



WESTWOOD ELEMENTARY'S RE-ENTRY SAFETY MEASURES PLAN



TOPIC	NEW PRACTICE
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 Students can enter through the front door or on the side/back of the building by the music room. Students will have their temperature taken by a staff member upon entering the building Staff: Staff will be wearing facial coverings/masks
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 and delivered to homeroom classrooms upon arrival
Classroom Environment	Students should remain in their classroom cohorts as much as possible 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 Classrooms with table seating, no more than 4 students per table 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
Cleaning	ABM staff will be trained by the district Staff will be provided with cleaning materials for all class Additional custodian on duty to sanitize high traffic areas
Computers	Students will be assigned with a computer Computers and chargers will be sent when specific tasks are required and students are expected to have them charged when they return each morning.
COVID Symptoms	If a student has a temp higher than 100.4 the nurse will be contacted. Parent/Guardian will be notified, and student will be sent home Parent/Guardian is expected to pick up their student within 30 minutes after they have been contacted Please confirm that your contact information is accurate in Skyward so office staff can easily access our families
Dismissal	Pre-K: Front Door at 2:40 K-1: Back Foyer Doors 2-3: Mid-North (STEM Door)

	<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</p> <p>They must cover the nose and mouth</p> <p>The ONLY time masks may be removed is when a student is eating, during P.E./Recess 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:</p> <p>Always walk on the right side of the hall</p> <p>One-way traffic</p> <p>Staff:</p> <p>Teacher will establish expectations for hands to self and distance walking</p> <p>Teachers will visually scan the halls before walking to their destination</p>
Hand washing	Recommended washing/sanitizing hourly
IEP's	IEP meetings will be conducted at the building unless a virtual or phone meeting is requested
Library	<p><u>Students:</u></p> <p>Students will have the option to check out books weekly.</p> <p><u>Class</u></p> <p>Class can be held in the library; tables will be sanitized after a class exits</p> <p>Students need to bring supplies, when applicable</p>
Lunch	<p>Will be served in the lunchroom with grades whose numbers are under 50</p> <p>Seating charts will be developed and taped to lunch benches</p> <p>Students will report directly to their assigned seats and lunch aides will bring trays of food to them</p> <p>When seated, students may remove their mask</p> <p>Additional tables will be brought down so students can sit on one side of the table</p> <p>All students must sanitize their hands before eating and after depositing trash into trash can</p> <p>Custodial staff will change trash and sanitize tables when students transition to recess</p>
MTSS	Classroom teachers work with own students

Specials	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
Nurse	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 Do not send with a buddy to nurse, call the office and office staff will meet them
Office	Limit number in the office Staff should not congregate in the office
P.E.	Students will not be required to wear masks during P.E.
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	Two students will be allowed in the bathroom at a time Classroom Bathroom Sign-out sheets are required for all classrooms without a personal bathroom NO Whole Classroom Breaks
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

