

Lonsdale Elementary
Re-Opening School Plan 2020-21
#LONSDALETogether

This document is developed to provide insight and information about how Lonsdale Elementary will best provide a safe learning environment. No plan is perfect, and we will work to adjust and improve our plan as necessary. Any group gathering in our current situation presents some risks, but know that student safety is our top concern.

Factors used in Decision Making:

1. Safety
2. Love and Compassion
3. Educated
4. Efficiency
5. Convenience

This is a fluid document that will adjust and change as we determine what works best for our school.

Mrs. April Partin
Principal

Dr. Anne Riley
Assistant Principal

I. School-wide Operations

Morning Arrival

- Doors open at 7:10 a.m. for students.
- Students must have masks on before entering the building. Students without a mask will be provided one.
- Parents are requested to work with their child during the morning routines at home to ensure students are daily prepared to bring their masks to school.
- Temperature checks will take place before students enter the building. Morning duty staff will temperature-check students with a touchless thermometer. If the student's temperature registers 100.4 or higher, parents/ guardians will need to take home/ come pick up their student(s).
- Students who present with a fever during the school day will wait in a Quarantine room until the student can safely be picked up by the parent/ guardian.

Breakfast

- Students arriving before 7:25 a.m. can sit in the cafeteria following social distancing guidelines. . Masks should be on while seated.
- Overflow will sit in the hallway in designated spots six feet apart. Both sides of the hallway may be used for this purpose.
- Cafeteria staff will prepare breakfast as in the past. Students will line up on their socially distanced spots by no later than 7:25 a.m.
- Students will wear masks while going through the line and in hallways.
- Students will eat breakfast in their classrooms.

- Masks are not required while eating or drinking.
- Trash goes in garbage bags for disposal.

Dismissal

- All students -- walkers, daycare students, car riders and parent-pick ups -- will remain in their homerooms for dismissal until called. The intercom system will be utilized to dismiss groups in a structured format by dismissal type to minimize the amount of hallway traffic. Students must wear masks while transitioning during the dismissal routine. The order will be walkers, after-school care students, and car riders/ parent pick-up.
- WALKERS: Walkers will be dismissed first by the intercom. Walkers will be dismissed one grade level at a time. All walkers will walk in socially distanced lines and all will exit through the playground gate leading to the park. Older siblings will be able to wait for younger siblings in designated, socially distanced spots at the playground gate. The order of walkers will be:
 - Fifth grade
 - Fourth grade
 - Third Grade
 - Second Grade
- AFTER-SCHOOL CARE: Daycare groups will be dismissed next by the type of afterschool-care service provider. The order and destination is listed below. All students will wait in socially distanced spots in their designated locations while waiting for after-care providers to begin supervision.
 - Thrive (Main Campus) to the gym.
 - Thrive (School Campus) to the cafeteria.
 - Just Lead/ Emerald Youth to the gym
 - Boys and Girls Club to the gym.
- CAR RIDERS/ PARENT PICK-UPS: This group will remain in classrooms until individually called for dismissal by staff using the intercom system.
 - When called, car riders will walk towards the gym and exit using the front doorway in the hallway closest to the gymnasium. Outside, they will wait in socially distanced spots until safely able to enter their cars.
 - When called, parent pick-ups will walk towards the front lobby and exit the front doors to the porch where parents can greet them.

Bathrooms

- Classrooms that have bathrooms will use those facilities for restroom breaks.
- Classrooms that do not have bathrooms will schedule a time for a restroom break.
- Custodians will increase the frequency of restroom cleaning to accommodate the schedule.
- All stalls in restrooms can be utilized. Urinals will be marked every other for use.
- Social distancing markers will be placed in the hallway outside of the restroom.
- In rare circumstances, students with an unexpected need can independently travel to use the restroom. In this situation, disposable paper bathroom passes will be utilized. If the need occurs during lunch, the staff will use a check-in/check-out system to monitor the number of students affected.
- Students are expected to wash their hands before and after use of any bathroom.

Hallway Transitions

- All staff and students will be required to wear masks when traveling in the hallway. Students can travel as a class with space, but with less distance to allow for efficient supervision.
- Classes and students may move in both directions in the hallway. Tape and visuals will be utilized to maintain lines with appropriate social-distancing pathways and waiting spots.
- Students can travel independently throughout the building with a mask on, but must wash hands upon returning to the classroom.
- No tables or other structures in hallways without the prior approval of Administration.

Lunch

- A schedule will be developed for students to alternate between the cafe setting and the classroom setting for lunch.
- Tables and areas in the cafe will be assigned. Students will be socially distanced at all tables at all times in the cafe as well as in the classroom.
- Masks will be placed on a designated table spot in the cafe while students are eating.
- In the cafe, students will remain in seats until the homeroom teacher arrives for pick up. Permission to leave the cafe/seat can be granted on an individual basis.
- Tables will be appropriately cleaned after each setting.

