



# Powell Elementary School

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Powell Families,

I am so excited that we will have the opportunity to welcome all of our students back to school on Monday, August 17! We know this year will be unlike any year we have experienced. We ask for your patience as everything we do and plan has the best interest of our students, teachers, and staff. As we plan for our students to return, we have made our decisions using information from the Tennessee Department of Education and Knox County as well as other health agencies. We have made every effort to prioritize student health and safety when creating our plan for students to return to school. We want our students to have opportunities to socialize and learn with their peers as safely as possible. I understand and value the need for school to feel “normal” for our students as much as possible, but some changes are necessary.

Below is our PES Opening Plan, which is a summary of what these changes will look like as we return to school in August. We have asked our teachers to avoid having students share supplies and will be asking our students to bring their personal school supplies i.e. crayons, scissors, glue with them when they change classes in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades, for ELL, RTI, and other small group instruction as well as to each of their encore classes. To help your child with this, while not required, you may want to consider adding a **sealable** pencil or supply box to your school supply lists. If you should have any questions about our reopening plan or the procedures we will be putting in place, please reach out to me.

I know that many of you are making the decision as to sending your child or children to school or enrolling in the virtual learning opportunity that will be provided by KCS. I wanted you to have our school plan to assist you in making that decision. All of us here at Powell know this is a difficult decision for our families. Whatever decision you and your family make, to learn from home or to learn in school, we are always Powell Elementary Family and Friends. We will continue learning, growing and making new friends in new classrooms either in person or online. Please reach out if there is anything we can do to help you, or a neighbor, or our community through these challenging times.

Many of you are asking about masks. Knox County Opening Guidelines state: “All students will be required to wear an appropriate mask while on campus when physical distancing isn’t possible unless a student is unable to remove a mask/face covering without assistance or has a medical condition or other need preventing it.” Face shields may only be worn with a facemask properly secured underneath the shield. I do want to share that our classrooms will have students physically distanced to the greatest extent possible **however**; teachers will not be able to physically distance students to the recommended 6’ apart due to the number of students and size of the classrooms. Students and teachers will be expected to wear masks in their classrooms, hallways, buses, once they finish lunch, and in some encore classes.

We will continue to update or make decisions about our Opening Plan using the best and most current information as well as directions we have available to us. Powell Elementary administration, teachers and staff are committed to keeping our families, staff, and community safe and informed along the way. Please be sure to read the very end of the plan to find information about Kindergarten and Sneak Peek schedules.

Denise High  
Principal

## **POWELL ELEMENTARY OPENING PLAN 2020-2021**

The following plan reflects On-Campus Learning with Increased Covid-19 Safety Protocols (YELLOW) at the district level and at the school level.

### **HEALTH AND WELLNESS:**

#### **KCS:**

- Make it a habit to wash your hands several times a day.
- Each classroom will be equipped with hand sanitizer.
- Maintain six feet space between you and others whenever possible.
- Wear a mask where required and when physical distancing is not possible.
- Check your temperature before coming to school. Anyone with a temperature of 100.4 or higher should stay home.
- If you are displaying symptoms of COVID-19, do not come to school. Seek medical attention as needed.
- Know the rules for visiting your child's school.

#### **PES:**

- Students will be placed at least six feet apart whenever possible.
- Water fountains will be closed.
- Students are encouraged to bring their own-labeled water bottles.
- Students will be able to refill their water bottles at any of our 4 refilling stations.
- Parents and family members will not be allowed to deliver any outside food.
- Students, teachers, and cafeteria staff will be encouraged to wash hands before and after every meal or utilize hand sanitizer.
- Classrooms may be used for eating breakfast and lunch.
- Classrooms may be used for Encore classes.
- Students are encouraged to wash their hands or use hand sanitizer after changing any classroom or during breaks in instructional times.
- Teachers in the classroom should wash their hands or use sanitizer any time a new group of students enters their room.

### **CLEANING:**

#### **KCS:**

- Buildings will undergo daily sanitizing for high-touch areas such as doorknobs, handrails, and countertops using a COVID-certified disinfectant.
- Common areas such as administrative areas, libraries, cafeterias, auditoriums, gymnasiums, and hallways will be misted with a COVID-certified disinfectant daily and classrooms will be misted at least every other day.
- Restrooms will be monitored and disinfected multiple times each day.
- Each classroom will be provided with hand sanitizer and disinfectant.
- Buildings will also be disinfected either in part or in their entirety as may be necessary following a positive COVID diagnosis of a student or staff member.
- Custodial shifts and hours may be adjusted to support these requirements.

