

Butler Elementary School Return To Learn Plan Information

Arrival & Drop Off Procedures:

Busses will drop students off on Dial Street. Car riders will be dropped off on Laurel. Walkers will arrive on Laurel. All students, including bus riders, will enter the building through the west doors off of Dial Street. Temperature checks will take place in the school gym. We will have social distancing markers on the floor for students to stand on while waiting to be screened. Markers will also be placed on the playground in case the number of students waiting to be screened exceeds the amount allowed in the school gym. A total of fifty(50) people are allowed in the gym at one time.

Health & Temperature Checks:

Our temp checks and covid questions screener will take place in the school gym each morning upon entry. There will be 3 to 4 temp checking stations, depending on the day, where students will be screened. If students pass the screener they will go immediately to class. If they do not, they will enter the stage door off the gym to visit the nurse for further evaluation.

Breakfast Service:

Breakfast will be delivered to classrooms where students will eat each morning.

Building Visitor Protocol:

Visitors will be greeted and assisted at the front door of the school building. PLEASE CALL IN ADVANCE BEFORE COMING TO THE SCHOOL FOR ANY REASON. If a visitor needs to enter the building, they will remain in the foyer area and adhere to the social distancing guidelines. If a visitor needs to enter the school, they will be screened for Covid 19 symptoms before entering the building.

Hallway Traffic Signage:

Our school hallways are more than 8 feet wide so 2 classrooms may pass at one time as long as they are on opposite sides of the hallway. The outer stairwells(north and south facing) are designated as 'down' stairwells and the stairwells facing the playground are 'up' stairwells. Arrows are displayed so students/staff know which direction to go up and down stairwells.

Water Fountains/Access to Water:

Families are encouraged to send water bottles to school with their students. There are two bottle filling stations located on the main level and the lower level of our school. Water bottles will be available in the office if needed.

Lunch Service:

No more than 50 adults and students will be allowed in the cafeteria at one time. Classes will be assigned times to eat in the cafeteria. Students will also be assigned seats(6 feet apart) in the cafeteria. They will take their masks off and place them in a brown paper bag, while eating. They will eat at their assigned spot each day.

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Recess and Outdoor Time:

Classes will be assigned a time to have recess on the playground. We will limit the number of classes allowed on the playground at one time. Students will not play with or on playground equipment and will adhere to the 6 ft. social distancing rule. Students will be able to take a 'mask break' while outside on the playground as long as 6ft social distancing rules are adhered to.

Restroom Procedures:

Classes will have an assigned time to visit the restroom. If students need to use the restroom outside of that time, they will be sent one at a time. Social distancing should be adhered to while the class or individuals are using the restroom. Administration will monitor the restrooms during the day.

Classroom Spaces and Arrangements:

Depending on the physical size of the classroom, there will be allowed 12 to 15 students per classroom during Hybrid Instruction. Students will sit 6 feet apart in all locations in the building. Each student will be assigned their own desk. Students should remain in their own area throughout the day. Students and Adults will adhere to the CDC guidelines while in the classroom. Classroom spaces will be disinfected nightly according to the 'Return to Learn' district plan.

BBSS(Behavioral) Procedures:

Buddy Room seats will not be used this year in order to reduce contact with students in other classrooms. Safe seats will not be used. If by chance the Safe seat is utilized, it must be disinfected for 1 minute between use.

Dismissal Procedures:

There will be a staggered dismissal schedule for all classes beginning at 2:20pm. See your child's class schedule for dismissal time.

Classroom Cleaning and Sanitation:

Classrooms will be cleaned nightly by custodial staff. Each Hybrid classroom will be given cleaning supplies (hand sanitizer, E23 spray bottle, gloves, and wipe-all). Students will have their own manipulatives as well as any other items they need to touch.

Isolation Bay Procedures:

- 1.) Symptomatic student is escorted to isolation bay.
- 2.) Cloth mask is replaced with surgical-grade mask provided by District.
- 3.) Dirty cloth mask can be placed in a baggie to be sent home for cleaning.
- 4.) Student will sit in provided plastic/metal chair that is in isolation bay.
- 5.) School personnel supervising symptomatic student will write down the time that student entered the isolation bay. Laminated "time in and time out" sheets are already fastened to the

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outside of the isolation bays. Dry erase marker to be used to facilitate reuse of the “time in and time out” sheets.

6.) COVID-19 SYMPTOM SCREEN SHEET IS INITIATED BY SUPERVISING STAFF MEMBER.

7.) Nurse (if present) performs appropriate assessment.

8.) If nurse is not present then the school staff member who is with student in the “sick room” makes sure there are no immediate concerns that warrant a call to 911.

9.) If it is decided by the nurse that student is able to return to class, then the isolation bay can be immediately cleaned with the E-23 solution.

10.) If the student gets picked up by parent due to COVID-like symptoms, then the isolation bay can be immediately cleaned with E-23 IF the symptomatic student wore a surgical-grade mask while in the isolation bay AND kept the mask on. If mask was removed for nose blowing or any other reason, then the isolation bay must remain empty for a minimum of 2 hours before cleaning with E-23. Be sure to write down the time that student left the isolation bay.

11.) WHEN STUDENT GETS PICKED UP BE SURE TO GIVE PARENT A COPY OF THE DISTRICT 186 COVID-19 EXPOSURE GUIDELINES AND RETURN TO LEARN FORM. This form outlines what criteria must be met before returning to the building per IDPH guidelines.

12.) Complete COVID-19 Symptom Screen sheet and place in nurse’s mailbox if nurse is not available. If the symptomatic student has to use the restroom at any time before parent picks student up, then a separate stall dedicated for symptomatic students should be used. After use, the stall should be cleaned after it sits empty for a minimum of 2 hours if possible. Place completed COVID-19 Symptom Screen sheet in nurse’s mailbox if nurse is not available.