



Westwood Elementary's Re-Entry Safety Measures Plan



TOPIC	NEW PRACTICE
Arrival (Staff)	Desks will be set up outside the 3 main staff entrances (Door 4,5 and 11) that are equipped with an infrared thermometer. Staff will take their temperature upon entering the building
Arrival (Students)	Students: Still use current car drop off area in the front of the building Students will enter the building no earlier than 7:40 K-2 students will enter in the front door 3-5 students will enter door on the side building by the music room and remain on the right side of the hallway Pre-K students will enter through the front doors at 7:50 Students will have their temperature taken by a staff member upon entering the building Staff: Staff will be wearing facial coverings/masks If a student has a temp higher than 100.4, the nurse will be contacted. Student will be escorted outside, around the building and into the isolation room (Room 30)
Assemblies	None first semester
Breakfast	Start at 7:40 Students will report to their classrooms and food will be delivered to rooms Students should wash or sanitize hands upon entering the classroom and after depositing trash into trash can Assigned seats for students
Buses	Masks required Two per seat Bus students will be picked up by the Student Support Monitor, taken to the front of the building for temperature checks and delivered to homeroom classrooms upon arrival
Classroom Environment	Students should remain in their classroom cohorts, no mixing of students Teachers will develop seating charts for classrooms and cohort groups for contact tracing purposes Students should stay in seating charts as much as possible Physical distance as much as possible Small Groups- students should sanitize hands before group begins Students should wash hands every hour All seat cover and pillows must be taken home Personal furniture must be removed to allow for social distancing Classrooms with table seating, no more than 4 students per table Desks should not be put into groups and classroom space should be maximized No Community Supplies Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer and washing hands Calm Areas and tools should be sanitized, by the teacher, daily Staff should sanitize and clean as many areas, as you are able, everyday

	<p>Carpet seating should be used at 50% occupancy, rest of students should remain at desks/table</p> <p>Math Manipulatives should be separated for individual students</p> <p>Classroom doors will remain open at all times</p>
Cleaning	<p>ABM staff will be trained by the district</p> <p>Staff will be provided with cleaning materials for all class</p> <p>Additional custodian on duty to sanitize high traffic areas</p>
Computers	<p>Students will be assigned with a computer</p> <p>Computers and chargers will be sent home each night and students are expected to have them charged when they return each morning.</p>
COVID Symptoms	<p>Arrival:</p> <p>If a student has a temp higher than 100.4 the nurse will be contacted. Student will be escorted outside, around the building and into the isolation room (Room 30)</p> <p>Parent/Guardian will be notified, and student will be sent home</p> <p>Parent/Guardian is expected to pick up their student within 30 minutes after they have been contacted</p> <p>Please confirm that your contact information is accurate in Skyward so office staff can easily access our families</p> <p>During the day:</p> <p>The teacher will notify the office. The nurse will meet the student in the hall and the student will be escorted to the isolation room.</p> <p>Parent/Guardian will be notified, and student will be sent home within 30 minutes after they have been contacted</p>
Departmentalizing	<p>Teachers/Support Staff can move room to room, but no student movement</p>
Dismissal	<p>Pre-K: Front Door at 2:40</p> <p>K-1: Back Foyer Doors</p> <p>2-3: Mid-North (STEM Door)</p> <p>4-5: Northwest (Music Doors)</p> <p>Buses- Will be picked up by staff and taken out the doors by the library</p> <p>Classroom teachers must exit with students on time and walk their students out. Teachers will take each class directly to their numbered class line in the back of the building. Students that walk will be dismissed at the discretion of the teacher.</p> <p>Teachers are expected to walk remaining pick-up students that are not accounted for to the front of the building where the student support monitor is stationed.</p> <p>Parents should not congregate in groups and physical distance. Families should utilize meeting students at various points around the school.</p>
ELL	<p>Staff will work to maintain consistent small groups to avoid cross-contamination.</p> <p>Prior to entering classrooms staff will sanitize and do so again upon exiting.</p> <p>Small groups will sanitize before starting tutoring and the area will be sanitized after the group leaves.</p> <p>Clear masks have been ordered for each teacher and aide.</p> <p>After tutoring or evaluation, the area should be sanitized.</p> <p>All materials that come in contact with more than one student and/or staff will be sanitized after each use.</p> <p>When possible, the students will consistently work in the same assigned location with the classroom or ELL room in order to minimize exposure.</p>
Face Coverings	<p>Masks are required for EVERYONE in the building by Executive Order of the Governor</p> <p>They must cover the nose and mouth</p> <p>The ONLY time masks may be removed is when a student is eating or otherwise instructed by a school staff member</p> <p>Personal masks need to be taken home and washed on a daily basis</p> <p>Students are expected to come with a clean mask each day</p>

