

## 2020-21 Opening Plan for FES Families

**As of 8/27/2020**

Designated Isolation Space: **Conference Room**

### Specials schedule

- Preschool, kindergarten and first grade will have PE & Music twice a week and library once a week. To decrease the size of each classroom, students will keep their A/B groups.
- 2nd-5th will have PE & Music twice a week and library once a week.
- Art will be scheduled every 4 weeks for 4 days.
  - Monday: ½ Team A participates
  - Tuesday: ½ Team B participates
  - Thursday: ½ Team A participates
  - Friday: ½ Team B participates
- Guidance will be provided by the school counselor.

### Entry plan for arrival

- (see “Transition Plans During the Day” for social distancing in the hallway)
- **Teacher guides to classrooms**
  - Designated teachers will guide and monitor students to their classrooms while practicing social distancing. There will be a guide for students who ride the bus, K/1 entry and 2/3 entry
- **Buses**
  - Students will arrive at school wearing a face covering and continue wearing a covering as they enter the building and throughout the halls.
  - Two buses will have designated spots to stop and unload students while other buses wait
  - Each bus will have designated staff to check temperatures on the bus. Students will be dismissed from the bus.
    - Normal temperature
      - Preschool, kindergarteners, and first grade students will go into the gym from the outside doors to wait on “dots” until a staff guide can take them to their classrooms.
        - Dots will be organized by grade levels
      - Second-fifth graders will use the school entrance by the gym to walk with a guide to their classrooms
    - Above 100.4 degrees temperature
      - Student will be taken to the school nurse
      - Students will be possibly be moved to the designated isolation room
  - Circles/symbols on the sidewalk will be used to help maintain social distancing while students wait for whatever reason.
- **Drop offs: Vehicles in a single file line using yellow traffic cones as markers**
  - Since cars line up early in the morning, Mrs. Ziegler will arrive at 7:20am to begin taking temperatures of students.
  - At 7:35am students will be dropped off at the entry where the student has class. Older students may be dropped off at any entrance, but preschool, kindergarteners and first grade students should be dropped off at the first stopping point in the car loop.
  - Temperatures will be taken in the car

- Normal temperature (below 100.4 degrees)
      - After exiting the vehicle students will wear a face covering and continue wearing a covering as they enter the building and walk in the halls to their classroom.
      - Preschool, kindergarteners, and first grade students will wait on a circle/symbol on the sidewalk to be guided to their classroom by a staff member.
      - Second-fifth graders will use either entrance that is close to their classroom.
    - Temperatures 100.4 or above
      - Student goes back home with family
  - Circles/symbols on the sidewalk will be used to help maintain social distancing while students wait for whatever reason.
- **Tardies**
  - Nurse Melissa or front office staff will take student temperatures outside before student enters FES
    - Temperatures 100.4 or above
      - Student goes back home with family
    - Temperature is normal
      - Students will wear a face covering and continue wearing a covering as they enter the building and throughout the halls to their classroom.

#### Exit plan for dismissal

- **Buses**
  - Staff on duty and procedures:
    - Students will leave the classroom wearing a face covering and continue to wear it until they arrive home.
    - However buses line up at the end of the day that is how students will be dismissed from the classroom (first to last).
    - Depending on the number of students who ride each bus will dictate whether one or two buses are announced at a time.
    - Staff will radio the front office for dismissal of students and monitor outside social distancing. Front office staff will call buses over the intercom. Staff will monitor the hallways (support social distancing and answering questions). All classroom teachers release students when the announcements are made. Teachers need to stand at their door w/o distractions to monitor students in the halls and to be aware of any announcements.
    - On the sidewalk students will walk on “dots” to social distance
- **Pick-ups:** Double lines of cars
  - Vehicles will be issue dashboard cards that states student name(s) for pick-up
  - Students will leave the classroom wearing a face covering until they are in their vehicle to go home.
  - Staff will walk students to their car even if it is not the first car in line. As long as the cars are at the sidewalk (double lines) students may be placed in the car.
  - All cars will need to wait for the car in front of them to move forward (no passing). After the original list of students has been called, then students will be called from classrooms as families pull up.

