



Springfield High School

Return to Learn Planning Document

Draft 4

Arrival and Morning Drop Off: Where will the busses drop off, car riders drop off, walkers arrive? What is the process for car riders leaving the vehicle, will temperatures be checked prior to exiting the vehicle? Where will car riders enter the building once they leave the vehicle? What is the process for bus riders when they arrive, how will temperatures be checked? *

3 School Buses and 2 City Buses drop on Lewis Street. Car riders are dropped off in the commons lot (Washington Street) and at the SE doors. Special education buses drop students at the south annex doors. Walkers and drivers come from the west and south west areas of the building. School bus riders will have been checked when boarding the bus. All students will be temperature checked and successfully complete the screen at their respective entrance.

Building Entry: Where will students enter the building upon arrival? Think about how you will divide students into smaller groups ie. by grade level, alphabetical order, bus rider or car rider/walker. Designate entry points so that students know where they should enter beginning on the first day of school. Do social distance markers need to be added outside of the building?(contact O&M to discuss having marks painted). Consider cold and bad weather days. *

Students can enter building at their respective entrance from 7:50 - 8:15.
9th: Science wing off Lewis Street. 10th: SE main doors. 11th: South Annex. 12th: Commons. Special education busses: South Annex.

Zero Hour: SE main doors.

Teachers enter the SE main doors or use a swipe card to enter the SW doors.

Building entry will establish efficient procedures for quick processing, teachers will be notified if students will arrive late to first hour for attendance purposes.

Health and Temperature Check: All schools will develop a system of taking student temperatures and asking students the COVID symptom questions. If a student registers a temperature of 100.4 or above or they answer yes to any of the questions about COVID symptoms they will be sent to a designated isolation space. The nurse or

administrator in the isolation space will recheck the student's temperature and symptoms to determine if they will need to be sent home. The symptom recheck will be based on the previous health history of the student as well as the student's current symptoms and temperature checks. *

Each entrance will be assigned at least one administrator and one security member who will have computer, health checklist, thermometer scan and phone available at a desk set up.

Isolation Space: Isolation space will be identified in each building taking into consideration proximity to the existing nurse's office space, access to water and a restroom, and ability to supervise students without being directly in the isolation space.

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170 - formerly the in-house room.

Breakfast Service: How will students be served breakfast? In the cafeteria grab and go, grab and go stations set up at entry points, grab and go outside of classrooms. You will need to work with your cafeteria manager to determine what this looks like and to ensure that students are accounted for each time they pick up a breakfast. It is recommended that breakfast be eaten in the classrooms in order to control the number of students in the cafeteria area, but each building is different and should devise a plan that works for them *

Grab and go at each entrance except for SE doors (10th grade goes to cafeteria) then students go to locker and first hour classrooms at the 8:17 bell. Common areas will be utilized until teacher supervision is available in classrooms.

Some classrooms could be a designated breakfast or lunch space. This will require cleaning immediately afterwards. No food will be allowed during class times.

Limiting Visitors to the Building: Signage on the front door of the building will state Essential Visitors Only. Schools will develop a system for parents to drop off items for students without entering the building. The school will also utilize protocols for COVID-19 symptom check if a parent must enter the building to meet with staff members. These meetings will need to be prearranged and parents will follow all safety guidelines including wearing a face mask while in the building. *

Minimize visitors to the greatest extent possible. Our entrance desk supervisor is present 7am-3pm. They handle drop off items at the SE door and will relay that SHS prefers parents leave any items at the table, then security delivers item to appropriate office or student. If parents must enter the building, they are required to wear a face

mask, sign-in, and successfully complete the required screener. Security will escort parent to appropriate area.

Hallway traffic: It is important to keep social distancing in the hallways throughout the day. Students should use the “rules of the road” and stay on the right side of the hallway while walking to their destination. If there is another class in the hallway and the hall is narrow (less than 8 ft wide) the students should wait for the class to leave the hallway before leaving their classroom. Stairwells may be designated as one way up or down if the school thinks this will assist in their traffic flow. Reducing traffic in the hallways throughout the day is the best way to ensure social distancing between students. Arrows and social distancing markers were provided to you earlier in the year.

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We are anticipating 400-420 students in the building. This is less than a third of our regular day population. The hallways will not be crowded. Stairways will be assigned both down and up traffic patterns. Floor stickers will be utilized as reminders for students.