**PES:**

- Bathrooms will be cleaned during the day as well as nightly.
- High touch surfaces in all classrooms (door handles, light switches, etc...) and common areas will be sanitized multiple times throughout the school day.
- When eating in the classroom, student desks will be cleaned after meals.
- Cleaning will occur in every classroom each evening. Hallways, bathrooms and common areas will be thoroughly cleaned nightly.

**MASKS:****KCS:**

- Teachers and students are required to wear a mask when entering and leaving the building, as well as when in common areas.
- All staff will be required to wear an appropriate mask while on campus when physical distancing is not possible and unless there is a medical condition preventing it.
- All students will be required to wear an appropriate mask while on campus when physical distancing is not possible unless a student is unable to remove a mask/face covering without assistance or has a medical condition or other need preventing it.
- School administration reserves the right to determine the appropriateness of a mask.
- If desks or student work areas are closer than six feet then students will be expected to wear masks.
- Facemasks will be provided to staff and students if needed.

**PES:**

- Students are required to wear masks while riding the bus or other KCS transportation to and from school.
- Face shields worn by themselves are not considered an effective transmission barrier for the Covid-19 virus. Face shields may not be worn without a properly secured facemask underneath.
- Students and teachers are required to wear masks while in the hallways.
- Students and teachers are required to wear masks throughout the day when unable to be socially distanced 6' apart.
- Classroom teachers will not be able to physically distance students to the recommended 6' apart due to the number of students and size of our classrooms. These means students and teachers are expected to wear masks in their classrooms, hallways, buses, once they finish lunch, and in some encore classes.
- Masks do not have to be worn while eating, drinking or recess.
- Masks are available upon request.

**ARRIVAL:****KCS:**

- Families should drop students off and pick up them up through the car rider line or drop off at the front door if walking.
- Families will not be allowed to escort their child inside the school building.
- Students will have their temperatures checked each day upon arrival.
- Students with temperatures of 100.4 or above will be isolated from other students.
- Schools will have plans in place to limit students congregating in large groups while waiting for screenings and to be dismissed from class.

- An increase in traffic is expected at all campuses. Schools will be providing additional support to car rider lines to expedite the flow of traffic.

#### **PES:**

- **Car riders will be expected to open their own doors.** Safety Patrols will not be outside opening doors. We anticipate this will cause our car line to move slower. This will be taken into account when marking tardies for the first few weeks.
- The building will open at 7:10 each morning.
- Students must remain in their car until the 7:10 bell rings and school doors open.
- Parents will not be allowed to walk their child to class or enter the school, except by scheduled appointments, or when they are signing their child out.
- Any adult entering the building will need a photo ID.
- Students will enter the building using one of three entrances: the front of the building or the cafeteria side of the building. The bus loading dock is also available **after** 7:30 to use as an entrance.
- Temperature checks will occur in these areas:
  - Students arriving by bus:
    - Will line up 6' apart when possible in the downstairs 3<sup>rd</sup> grade hallway.
  - Students arriving by car:
    - An adult will take the temperature of each PES student through the rolled down window.
    - Walkers will have their temperature taken at their arrival door.
- Following the temperature check, students will either go directly to the cafeteria for breakfast or go to their assigned arrival hallway.
  - Kindergarten sits in the K hallway
  - Grades 1 & 2 sit in the downstairs-4<sup>th</sup> grade hallway
  - Grade 3 sits in the upstairs 3<sup>rd</sup> grade hallway
  - Grades 4 & 5 sit in the 5<sup>th</sup> grade hallway
- Students in the hallways will sit 6' apart if possible.
- At 7:15, students some students will be dismissed to their assigned classrooms and others will remain in the hall.
- All students entering the classroom will be asked to wash their hands to begin the day.

