

Matheny Withrow Elementary

School Return to Learn Plan

Arrival and Morning Drop Off:

The building doors will open at 8:35am. Buses will use the bus lane. We will have a staff member awaiting to greet students at the bus lane. The students' temperatures will be checked as they exit the bus. Car riders will drop off in the car rider lane. We will have a staff member awaiting to greet and screen students in the car rider lane while they are still in the car. Walkers will be screened by a staff member prior to the students entering the building. No students will enter from the back or side doors. All students will enter from the main entrance on the right hand side, facing the front outside.

After entering the building, all students will use the hand sanitizer to clean their hands. There will also be an additional staff member outside the main entrance in case a student needs to be escorted to the isolation room until they can be picked up by a person on their emergency cumulative card. The staff member will escort the student to the door entrance on the south side of the building nearest to the quarantine room.

Building Entry:

No students will enter from the back or side doors. All students will enter from the main entrance on the right hand side. There will also be an additional staff member outside the main entrance in case a student needs to be escorted to the isolation room until they can be picked up by a person on their emergency card. Social distancing markers and traffic flow arrows will be on the floors. Students will enter the main entrance on the right hand side and stop and use the hand sanitizer and take the front hallway to go pick up their breakfast from the cafeteria and go to their rooms with their awaiting teacher and eat.

Health and Temperature Check:

The screenings will take place before the student enters the building. If a student answers yes to any screening questions or has a temp higher than 100.4, the student will be sent to the designated isolation area of room 152B. A staff member 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.

Isolation Space:

Room 152B has a restroom directly across from it, which contains a sink and toilet and a door on the south side of the building where a parent can stop by and show their proper identification, sign the sick student out. The student will enter the automobile of the parent or guardian. A staff member will have enough distance in the isolation room to sit 6 feet across from the exposed student.

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Breakfast Service:

As of now, we will have a grab and go breakfast from the cafeteria. Students will eat in their classrooms. We will have our custodians get trash from the rooms after the announcements.

Limiting Visitors to the Building:

Signage has been posted on every exterior door. If parents need to drop off items for a student, they are to call the school at 525-3245, make an appointment, pull up in the car rider lane, and someone will pick up the items from the car and make sure the items are delivered. If a parent wants to meet a staff member, they should contact the school or teacher to make arrangements. Due to social distancing, a Zoom meeting will be encouraged for the safety of all.

Hallway Traffic:

Floor markings will be visible by students and staff. Students will practice traffic flow when they use the restrooms and during hallway passage. Everyone will be instructed to maintain social distance and required to wear facemasks while in the building. A "How To" video will be used to teach the students the procedures and expectations.

Elevator Usage:

N/A

Water Fountains:

A water bottle filler is in the main hallway for students to use with clear water bottles in a safe and responsible manner.

Lunch Service:

Our enrollment at this time and our number of students on a hybrid schedule will allow us to utilize the cafeteria during lunch. The student lunch shifts will follow our usual lunch times: Kindergarten through Second Grade will eat at 12:00--12:25 and have recess at 12:25 --12:45. Third Grade through Fifth Grade will have recess at 12:00--12:25 and eat lunch at 12:25--12:45. Teacher Assistants/Paraprofessionals will take their students outside at 12:25--12:45 at their appointed time.

The cafeteria tables will be marked where students are allowed to sit. The lunch room supervisor and staff will take attendance of who's eating lunch and make sure students are seated appropriately.

NOTE: Cafeteria staff will clean and sanitize each table before the next lunch shift starts. Students will sanitize their hands or wash them after recess and before lunch.

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Recess and Outdoor Time:

We will have staff designated to ensure the guidelines are followed during recess and re-entering the building.

Restrooms:

Grades K-2 & Special Targeted students will use the restrooms in the K-2 hallway and those teachers will create a "Restroom Break Schedule" in a Google doc. Grades 3-5 & Special Targeted students will use the 3-5 restrooms east of the gym and those teachers will create a "Restroom Break Schedule" in a Google Doc as well. A copy of the "Restroom Break Schedules" will be posted outside each restroom. NOTE: Students that have diaper changes will use their grade level bathrooms and dispose of the soiled diaper in a plastic bag and in the designated disposable waste can. No more than 3 bodies at a time in the restrooms.

Nursing and Isolation Spaces:

The office and nurse's office will be used for "well kids", medication distribution, and other health services. The quarantine space is room 152B.

Staff Training for Sanitation Protocols:

We will provide this training through our nurse and principal via a regularly scheduled staff Zoom meeting .

Personal Protective Equipment (PPE) Inventory and Requests:

We will have our Logistics Officer, Toney Ingolia, and our Nurse, Lydia Bruck, manage our PPE supplies. Our parent educator will assist as well. Supplies will be stored in the nurse's office and in the principal's office. If a staff member has a PPE request they should contact Mr. Ingolia or Ms. Bruck. Cleaning and sanitation supplies will be housed by the custodians. Staff will refer to the PPE Request table that was shared with administration. Students who don't arrive with masks will be given masks before they enter the building.

Classroom Spaces:

At this time, we will have no more than 10 students in our Hybrid Classrooms.

The total number of Hybrid students as of January 2021: 84 students

The total number of Remote students as of January 2021: 129 students

Staff Duty Schedules:

The administrators will make a "Return to Learn Duty Schedule" that will utilize classified staff and certified staff who are not classroom teachers, while the classroom teachers will be with

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their students. A system for cleaning desks will be developed with the classroom teachers, support staff and custodial staff.

BIST and BBSS:

Buddy seats will not be used this year in order to reduce contact with students in other classrooms. Teachers will be able to use Safe Seats in their classrooms.

Dismissal:

Teachers will walk their students out of the building until the students reach their designated areas. We will be at level zero and six feet apart while walking out of the building.

The groups will be as follows:

Special Targeted Classroom and Kindergarten will leave at 2:25pm.

1st, 2nd, and 3rd, Grades will leave at 2:27pm.

4th and 5th Grades will leave at 2:30pm.

K-2 students will exit via the K-2 hallway, turn right, out the front main doors. Grades 3-5 students will exit via the 3-5 hallway, turn left, and they will exit the front main doors.

Car Riders/Walkers wait in the yellow rectangle box, standing six feet apart (those who have a family member, will walk up to pick them up). Students will be called when their family members walk on the sidewalk to pick them up. Car riders will be escorted to the car by the supervisors.

Classroom Cleaning and Sanitation:

Cleaning supplies have been issued to each classroom teacher to handle minor cleaning and sanitation issues that occur within the classroom. (i.e. students eating at their desks). The custodians will be responsible for cleaning larger issues that arise, toileting incidents, vomiting, etc.

Door Knobs will be wiped down by the custodians throughout the school day. Classrooms will be sanitized daily by the custodians, which includes floors being swept and mopped.

The Buckeye Vaporizing Machine, using specialized cleaning solution, will be used in every classroom and on other surfaces throughout the building as needed.