



Springfield High School

Return to Learn Planning Document

Draft 5

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.

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. *

Zero Hour students will enter through the SE main doors between 7:15 -7:45.

Students can enter building through the Commons or South Annex doors between 7:50 - 8:14. After 8:14, all students must enter through the SE doors.

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.

Room 157 will be used as Isolation space.

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 five bottle filling stations for water bottles. Students are encouraged to bring a full water bottle to last throughout the school day.

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 passing period time. Individual passes for emergencies are 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 157.

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? *

Mr. Barnes and Mr. Koger will manage the PPE supply for the building. Masks will be provided at arrival entrance for any person who does not have a mask. However, students are expected to bring a mask to school each day. 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 3 ft. apart to the extent that it is possible.

Social Distancing of 3 ft. or greater will be used to the extent that it is possible within school and classroom structures so that it does not exclude students from full day in-person learning. The ISBE FAQ Document released on August 2, 2021 states that this strategy combined with universal indoor mask wearing reduces transmission risk (p. 4). The inability to social distance by 3 ft. at all times should not exclude students from in-person learning in order to keep a minimum distance.

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. Students will use their Chromebooks for classes in the business computer labs, unless a specialized computer is required for the course.

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.

Students must have their Chromebook and bag with them at all 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.

All utilized classrooms will have access to Buckeye Disinfectant E23 spray and wipe rags.

All classroom 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. If you have concerns please see Ms. Smith.

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.