#### **BUS TRANSPORTATION:**

##### **KCS:**

- KCS will continue to provide bus services to students on their normally scheduled routes; however, physical distancing cannot be achieved on school buses. Students who have a fever or other symptoms of illness should not ride the bus or attend school.
- Bus contractors will be responsible for implementing a pre-route driver temperature check to ensure no driver has a fever of 100.4 or higher.
- Bus and shuttle drivers will be required to wear an appropriate mask at all times while operating a vehicle
- Students will be required to wear facemasks while in transit.
- Students should wash their hands with soap and water prior to getting on the bus.
- Recognizing that it is not always feasible to physically distance on a school bus, riders should put as much space as possible between others to the extent possible.
- Siblings are encouraged to sit together when possible.
- Weather and other conditions permitting, all windows on non-air conditioned buses will be open and air conditioning systems on so-equipped buses will not be operated in the recirculation mode.

- Buses will be disinfected following morning and evening runs with a COVID-effective agent provided to contractors by KCS.
- KCS will also provide training in the proper use of the disinfectant.

**PES:**

- We will follow all KCS expectations.

**TEMPERATURE CHECKS:**

**KCS:**

- If a student or staff member has a temperature of 100.4 or greater, they will be isolated for further screening and remain there until they can return home.
- All students will have their temperature checked upon arrival. Students with a temperature above 100.4 degrees will be isolated, and parents will be called to pick them up.
- A student with fever and no other symptoms must be fever free without the assistance of fever-reducing medications for 24 hours before returning to school.
- A student with fever and COVID-19 symptoms must remain home for 72 hours and have met the criteria to discontinue home isolation and have consulted their primary care provider.
- All staff will have their temperature checked upon arrival. Staff with a temperature above 100.4 degrees will return home.
- A staff member with fever and no other symptoms must be fever free without the assistance of fever-reducing medications for 24 hours before returning to school.
- A staff member with fever and COVID-19 symptoms must remain home for 72 hours and have met the criteria to discontinue home isolation and have consulted their primary care provider.
- All visitors will have their temperature checked upon arrival.

**PES:**

- All staff and students will have a temperature check when entering the building using a KCS provided touchless thermometer.
- Students arriving by bus will line up in the downstairs 3<sup>rd</sup> grade hall to have their temperature taken. Students with a fever of 100.4 or greater will be sent to clinic and the parent called to come pick up his or her child. A student with fever and no other symptoms must be fever free without the assistance of fever-reducing medications for 24 hours before returning to school.
- Students arriving to school by car will be asked to roll down their window and an adult will take the temperature of all students in the car. Students with a fever of 100.4 will remain in the car and go home. The child's name will be reported to the school nurse. The nurse will call home to check on the student.
- Staff members will have their temperatures taken as they arrive at school. Staff with a fever of 100.4 or greater will be sent home and may not return to work until fever free with no other symptoms without the assistance of fever-reducing medications for 24 hours.
- There will be a dedicated isolation room for students and staff members who display possible COVID-19 symptoms. Any adult or student with a fever of 100.4 or greater will be isolated from others.
- Following the temperature check, students may go to the cafeteria or their assigned grade level arrival hallway and asked to sit 6' apart when possible.

## **MEAL SERVICE:**

### **KCS:**

- KCS will provide meal service during the upcoming school year, with a continued emphasis on handwashing, personal hygiene, and cleaning/sanitizing food contact surfaces standard operating procedures.
- In the event of an extended closure due to COVID-19, KCS will provide take away meals for students to the extent possible allowed by federal regulations. Meal sites will be designated at the time the initiative is implemented.
- See-through barriers will be installed at the point of sale.
- Students who are enrolled in virtual school may receive meals through their base school, and families should contact the School Nutrition Department to facilitate meal pickup details.
- The cafeteria manager will be responsible for checking the temperature of all food service personnel each day prior to work. Anyone with a temperature of 100.4 degrees or higher will be sent home.
- Masks will be provided and required during meal preparation and service.
- Students will wear masks while going through the meal line. Masks are not required while eating or drinking.
- Single-use gloves will be provided and required for handling and delivering of food.
- Meals will be served in clamshell containers with plastic flatware.
- Physical distancing will be adhered to the greatest extent possible during meal distribution and consumption.
- Students will be allowed to eat in any area of the school, including the classroom and cafeteria as determined by the principal. Assigned seating will be encouraged to the extent possible.

### **PES:**

- All students should memorize their student ID number, which is entered to purchase food.
- Students will select milk from a tray instead of the milk cooler.
- Ice-cream service will be determined.
- Parents will not be able to eat with their child until further guidance is offered by the county.
- Students will be required to wash their hands with soap and water or utilize hand sanitizer before and after lunch.