Elevator Usage: Elevators may be utilized. If possible one student or staff member should be on the elevator at a time, unless there is a supervision issue or someone who needs assistance in using the elevator. *

Only an issue if a life skills student needs to use the elevator.

Water Fountains: Water fountains will be turned off with the exception of the bottle filler attachments that are in buildings. Buildings should place signage on the water fountains indicating that they are not operational. Consider your school's policy on bringing water bottles. *

SHS allows plastic/metal (no glass) water bottles filled with water. A water dispenser for bottles is located in the commons.

At this time, SHS has two filling stations for water bottles. Students are encouraged to bring a full water bottle to last throughout the school day.

Lunch Service: Schools will need to determine if the enrollment on a given day allows for the cafeteria to be used to serve lunch. In most cases student cafeteria tables will seat 3 students and the maximum number of people in a single cafeteria area will be limited to 50 which includes any adult or student who is seated in the area. Students who are in line to pick up food and then leave the area do not count towards the 50 person limit. If student enrollment during a lunch shift exceeds the limit of 50 persons or the capacity of the cafeteria what other area(s) of the building can be used for lunch

service, ie. library, classrooms, outside seating? Each school will need to develop a plan to assign seats or have students sign in when sitting down to eat lunch. Each student will bring their own writing utensil to sign in at lunch or have a system for clean and used pens/pencils. *

Possible lunch spaces utilized include: cafeteria (10th), commons (12th), old gym (11th), and classrooms (9th). This will require extra adult supervision.

Recess/Outdoor Time: Elementary recess and time outside of the building at the middle and high school will be allowed. During these times students will not be allowed to use playground equipment, playground balls, or other shared equipment. Students will need to be 6 feet apart in order to remove their face masks during this outdoor time. Students must put their facemasks on prior to re-entering the school building. *

Not applicable. However, all hybrid SHS students are required to wear a mask at all times.

Restrooms: Schools should work with teaching staff to create a schedule for restroom use as much as possible. Students should be instructed to return to class or use another restroom facility if there is a class at restroom when they arrive. At the middle school and high school passes to the restroom should be limited as much as possible. During passing periods and other common times staff should monitor the traffic in and out of restrooms to make sure there is social distancing occurring in the restroom spaces. *

Student restroom use is encouraged during the extended passing period time. Individual passes for emergencies is allowed, students will be directed to the closest restroom in order to maintain contact tracing information.

Nursing and Isolation Spaces: Each school should work to find a location for the school nurse that has running water if possible. The school will need to identify a space for “well kids” medication distribution and other health services. The school will also need to identify a space for quarantine of students who are sick. This may or may not be the same space based on the size of the room and the ability to divide a space. If two separate spaces are identified it is important to remember that students will need to be supervised in both spaces. This will necessitate the administrative staff working with the nursing staff to arrange how supervision will be provided. *

Nurse space remains in room 167. Isolation space is 170.

Training of Staff on Sanitation Protocols: All staff members including teachers, teaching assistants, and para-professionals need to be trained on how to properly sanitize high touch surfaces in classrooms, restrooms, and other areas of the building. Things to consider when planning this training include: Who has knowledge of sanitation

protocols?, How will you provide the training for staff?, How can you use nursing staff to assist with this training? *

Mandatory trainings for teaching and support staff will be delivered via ZOOM. Custodial and administrative staff will provide these trainings.

PPE Inventory and Requests: Each school has received PPE supplies from O&M, Health Services, and the School Support Office. Supply requests should be made to these departments when your building has one unopened box or package of the material. Things to consider regarding PPE supplies, Who will be in charge of inventory in your building? Where will PPE supplies be stored? How will disposable masks be distributed to students, staff, or visitors who arrive at school without face masks? What will the process be for students who arrive in class without a mask? *

PPE inventory supply: Brian Barnes and Matt Koger. Masks will be provided at arrival entrance for any person who does not have a mask. Students will not be admitted to class without a properly worn mask. PPE will be stored in room 169.

