within the coned off area. Parents are NOT to exit their vehicles when picking up their child(ren) as this is a continuously moving loading zone only.
- Parents should not park their car and have their child(ren) walk to the car.

### **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.
- Students will not be sanitizing spaces or classrooms.