## **BREAKFAST:**

### **PES:**

- Students who are enrolled in virtual school may receive meals through their base school, and families should contact the School Nutrition Department to facilitate meal pickup details.
- All students must wear a mask while in the food serving line.
- Physical distancing will be adhered to the greatest extent possible while students are in line to pick up food.
- Masks are not required while eating or drinking.
- Students having breakfast at school will come directly to the cafeteria upon their arrival.
- Students will sit every other seat in the cafeteria. Students will be less than 6' apart.
- Once the tables become full with no available seating, students will take their breakfast to the classroom to be eaten.
- Students arriving at 7:35 or later will have a "to go" breakfast in the classroom.

## **LUNCH:**

### **PES:**

- Students who are enrolled in virtual school may receive meals through their base school, and families should contact the School Nutrition Department to facilitate meal pickup details.
- All students must wear masks while in the food serving line.
- Physical distancing will be adhered to the greatest extent possible while student are in line to pick up food.
- Masks are not required while eating or drinking.
- For students eating in the classrooms, meals will be served in clamshell containers with plastic flatware.
- Students will sit every other seat in the cafeteria. Students will be sitting less than 6' apart.

## **CLASSROOMS:**

### **KCS:**

- Classrooms will be structured to facilitate physical distancing of six feet to the greatest extent possible.
- Class sizes and scheduling will vary by school based on space available and design.

### **Departmentalization for Grades 3-4-5**

- Students in our departmentalized grades (3, 4, & 5) will switch classes.
- Teachers will sanitize desks between classes.
- Students will need to take pencil box/supplies with them to avoid use of shared supplies.

### **Students attending Special Education Classes, RTI Intervention Classes, ELL Classes or GT classes:**

- Students can continue to be pulled from different homeroom classes.
- Teachers for these classes will implement KCS guidelines and expectations (distancing, masks, no shared supplies, etc.)
- Teachers of these classes will sanitize between classes.

### **PES:**

- Doors will be propped open during student arrivals, departures, and during class changes to reduce touching.
- Student desks will be spaced six feet apart, facing the same direction or to the greatest extent possible.
- Teachers will remove all "extra" furniture to create greater social distancing opportunities.
- Teachers will not promote the use of "community" or shared materials.
- Teachers will remove all "soft" materials such as stuffed animals that cannot be easily cleaned.
- Carpeted areas, upholstered common furniture, and similar items that can harbor COVID-19 will be removed.
- Students will be discouraged from sharing materials.
- Students and staff will wear masks when working with partners, small groups, or in close proximity to each other.
- Teachers and students will wear masks when unable to socially distance 6' apart.

## **ENCORE CLASSES (ART, PE, MUSIC, COMPUTER LAB, LIBRARY, GUIDANCE, LEARNING LAB):**

### **PES:**

- Students will transition to the majority of their encore classes.
- Encore teachers will sanitize in between classes depending on resources, surfaces, etc. utilized during the classroom.
- Students will need to take pencil box/supplies with them to art to avoid use of shared supplies.
- Teachers and students will wear masks when unable to socially distance 6' apart.

## **HALLWAYS:**

### **PES:**

- Students will travel in a line with some distance between each student.
- We will utilize two-way traffic flow in all hallways.
- All students are expected to wear a mask at all times when traveling in the hallway.
- When feasible, we will stagger classes within the hall to minimize the number of people in the hall at one time.
- Students will be required to wash their hands with soap and water when returning to the classroom or utilize hand sanitizer.

## **RECESS:**

### **PES:**

- Outdoor play areas will be divided areas and classrooms will access different areas when weather allows.
- Students can utilize play structures when it is their turn to be in that area.
- It is not a requirement that structures are sanitized between grade level uses.
- Students will be required to wash hands with soap and water or utilize hand sanitizer before and after recess.
- Classes will have recess only with their grade level classmates.
- Students will play non-contact games.
- Students will be encouraged to physically distance from classmates.
- Masks will not be required when outdoors.

## **BATHROOMS:**

### **PES:**

- Class bathroom breaks will be scheduled. Students will practice physical distance while in line.
- Teachers will limit the number of students in the bathroom at one time.
- Students will be expected to wear a mask.
- High touch surfaces in bathrooms will be cleaned multiple times a day.
- Students will be expected to wash hands with soap and water before leaving the bathroom area.
- Bathrooms will be cleaned twice a day.