Hallway	<p>Students: Always walk on the right side of the hall One-way traffic</p> <p>Staff: Teacher will establish expectations for hands to self and distance walking Teachers will visually scan the halls before walking to their destination</p>
Hand washing	Recommended washing/sanitizing hourly
IEP's	<p>Virtual if possible</p> <p>Can be done over the phone if necessary</p>
Library	<p><u>Students:</u> Students will have the option to check out books weekly. The library media staff will bring books to each Pre K-2 classroom for check-out Students in grades 3-5 will be able to request books through Destiny</p> <p><u>Class</u> Class can be held in the library; tables will be sanitized after a class exits Students need to bring supplies, when applicable</p>
Lunch	<p>Will be served in the lunchroom with grades whose numbers are under 50 Seating charts will be developed and taped to lunch benches Students will report directly to their assigned seats and lunch aides will bring trays of food to them When seated, students may remove their mask and clip it to their lanyard Additional tables will be brought down so students can sit on one side of the table All students must sanitize their hands before eating and after depositing trash into trash can Custodial staff will change trash and sanitize tables when students transition to recess</p>
Lunch for Remote Learners	<p>If you are a remote learner, an optional lunch will be provided from 11:00-11:30 Parents will need to walk to the front of the building and grab a lunch/sack from the table located in the front foyer</p>
MTSS	Classroom teachers work with own students
Music	<p>No singing</p> <p>Students can dance, listen to music and play specific instruments</p>
Specials	<p>BAT Teachers will exchange students between classes Music and PE will walk outside, weather permitting Homeroom teachers will pick up students on time to ensure time to sanitize between classes Sanitation between classes</p>
Nurse	<p>Do not send students to the nurse unless sick, major injury or taking medications/inhalers Classroom teachers will have first-aid kits and ice packs in the classroom Nurse will meet sick students up in the hallway or pick them up from their classrooms Do not send with a buddy to nurse, call the office and office staff will meet them</p>
Office	<p>Limit number in the office Staff should not congregate in the office</p>
Parents in Building	<p>Parents that are dropping off materials (lunchbox, backpack...) will buzz the office and an office staff will take the materials to the student Staff will walk sick child to car Students arriving late to school will be buzzed into the building and office staff will sign students in, parents will not enter the building</p>

	Students leaving for appointments will be walked to their cars Afterschool, late pick-ups, parents can pick students at Front Doors, staff will sign the sign out sheet (parents will not enter building)
P.E.	Students will wear masks during P.E. unless they can physical distance.
Positive Cases	The health department will provide direction to the building and district regarding positive cases and quarantine expectations
SPED	Special education services will continue to be provided as per individual IEP's Staff will work to maintain consistent small groups to avoid cross-contamination Prior to entering classrooms support staff will sanitize and will do so again upon exiting When providing specific therapies or evaluations that involve students potentially not wearing a mask, a plexi glass divider will be provided as a barrier while evaluator/therapist continues to wear mask and face shield of needed After each screening/evaluation area will be sanitized immediately afterwards When applicable have students consistently work in the same assigned location within the special education classroom in order to minimize exposure
Student Support Office	Student Support will log all student usage The Student Support Monitor will go directly to students as needed to determine individual needs This space will be sanitized, by a staff member, after each student
Recess/Social Connection	Grade level classes will not intermix Grade level classes will rotate between the playground equipment and the blacktop/field Students may attend recess without masks if they are constantly in movement and physically distancing as much as possible. If they are simply sitting outside shoulder to shoulder in conversations for more than ten minutes, they will need to stay masked. Encourage students to move, physically distance and not be in line returning to the building more than ten minutes. Students will wash their hands when they return from recess
Restrooms	One In/One Out of Your Classrooms Classroom Bathroom Sign-out sheets are required for all classrooms without a personal bathroom NO Whole Classroom Breaks
Safety Drills	Done by class, not entire grade or school
Snack Time	Teachers should not bring and hand out unwrapped snacks. Students can still bring but not share their own snacks and teachers can hand out prepackaged snacks
Student Supplies	No Community Supplies (ex: no community pencils, glue...) Students need own pencil box Teachers can collect supplies and distribute as needed (ex: Expo Markers can be collected by teacher and given out as needed)
Visitors to Bldg.	Visitors are not allowed into the building to include parents and family members Parents and visitors will call the school and office staff will accommodate our families and their individual needs
Water	All students will be asked to bring a water bottle Students can utilize water bottle filling station located by the old gym Students that utilize the water bottle filling station by the new gym will be expected to sanitize before and after each use Empty water bottles at the end of each day to prevent spills in backpacks and damage to technology

Changes in Activities and Events for 1st Semester 2020-2021

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision
Book Buddies	Cancelled for 1st Semester
Book Fair	Held Virtually
Bully Assembly	Virtually for teachers to share
Field Trips	Not Allowed, District Decision
Freedom Walk	Cancelled, District Decision
Halloween Costumes and Parade	Cancelled Parade, Classroom Celebration with NO outside treats
IEP/WIT/Parent Meetings	ZOOM Meetings
Christmas Movie Celebration	Cancelled-Can be scheduled for individual classrooms
D.A.R.E	Cancelled for 1 st Semester
Home Visits	Will be a meet the teacher virtual
Kindergarten Transition Meeting	Zoom Meetings, personal phone calls if necessary
Meaningful Jobs	Cancelled for 1 st Semester
Music Program	Cancelled, District Decision
Open House	Stop, Drop & Roll
Orientation	Zoom Meetings/done virtually-Need ideas
Parent Teacher Conferences	Zoom Conferences, teachers must put in 12.5 hours at the building
Step-Up Kickoff Assembly	Virtually for teachers to share-Need ideas
School Pictures	Individual pictures scheduled for 1 st Semester Group pictures scheduled for 2 nd Semester
PTO	Zoom Meetings
School Wide Picture	Cancelled
Swimming (4 th Grade)	Waiting on district guidance
Walk a Mile	Waiting for district guidance

