

A. L. Lotts Elementary Reopening Plan for Families School Year 2020-2021



Dear A. L. Lotts Families:

This document provides an overview of information regarding how Lotts will best provide a safe learning environment for our students. Our reopening team has worked diligently to develop a plan that is aligned with Knox County Schools Guidelines for reopening. We understand that any group gathering presents some risk and safety guidelines are changing regularly, therefore, this plan is fluid and will be adjusted as we determine what works best to maintain a safe learning environment for our students and staff. Any changes to this plan will be communicated to families. Our main priority is the safety and wellbeing of our students and staff and we are grateful for your patience and understanding as we work to implement an appropriate safety plan for the Lotts community.

Melinda Russell
Principal



*Check out our new playground equipment! We are so excited for you to be able to play at school again!

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A.L. Lotts Elementary

Covid-19 Precautions - At a Glance

<u>KCS Arrival/Dismissal Procedure</u>	<u>A.L. Lotts Student Arrival/Dismissal Procedure</u>
<p>GREEN</p> <ul style="list-style-type: none"> Families should follow the standard operating protocols for their school. <p>YELLOW</p> <ul style="list-style-type: none"> Families should drop students off and pick them up through the car rider line or drop off at the front door if walking. No families will 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. <p>RED</p> <ul style="list-style-type: none"> Not applicable 	<p><u>Drop off Procedure for Bus Riders</u></p> <ul style="list-style-type: none"> As students exit the bus, they will enter the gym through the side door. Students will go through temperature check stations as they enter the gym. Students determined to be fever free will walk to their class/designated spot in the hallway. Students with a fever of 100.4 or above will be referred to the clinic and parent/guardian contacted to pick student up from school. The student must be without a fever (without the use of fever reducing medication) for 24hrs before returning to school per district policy. <p><u>Drop off Procedure for Car Riders</u></p> <ul style="list-style-type: none"> Students will have their temperature checked by a staff member before exiting the vehicle. Students determined to be fever free will walk to their class/designated spot in the hallway. They will enter the building on the right side of the main entrance. Students with a fever will remain with the parent and not exit the car. The student must be without a fever (without the use of fever reducing medication) for 24hrs before returning to school per district policy. <p><u>Drop off Procedure for Walkers</u></p> <ul style="list-style-type: none"> If parents would like to walk with students to the school, we ask that you say your goodbye at the flagpole. Students will go through temperature check stations as they enter the building on the left side of the main entrance. Entrance will be marked with a walker poster. Students determined to be fever free will walk to their class/designated spot in the hallway. Students with a fever of 100.4 or above will be referred to the clinic and parent/guardian contacted to pick student up from school. The student must be without a fever (without the use of fever reducing medication) for 24hrs before returning to school per district policy.