## **DISMISSAL:**

### **PES:**

- Student dismissal will take place from the classroom, hallways outside of the classroom, and gym.
- Students will be seated 6' apart in the hallways when possible.
- Students and staff will wear mask throughout dismissal.
- Students are required to wear masks while on the bus.
- Students will be asked to sit with family members when on the bus.
- We strongly encourage parents to join the car line to pick up walkers.

## **Physical Distance and Group Gatherings:**

### **KCS:**

- Classrooms will be structured to facilitate physical distancing of six feet to the extent possible.
- Class sizes and scheduling will vary by school based on space available and design. Assigned seating will be encouraged to the extent possible.
- Mass gatherings such as assemblies and pep rallies should not be held unless appropriate physical distancing can be maintained.
- In order to maximize instruction time, field trips will not be allowed during the first semester of the 2020-2021 school year. This decision will be reviewed at the end of the semester. Virtual field trips are encouraged, where feasible.
- Schools may schedule and conduct afterschool clubs and tutorials. All extracurricular activities must adhere to the guidelines outlined in [Tennessee Pledge](#), such as size of groups and physical distancing.

### **PES:**

- Each classroom will organize student desks or work areas to be 6' apart or the greatest distance possible.
- Field trips will not be allowed during the first semester of school.
- Classroom parties and special events will be discontinued until guidance permits.
- Large scale assemblies and other school-wide gatherings will be discontinued until guidance permits.
- School and PTA after-school family events will not be held during the first semester of school.
- Teachers will be strongly encouraged to provide virtual field trips to support the curriculum.
- After-school care, SHADES of DEVELOPMENT will operate according to current state daycare regulations.

## **VISITORS:**

### **KCS:**

- Visitors will follow the standard operating protocols and policies for coming to a school campus.
- 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.
- All visitors will be required to wear an appropriate mask.
- 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.

**PES:**

- We will follow all KCS expectations.

**KINDERGARTEN:**

- First Set of Staggered Days – August 18-21. More information will be coming soon.
- Parents will be allowed to walk students to the classroom on the student's first assigned staggered day. We ask to please limit the number of family members for the safety of others.
- Temperature checks will need to occur prior to adults visiting the classroom.
- Masks are required.
- Use hand sanitizer before entering the room.
- If you need to speak in length to your teacher, please make an appointment.
- You are welcome to drop off school supplies.
- The second staggered day, parents will not walk their children to class.

**SNEAK PEEK and BACK TO SCHOOL NIGHTS:**

**KCS:**

- Schools can have in person meetings if able to have 50 or less in attendance (in one meeting or can schedule over time to accommodate limit of attendees)
- Schools can also have virtual parent meetings.

**PES:**

- We believe it is important for students and teachers to meet before the first day of school.
- Sneak Peeks are being scheduled by grade level and then by individual classroom teacher.
- Sneak Peek is a 45-minute drop in opportunity to locate your child's classroom and meet their teacher.
- Sneak Peek expectations:
  - Please enter through the front of the building.
  - One adult and one child may attend. Siblings are not allowed.
  - Temperatures will be taken. Anyone with a fever of 100.4 or greater will not be able to enter the building.
  - Masks are required.
  - Use hand sanitizer before entering the room.
  - You are welcome to drop off school supplies.
  - Drop in for a few minutes. You are not expected to stay the full 45 minutes.
  - The scheduled times are firm. No one may stay longer than the allotted time, so that we have time to sanitize before the next class will arrive in the building.
  - Please DO NOT go VISIT any other teachers or classrooms. We ask that you ONLY go to your new classroom.
  - If you need to speak in length to your teacher, please make an appointment.
  - In advance, I am sorry that we will not be able to accommodate times other than the time assigned for your teacher. For example, if your teacher's assigned time is 1:00-1:45 you may not come before 1:00 or after 1:45.
- While I do not have specific teachers' times scheduled as of now, the grade level days are:
  - Monday, August 10                      Grades 1 and 4
  - Tuesday, August 11                      Grades 2 and 5
  - Wednesday, August 12                      Grade 3 and Kindergarten
- Look for more information after our teachers return to school on August 3.

ALL BACK TO SCHOOL NIGHTS WILL BE HELD VIRTUALLY. Look for more information to come soon.