Recess

- A schedule will be developed for each grade-level to use the playground areas at recess. Classroom recess is encouraged as well at the teacher's discretion.
- Grade levels will rotate among the designated areas on the playground.
- Students may remove masks when outdoors and physical distancing will be taught and supervised by staff. Individual teachers should determine the best way to collect masks. Masks are put back on to re-enter the building.
- All classrooms will be in their individual homeroom when weather does not permit.
- Students will be highly discouraged from engaging in physical contact games such as tag, aggressive basketball defense, etc...
- Students will be expected to wash hands before and after recess.
- Any shared materials will be cleaned at the end of each school day by individual teachers.

Clinic Procedures

- During the day, a clinic screening station for suspected fevers will be located in a designated spot in the clinic.
- Students with fevers will move to the quarantine area next to the clinic. A bigger quarantine space is also available in a classroom should the need be presented due to the amount of cases.
- All daily medical procedures and medication administration can take place inside the clinic.
- The nurse will notify parents to pick up students with fevers and will notify the Administration with that information.
- Administration will designate extra support for nurse on an as-needed basis.
- KCS protocol regarding fevers and COVID-19 will be followed. KCS protocol will include guidance on: notification/treatment of other students, staff in contact, cleaning protocol, sibling notification/treatment, exclusion and re-entry policies and procedures.

II. Inside Classrooms and Student Grouping

Classroom Arrangements

- Student chairs/desks or tables will be spaced 6 ft. apart in radius where possible, with a minimum of 4 ft. apart.
- If desks are less than 6 ft. apart, then the student MUST wear a mask, unless there is a medical condition or the student cannot independently remove the mask.
- Students with a medical condition or who cannot remove a mask shall have a desk 6 ft apart from others.

- Priority will be given to assigning space in the building that keeps grade-level homeroom classes together as a unit.
- Teachers may create their own classroom arrangements. Based upon square footage, classrooms can also include other small items/furniture that can be disinfected daily & easily.

Student Materials

- Student materials should be readily accessible from individual student desk/table areas whenever possible.
- No sharing of computer/ technology, PE equipment, music, or art supplies during a lesson.
- Cleaning protocols will be utilized in order for materials to be used again.
- Student backpacks, if required by the teacher, will be hung on the back of individual student chairs or in a designated bin to minimize proximity.
- The teacher will design routines that minimize student proximity for materials, such as Chromebooks, that will require movement around the classroom.
- Materials that are shared by students throughout the day (pencil sharpeners) should be wiped down throughout the day along with other high-touch surfaces such as door handles.
- Classroom library books should have a “check out” routine. When books are returned, the teacher will sanitize and keep out of rotation for 24 hours.

Transitions Between Classrooms

- Fourth and Fifth Grade Teachers who departmentalize in ELA, Math, Science, and Social Studies will rotate to the students’ classroom rather than the students transitioning to multiple content classrooms. Second and Third Grade Teachers have self-contained classrooms and will teach all content subjects in their classrooms.
- Social distancing will be in place when walking from one area to another, which includes transitions to Encore, ELL, RTI2 interventions, and movement to lunch, recess, and scheduled restroom breaks.

III. Health and Safety

Daily Cleaning Expectations

- All staff are responsible to assist in regular cleaning throughout the day of the rooms that they occupy.
- Staff are expected to ensure that door handles, knobs, sinks, light switches, and any shared materials such as pencil sharpeners are cleaned on an as-needed basis.
- Custodians will wipe down all bathrooms to accommodate the restroom schedule.
- After meals, in both the classroom and cafeteria areas, staff are expected to ensure that desks/eating spaces have been cleaned.
- Complete cafeteria, classroom, and bathroom cleanings will happen after the school day.
- All staff are required to be out of the building no later than 6 p.m. to allow for deep cleaning.

Hygiene Expectations

- Handwashing is required for all staff and students before and after meals, after using the restroom, and when entering a new classroom space.
- Staff who occupy adult-only areas, such as the copy room, should wash their hands before using any equipment or shared materials.

Emergency Drills

- Normal drill procedures will be followed with social distancing practiced as much as feasibly possible.
- Masks will be worn.
- In the case of a student forgetting a mask during an emergency drill, staff will have extra masks in their emergency kits if needed.

OTHER

- Students will participate in teacher-led activities, movement, and stretch breaks as needed during the day.
- Classes may also take outside walks while practicing social distancing (weather permitting).
- Filtered water fountains will be used for bottle refill only.

IV. Campus Visitors and After-School Care

- Visitor access will be restricted to essential personnel and those who have scheduled appointments for school business that cannot be conducted over the phone or by email. Appointments must be pre-approved by the Administration.
 - All visitors should wear a mask/face covering.
 - All visitors will be expected to adhere to physical distancing requirements.
 - All visitors will be subject to temperature checks. Anyone with a temperature of 100.4 or higher must reschedule.
- After-School Care clubs and tutoring will be held as long as in compliance with mask and social distancing protocols.
- Title 1 tutoring will start as soon as possible. These groups will also follow classroom protocols regarding masks and social distancing.
- School-wide Parent Orientations can take place on campus with masks and social distancing protocols in place. The sessions will comply with the Tennessee Pledge for communities.
- Parent Conferences should be scheduled virtually. Exceptions needed due to unforeseen circumstances should be approved through Administration.