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	<p><u>Pick up Procedure for Bus Riders</u></p> <ul style="list-style-type: none"> • Students will remain in classrooms and be dismissed by grade level. • Staff will escort and supervise students. <p><u>Pick up Procedure for Car Riders</u></p> <ul style="list-style-type: none"> • Students will remain in the classroom or designated location. • Staff will communicate when students should exit the building and go to designated cone. <p><u>Pick up Procedure for Walkers</u></p> <ul style="list-style-type: none"> • Students will be dismissed from classrooms and escorted by staff to designated drop off locations. (Walker procedures will be sent out prior to the start of the school year.) <p><u>Pick up Procedure for Daycares</u></p> <ul style="list-style-type: none"> • Students will remain in classrooms and be dismissed by grade level to the gym. • Staff will escort and supervise students. • Students will be spaced 6 feet apart in the gym and sit below their designated tag. • Staff will communicate when students should exit the building. <p><u>Procedure for Late Drop off and Early Pick Up</u></p> <p><u>Late Drop Off/Tardy Students</u></p> <ul style="list-style-type: none"> • Student should be escorted to the main entrance inside the corridor by parent/guardian to be checked in by a staff member. Parent/Guardian must remain with the student until staff complete temperature check and sign-in procedures. • If it is determined that a student has a temperature of 100.4 or higher, the parent/guardian must take the student home. The student must be without a fever (without the use of fever reducing medication) for 24hrs before returning to school. • Students determined to be fever free will walk to their classrooms.
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	<p>Early Pick Up</p> <ul style="list-style-type: none"> • Visitors coming to check out a student will show ID through the video screener located in the main entrance inside the corridor. • The child will be retrieved and brought to the visitor at the main entrance. At that time, ID will be cross checked with the emergency card. Visitor will sign out student. • No temperature scan or screener will be needed, as that person will not be entering the building. • Due to the number of transitions at the end of the day and the additional Covid precautions in place, there will be no early check outs after 2:15pm.
<u>KCS Procedure for Visitors to School</u>	<u>A.L. Lotts Procedure for Visitors at School</u>
<p>*See-through barriers have been installed in the front office of each school.</p> <p>GREEN</p> <ul style="list-style-type: none"> • Visitors will follow the standard operating protocols and policies for coming to a school campus. <p>YELLOW</p> <ul style="list-style-type: none"> • 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 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. <p>RED</p> <ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • While following the guidance provided by KCS, A.L. Lotts will be restricting visitors to essential personnel. • Regularly scheduled meetings (parent/teacher conferences, IEP meetings, etc) will initially be offered virtually via video conferencing and/or phone conferences. • Should anyone with administrative approval need to enter the building, the following procedures have been established. <ul style="list-style-type: none"> ○ Wear a mask at all times. ○ Temperature check upon arrival. ○ Practice social distancing guidelines and remain six feet apart. ○ Visitors will remain in the car until the time of meeting at which point they will enter the school, complete check-in procedures, and be escorted to the meeting promptly.

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<u>KCS Procedure for Masks</u>	<u>A.L. Lotts Procedure for Masks</u>
<p>GREEN</p> <ul style="list-style-type: none"> No masks will be required. <p>YELLOW</p> <ul style="list-style-type: none"> 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 masks will be provided to staff and students if needed. School administration reserves the right to determine the appropriateness of a mask. <p>RED</p> <ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Students will be provided a reusable mask at the start of the school year. Students & Staff will wear masks upon entering the building and when social distancing is not possible. We must be able to social distance students and staff 6 ft apart in order to allow students to take off their masks. At this time, we are unable to accommodate those requirements in the classroom. We encourage parents to provide students with a mask as well. We are limited to one reusable per student. <p>*Classrooms are removing all unnecessary furniture from the classroom to maximize spacing for social distancing.</p>
	<u>A.L. Lotts Clinic Set Up:</u>
	<ul style="list-style-type: none"> The clinic is staffed with a full time nurse daily. If a student has a fever of 100.4 or above upon entry to school, the student will report to the school nurse for further follow up. Car Riders will be sent home with their family if they present a fever. Students with a fever or symptoms associated with Covid-19 will be supervised in an alternate location until parents arrive to take home. During the instructional day, students will report to the clinic if needed to be assessed by the school nurse.