Classroom Spaces: Each school will need to arrange student seating to accommodate for the number of students who are scheduled to be in attendance each day. The general pattern is to have all students 6 ft. apart and seated in a staggered fashion so that a student is not directly behind or in front of another student. In general student seating at the following types of tables is as follows: rectangular tables 4ft or less will seat 1 student, rectangular tables 5ft or greater can seat 2 students, trapezoid tables will seat 1 student, circular tables 6ft or less will seat 1 student. There should be no carpets, cloth furniture, or stuffed furniture in the classrooms. All furniture, outside of seating, should be placed on the walls of the classroom to increase open floor space. Any excess furniture that is not being used should be placed in storage outside the classroom if possible. If the school does not have storage space outside of the classroom excess furniture should be stored on a wall in the classroom. The following diagrams show how desks and tables may be used to accommodate student seating. *

We will follow the plan and direction provided by Mr. Wind from the August walk-through.

Students will have access to the library. SHS will establish a system requiring passes and sign-ins at all times.

Computer labs will be situated by administration with suggestions from department teachers. Tables will be cleared and students will use their Chromebooks for classes in the business computer labs.

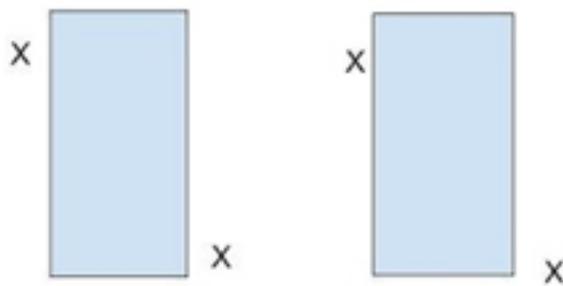
Students must wear their mask and follow the District's and SHS mask protocol at all times. Students will be removed from class immediately if they do not follow the protocol.

Administrators, substitutes, and security and other staff members anticipate covering remote teachers' classrooms. Some remote teacher classes may be combined in common areas.

Students must have their Chromebook and bag with them at times. Students must fully charge their device before arrival at school.

Back packs will not be allowed in classrooms. Back packs will be allowed in lockers and hallways at arrival and dismissal times.

If a student displays any symptoms of Covid-19 in the classroom, teachers will immediately call security or admin for that student to be escorted out of the classroom.



Classroom Cleaning and Sanitizing: Classrooms used by staff and students will be cleaned nightly by the custodial staff. This will include all high touch areas being wiped down and vaporizing the classrooms where students have been in attendance. Classrooms that see a rotation of students throughout the school day will need to wipe down student desks/seating areas using Buckeye sanitizer and wipe all rags after each class period or group of students complete learning. Any manipulatives or other items that students use during the class period that must be used by another student should be cleaned using the same method as the seating areas. If at all possible students should be assigned individual sets of items that do not have to be shared with other students.

All utilized classrooms will have Buckeye Disinfectant E23 spray and wipe rags. The safety and cleaning procedural training provided by SHS administration will address this prior to return to learn. Teachers will complete spray and wipe down sanitation after each period is over and/or upon entry to the classroom.

Classrooms will be mopped each night. Follow building procedures each day and immediately report any concerns to Ms. Smith. All classrooms and surfaces will be cleaned the night before, but if teachers are wanting to use the cleaning spray before 1st hour, they are more than welcome to. Hand sanitizer will be in each classroom for students and staff to use.

Classrooms will be arranged to meet safety and social distancing protocols. Some furniture may be removed. Some furniture will be rearranged to meet protocol.

Staff Duty Schedules: Each school will develop a duty schedule for staff in order to ensure that hallways, common areas, and outside areas of the building are supervised. Each building will also develop a system for cleaning of desks and other classroom furniture between classes or during the day as necessary. This system will be shared and demonstrated for the staff who will utilize the system. *

All utilized classrooms will have Buckeye spray and wipe rags. Teachers will complete spray and wipe down sanitation after each period is over. Security and admin will supervise hallways during all passing periods. Teachers will follow system for cleaning classrooms during that time. Custodial staff will assist as necessary, in addition to regular cleaning of high traffic areas throughout the school day.

BIST/BBSS: Buddy seats will not be used this year in order to reduce contact with students in other classrooms.

Not applicable.

Dismissal: Each building should determine how to reduce the number of students in hallways during the dismissal period. This may necessitate dismissing students by bus

number, dismissing car riders and walkers at separate times. Schools may use multiple exits for students to leave the building or to get to the location where bus riders and car riders will be picked up. *

Regular dismissal procedures will be followed at the dismissal bell.