



## Northshore Elementary School Re-Opening Practices and Procedures Fall, 2020

The purpose of this re-opening handbook is to provide detailed expectations for our students, staff, and families. The intent behind these practices and procedures is to maximize student and staff safety, ensure the highest level of educational experience possible for our students, and adhere to all district guidelines and expectations

### **Morning Arrival**

#### **District Expectations**

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.

#### **NES Plan**

Students arriving by car or bus will enter the building through the gym. Students who arrive by car will have had temperature checked in the car line and can go directly to the cafeteria for breakfast or to their classroom. General education classroom teachers' contract hours will be shifted to begin at 7:15 a.m. and end at 3:00 p.m. daily so students can enter classrooms at 7:15 a.m. Students who arrive prior to 7:15 a.m. will wait, socially distanced as possible, in hallways outside their classroom and will be monitored by staff. Students who arrive by bus will go to a temperature check station in the gym where a staff member will follow temperature check procedures. Students with a temperature of 100.4 or above will be escorted by a staff member to the clinic. Knox County policies around students with temperatures will be followed. Students must be symptom-free for 24 hours before returning to school.

## **Bathrooms**

### **NES Plan**

There will be no class bathroom visits with the exception of kindergarten. Students will be sent as needed and must wash hands when returning to the classroom. Restrooms will be monitored by staff.

## **Classrooms**

### **District Expectations**

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.

### **NES Plan**

Students will travel as a class to ENCORE, lunch, and recess. Students may travel individually to the restroom, office, clinic, and some student support services. Departmentalized core content area teachers will travel to student classrooms. Partner teachers will determine sanitization protocol and materials storage between rooms. If small group tables are present in the classroom, students will bring their own chairs and materials to the table. Teachers will wipe tables between group use. Student materials will be readily accessible from individual student desk/table areas whenever possible. Area in front of the sink with Kleenex, trash can, etc. will have large open space for students to access without risk of contamination. Student backpacks, if required by the teacher, will be hung on the back of individual student chairs. The teacher will design routines that minimize student proximity for other materials such as Chromebooks, etc. that require movement around the classroom. Materials that are shared by students throughout the day (i.e. pencil sharpeners, etc.) will be wiped down throughout the day along with other high-touch surfaces such as door handles. Student chairs/desks or tables will be spaced six feet apart in radius or as far apart as possible. Teachers may create their own classroom arrangements, though it's suggested that student desks all face forward in rows - no group configurations. Any extraneous furniture should be removed from classrooms to maximize social distancing of students. School-owned furniture can be stored - see administration for storage options. Personal furniture that isn't required should be taken home. Water fountains are closed so students should bring water bottles from home.

## **Dismissal**

### **NES Plan**

Kindergarten and 1st grade will wait in the music rooms, 2nd and 3rd grade in the cafeteria, and 4th and 5<sup>th</sup> graders in the gym, socially distanced as much as possible. Staff will monitor with walkies and send students to car line when name is called.

## **Emergency Drills**

### **NES Plan**

School-specific emergency procedures will continue during drills. Students will wear/use mask during drills if unable to socially distance.

## **Hallways**

### **NES Plan**

All staff and students will be required to wear masks when traveling in the hallway. Students can travel as a class and should be distanced as far apart as possible to still allow for appropriate supervision by teacher/adult. Students will travel as a class to lunch, ENCORE, and recess. Classes and students may move in both directions in the hallway. Students can travel independently throughout the building with a mask on but must wash hands or use hand sanitizer upon returning to the classroom. No tables or other structures in hallways.

## **Hygiene Expectations**

### **District Expectations**

All staff should wear a mask/face covering while on campus when physical distancing isn't possible and unless there is a medical condition preventing it. All students should wear a mask/face covering 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.