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<u>KCS Procedure for Breakfast/Lunch:</u>	<u>A.L. Lotts Procedure for Breakfast/Lunch:</u>
<p>GREEN</p> <ul style="list-style-type: none"> Meal service will follow standard operating protocols. KCS CONNECT FALL 2020 KNOXSCHOOLS.ORG 16 <p>YELLOW</p> <ul style="list-style-type: none"> Students will wear masks while going through the meal line. Masks are not required while eating or drinking. 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. <p>RED</p> <ul style="list-style-type: none"> 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. 	<p><u>Procedure for Breakfast</u></p> <ul style="list-style-type: none"> Fever free students may enter the school and eat breakfast between 7:05-7:35. Once the student is finished with breakfast, he/she will go to class/designated spot in the hallway. Students will practice social distancing guidelines while in the cafeteria. <p><u>Procedure for Lunch</u></p> <ul style="list-style-type: none"> Students will have lunch as a grade level in the cafeteria. Students will be spaced out every other seat and seats will be assigned. Students will select their lunch choice first thing in the morning and the food will be pre-packed for the students. Hot and cold lunches will be available. Staff will be assigned to sections of the cafeteria to monitor students and sanitize areas between each grade level lunch time. Students will wear masks while transitioning in and out of the cafeteria. Masks are not required while eating or drinking. <p><u>Cafeteria Considerations for Families</u></p> <ul style="list-style-type: none"> Parents are highly encouraged to pay via the cafeteria payment portal (link) or with a check. Due to cleanliness concerns with the use of cash, please consider these two options in order to keep our cafeteria staff safe. <p><u>Cafeteria Changes for 1st 9 weeks:</u></p> <ul style="list-style-type: none"> Students will not have access to the cafeteria line and pre-packed lunches (hot and cold) will be delivered to students at their table. Due to this change in cafeteria procedures and to reduce interactions, the cafeteria will not be offering students the choice to purchase ice cream or extra items (Rice Krispies, Chips, Water, etc.) Cafeteria procedures will be reevaluated after the first nine weeks and then communicated with our families.

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	<u>A.L. Lotts Procedure for Departmentalized Grades 4th and 5th</u>
	<ul style="list-style-type: none"> • Students will remain in their homeroom classroom for all instruction. • Teachers will rotate to provide instruction.

	<u>A.L. Lotts Procedure for Encore:</u>
	<ul style="list-style-type: none"> • Students will attend Music (Swinson), Art (Eng), and Art (Whited) in encore classrooms. • Encore classes for Music (Hohl) and Library (Slater) will take place on a cart in the classroom. • P.E. will divide between two areas. One class will take place in the gym while the other class is outdoors in the courtyard. If the weather does not permit outdoor activities, the P.E. teacher will report to the classroom. P.E. teachers will provide parents with a rotating schedule to ensure students are able to rotate between access to the gym and outdoor/classroom. • Encore teachers will sanitize all materials and seating between each class. • Students will wear masks when social distancing is not possible.
	<u>A.L. Lotts Procedure for Restroom Facilities</u>
	<ul style="list-style-type: none"> • Classrooms will take scheduled restroom breaks as a group. • Restrooms will be sanitized throughout the day.. • In an emergency situation or for medical needs, students will be permitted to use the restroom outside of the designated times.

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	<u>A.L. Lotts Procedure for Water Fountains</u>
	<ul style="list-style-type: none"> • Students are encouraged to bring refillable water bottles. • Sensory auto refill water stations are available in two locations in the school. • Students will not be able to drink directly from the water fountains.
<u>KCS Procedure for Recess</u>	<u>A.L. Lotts Procedure for Recess</u>
<p>GREEN</p> <ul style="list-style-type: none"> • Standard recess protocols will be followed. <p>YELLOW</p> <ul style="list-style-type: none"> • Playgrounds will be open to schools during the school day. • Students should adhere to physical distancing as appropriate. • Students may remove masks when outdoors so long as physical distancing can be maintained. <p>RED</p> <ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Students will attend recess daily at their designated time. • Students may remove masks when outdoors so long as physical distancing can be maintained. • Zones have been created on the playground and in the grassy area next to the portable to maximize social distancing. (Zones: Basketball court and Gaga Pit, grassy field next to basketball court, mulch playground - Shrek & new swings with climbing structure, grassy field on hill behind Shrek playground, sidewalk and grassy areas near school building on playground, and grassy field next to portables.) • Teachers will create a grade-level schedule to share with parents with zone rotation. • The school has purchased outdoor and indoor sensory walks to promote movement and play that does not require touching or sharing of equipment. We are hopeful to have these delivered and installed by mid-September.

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	<u>A.L. Lotts Procedure for Supplies</u>
	<ul style="list-style-type: none">• We will not be utilizing communal supplies. Students will have their own individual supplies during the school day.• Any supplies used during encore will be properly sanitized before another student will utilize the same items.

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