

West Hills Elementary Opening Plan 2020-2021

The following plan reflects On-Campus Learning with Increased Covid-19 Safety Protocols (YELLOW) at the district level and for 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.
- Parents will check student(s) 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.

WHES:

- 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 expected to wash hands before and after every meal.
- Classrooms may be used for eating breakfast and lunch.
- Classrooms may be used for Encore classes.
- Students are expected to wash their hands or use hand sanitizer after changing any classroom, or during breaks in instructional times.
- Teachers in the classroom will wash their hands or use sanitizer any time a new group of students enters their room.
- We will be requiring masks as the size of our student population makes it challenging to physically distance within any setting in the school. If you select in-person learning, please know that it is the expectation of KCS and West Hills Elementary that your child will wear a mask when physical distancing is not possible.

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.

WHES:

- 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, has a medical condition or other needs 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
- Students will be required to wear facemasks while in transit.
- Facemasks will be provided to staff and students if needed.

WHES:

- Students will be required to wear facemasks while in transit.
- Students and teachers will be asked to wear masks or face coverings while in the hallways.
- Masks do not have to be worn while eating, drinking or recess.
- Masks are available upon request.
- We will be requiring masks as the size of our student population makes it challenging to physically distance within any setting in the school. If you select in-person learning, please know that it is the expectation of KCS and West Hills Elementary that your child will wear a mask when physical distancing is not possible.

ARRIVAL:

KCS:

- Families should drop students off children 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.

WHES:

- The building will open at 7:00 each morning.
- Students must remain in their car until 7:00 and school doors open
- Car riders will be expected to open their own doors. Safety Patrols will not have car duties at this time.
- Car riders will have their temperatures taken while remaining in the car. If students have temperatures of 100.4 or greater, students will be asked to return home. We anticipate this will cause our car line to move slower. This will be considered when marking tardies through Friday, September 4, 2020.
- Students will enter the building using one of three entrances: the front of the building (car rider line), the cafeteria side of the building for PreK students, and those students who require special assistance. The bus circle in the back of the school is also available after 7:20 to use as an entrance.
- Students who are riding the bus, will line up in a designated area at the entrance, maintaining physical distance, to have their temperature taken.
- Parents will not be allowed to walk their child to class or enter the school, except by prescheduled appointments, or when they are signing their child out. Other visitors will only be admitted to the front office. All adults should enter the building through the front doors and have a photo ID.
- Following the temperature check, students wanting breakfast will go directly to the cafeteria to pick up their breakfast and then will report to their arrival location.
- Following the temperature check, students not wanting breakfast will go directly to their assigned arrival location.
- Assigned locations:
 - Kindergarten & 1 will remain in the cafeteria
 - 2nd will go down the 2nd/3rd grade hallway and sit in that hallway
 - 3rd will go down the library hallway with the ramp and sit in that hallway
 - 4th will go down the library hallway with the stairs and will sit in that hallway
 - 5th will go to the 5th-grade hallway and will sit in that hallway
- Students in designated areas will be physically distanced as they are seated
- At 7:30, students will be dismissed to their assigned classrooms.
- All students entering the classroom will be expected to wash/sanitize 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.

BUS TRANSPORTATION: (KCS continued)

- 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.

WHES:

- 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 of 100.4 or greater 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 of 100.4 or greater 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.

WHES:

- All staff and students will have a temperature check when entering the building using a KCS provided touchless thermometer.
- Students arriving by bus will have their temperatures taken as they come down from the bus. Students with a fever of 100.4 or greater will be sent to the clinic and the parent called to come to pick up his or her child. The child will wait to be picked up in the isolation room.
- Students arriving at 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 or greater 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.
- There will be a dedicated isolation room for students and staff members who display possible COVID-19 symptoms upon arrival or at any point during the day. Any adult or student with a fever of 100.4 or greater will be isolated from others.
- Following the temperature check, students will move to their locations while remaining physically distanced.

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.

WHES:

- 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 district.
- Students will be required to wash/sanitize their hands before and after lunch.

BREAKFAST:

WHES:

- 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 practiced to the greatest extent possible while students are in line to pick up food.
- Masks/face coverings are not required while eating or drinking.
- Students having breakfast at school will come directly to the cafeteria upon their arrival and will then move to their designated locations while remaining physically distanced.
- Students arriving at 7:35 or later will have a “to go” breakfast in the classroom

LUNCH:

WHES:

- 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/face coverings while in the food serving line.
- Physical distancing will be practiced to the greatest extent possible while students are in line to pick up food.
- Masks/face coverings are not required while eating or drinking.
- For students eating in the classrooms, meals will be served in clamshell containers with plastic flatware.

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

- Students will remain in one classroom and teachers will switch rooms to deliver instruction.

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

- Students can continue to be pulled from different homeroom classes. Students will continue to receive services such as special education, ELL, GT, and RTI.
- Special education services: Students who attend school in-person will have access to all special education programming and services outlined in their IEP. As always, families can request an IEP meeting or parent/teacher conference to revisit the IEP or discuss amendments that may be needed to address safety concerns.
- If you are interested in further exploring the KCS Connect digital option, please take the time to review the information below. If you have specific questions please contact us at studentsupportservices@knoxschools.org.
- Teachers for these classes will implement KCS guidelines and expectations (physical distancing when possible, masks when physical distancing isn't possible, no shared supplies, etc.)
- Teachers of the these classes will sanitize between classes

WHES:

- Doors will be propped open during student arrivals, departures, and during class changes to reduce touching.
- Student desks will be spaced six feet apart when possible, facing the same direction.
- Teachers will remove all "extra" furniture to create greater physical 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.
- Rugs, upholstered common furniture, and similar items that can harbor COVID-19 will be removed.
- Students will be discouraged from sharing materials.

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

WHES:

- Encore teachers will transition to classrooms for encore classes with the exception of library and gym.
- Materials will be sanitized in between classes.
- More information will be coming regarding virtual encore classes.

HALLWAYS:

WHES:

- Students will travel in a line with some distance between each student.
- We will utilize two-way traffic flow in all hallways.

HALLWAYS: (WHES continued)

- 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.

RECESS:

WHES:

- Students can utilize play structures.
- Students will be required to wash hands with soap and water before and after recess.
- Classes will have recess only with their homeroom classmates.
- Outdoor play areas will be divided and each classroom will have access to areas when weather allows.
- Students will play non-contact games.
- Students will be encouraged to physically distance from classmates.
- Masks will not be required when outdoors when physical distancing can take place.

BATHROOMS:

WHES:

- Class bathroom breaks will be scheduled. Students will practice physical distancing 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:

WHES:

- Student dismissal will take place from the classroom, hallways outside of the classroom, and gym.
- Students in designated areas will be physically distanced as they are seated
- Students and staff will wear masks 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.

Physical Distance and Group Gatherings (KCS continued)

- Schools may schedule and conduct after school clubs and tutorials. All extracurricular activities must adhere to the guidelines outlined in [Tennessee Pledge](#), such as size of groups and physical distancing.

WHES:

- Each classroom will organize student desks or work areas to facilitate physical distancing of six feet to the extent 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.
- 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, YMCA, 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 pre-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.

WHES:

- We will follow all KCS expectations.