### **NES Plan**

Handwashing or using hand sanitizer is required for all staff and students before and after meals, after using the restroom, and when entering a new classroom space. Students will be placed at least six feet apart whenever possible. High-fives, handshakes, and hugs should be replaced with other verbal and non-verbal gestures that limit touching. Masks will be required for all staff and students when traveling in common areas such as hallways, morning arrival, dismissal. Masks should be worn in classrooms when physical distancing isn't possible. Individual plans will be created through the S-team process for any students with specific health issues. Staff with specific health issues that may prevent mask wearing should contact school administrator to develop health plan.

## **Lunch**

### **District Expectations**

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/face coverings will be provided and required during meal preparation and service. Students will wear masks/face coverings while going through the meal line. Masks/face coverings 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.

## **NES Plan**

Students will eat either in the cafeteria with their homeroom classmates or in their classroom. Students eating in the cafeteria will be separated using every other seat at cafeteria tables. Students will wear masks when going through the food line, but masks may be removed while students are eating or drinking.

## **Parent and Visitor Meetings**

### **District Expectations**

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.

### **NES Plan**

Meetings with parents and other school visitors will be held by appointment only. Regularly scheduled meetings such as parent conferences, IEP meetings, etc. will initially be offered via Microsoft Teams, Zoom video conferencing, or phone conference. In-person meetings will be offered as a last resort. All non-employee meeting participants will be required to complete a temperature scan. Visitors will wear their own or be given a mask for use in the hallway while being escorted to the meeting room. No visitors or volunteers will be allowed in the building until further notice. Any required visitors (DCS, mental health case worker, etc.) will be required to wear a mask at all times. Log in and out procedures will be strictly enforced to maintain an accurate log in the event of contamination. Visitors coming to check out a student will show ID in the front office. The child will be retrieved and brought to the visitor at main entrance. Interns will follow same protocol and policies as staff members.

## **Recess**

### **District Expectations**

Playgrounds will be open to schools during the school day. Students should adhere to physical distancing as appropriate. Students may remove masks/face coverings when outdoors so long as physical distancing can be maintained.

### **NES Plan**

Homerooms will participate in a 30-minute recess daily only with students in their own homeroom but at the same time as other classes in the grade, according to the master schedule. Grade levels will create their own rotation schedule and assign specific areas of each playground to each homeroom. All classrooms will be in their individual homeroom when weather does not permit. Students are encouraged to limit physical contact games such as tag, aggressive basketball defense, etc. Any playground materials (balls, toys, etc.) should not be shared with other classes during recess and should be cleaned once classes return to classrooms after recess. Physical distancing should be maintained as appropriate, and face masks may be removed as long as students are physically distant.

## **Temperature Checks**

### **District Expectations**

Employees will have their temperature checked each day upon arrival. Each employee should self-screen before reporting for work. Employees must be symptom-free (without the aid of symptom-reducing medication) for 24 hours before returning to work. All students will have their temperature checked upon arrival. Students with a temperature of or above 100.4 degrees will be isolated, and parents will be called to pick them up. Students should be symptom free for 24 hours before returning to school. All staff will have their temperature checked upon arrival. Staff with a temperature above of or above 100.4 degrees will return home until their temperature returns to normal. If a student or staff member measured at 100.4 or greater will be isolated for further screening and remain there until they can return home. All visitors will have their temperature checked upon arrival.

### **NES Plan**

Staff will self-screen for temperatures before entering the school daily. If a staff member's temperature is at or above 100.4 degrees, they must alert an administrator. All students will have their temperatures checked before entering the building. Students who arrive in the car line will have their temperature taken by a staff member on morning duty prior to exiting their vehicle. If a student has a temperature of or above 100.4, the student's temperature will be rechecked. If the temperature is still at or above 100.4, the student will remain in vehicle and will be taken home by parent. Staff member will document student's name on provided sheet. Students who arrive by bus will have their temperature checked at stations in the gym. Students with a temperature at or above 100.4 will go to the clinic, and Nurse Jenny will contact parents. Once a student is sent home, all KCS policies around students with possible infection will be followed. Students must be symptom free for 24 hours before returning to school.