#### Breakfast plan

- **To Go Meals**
  - Breakfast will be eaten in each classroom

- Eating area will have been sanitized the evening before or the morning before students and teachers arrive to school
- Students and teachers will sanitize hands before eating and after
- One food choice
  - Along with the main breakfast of the day place an additional granola/cereal bar in each bag
  - Students who are tardy
    - Front office staff will notify the cafeteria staff, so a staff member can deliver the breakfast to the classroom
  - Pre-packaged utensils and napkins will be in each To Go Meal
- **Management**
  - Between 7:15-7:30am cafeteria staff will deliver To Go Breakfast to each classroom
  - Students will eat breakfast before 8:15am.
  - Staff will help with clean up in the classrooms and dispose of any food items
    - Wipe tables and chairs
      - Lysol wipes
      - Pick up items or clean spills on floor
    - Empty trash cans and replace trash bags if necessary

#### Lunch plan

- **To Go Meals**
  - Food will be eaten in each classroom unless the teacher makes arrangements ahead of time to eat outdoors picnic style on the grass/sidewalk
  - Two food choices
    - Hot lunch or PB & J cold lunch
    - Students who are tardy
    - Pre-packaged utensils and napkins will be in each To Go Meal
- **Management**
  - Before food is delivered, teachers and students will sanitize their hands and eating areas
  - Certain staff members will be assigned “lunch duty” to assist students in their classroom and/or to provide a short break for the teacher
  - Cafeteria staff will deliver lunch to each K-5 classroom
    - Kindergarten @ 11:00am
    - First grade @ 11:15am
    - Second grade-fifth grade @ 11:45am
    - FES preschool @ 12:10pm
      - Some students will eat in the cafeteria and others in the classroom
      - Custodian will clean cafeteria
    - Headstart @ 12:15pm
      - Headstart will have the choice to split students to accommodate social distancing
      - Custodian will clean cafeteria
  - After lunch students and staff will dispose of trash in a larger trash can due to the volume of styrofoam and plastic containers.
  - After lunch students and teachers will sanitize their hands and staff will sanitize eating areas
  - Staff will help with clean up in the classrooms and dispose of any food items
    - Wipe tables and chairs
      - Lysol wipes
    - Pick up items or clean spills on floor

- Remove trash

## Bathrooms

- **Use**
  - Students will wear the face covering from the classroom to the bathroom and back to the classroom
  - Classroom and hallway bathrooms will be permitted
  - One student uses the restroom
    - If a student walks in the bathroom while someone else is in the restroom, he/she should turn around and wait outside the door on a dot/symbol.
    - Teachers will need to allow for flexible bathroom breaks to avoid many students using the restroom
  - Signs will be posted in the bathroom to remind individuals to wash their hands.
- **Cleaning**
  - Lysol wipes will be provided in each staff bathroom. Staff are asked to wipe surfaces that they have touched such as toilet handles, sink handles, door knobs, etc. This allows custodians to have more time to focus on student restrooms.
  - Since Lysol wipes will be provided in each classroom, teachers and instructional assistants can also wipe surfaces in the classroom bathrooms. This is not deep cleaning, however, it provides a layer of prevention.
- **Deep cleaning**
  - Every Wednesday the bathrooms will be sanitized/fogged
  - Monday, Tuesday, Thursday and Friday
    - Mid-day cleaning/fogging: All bathrooms cleaned during grade level specials or outside recess. This includes Headstart.
    - After school cleaning/fogging: Preschool, K/1 and staff bathrooms by Mr. Brown. Staff, 2nd/3rd, and washroom bathroom by Mr. Kirby.
    - Before school cleaning/fogging: Front office, kitchen, 4th and 5th grade hall bathrooms by Mr. Smith

## Transition plans during the day

- **Transitioning from the classroom to the hallway:** Students will wear a face covering in the halls. Each teacher will create a system in the classroom to line students up to transition to an activity outside of the classroom.
  - For example from the classroom door dots are placed 6' a part or students are only allowed to leave the room when signaled by the teacher.
- **Hallway social distancing:**
  - On the floor there will be two lines of dots/symbols down each hallway. Each will be 6' a part.
  - Having two lines allows individuals to pass on the other side of a line of students.
  - If two classes are looking to go down the same hall in which they would pass one another, staff are asked to hold one class at the end of a hall or in the classroom while the other class proceeds. The FES school community needs to be vigilant about who enters the hall and which way that person(s) is going.
- **Transitioning for specials:**
  - Students will wear face coverings in the halls as they walk in the halls.
  - Classroom teachers will be responsible for picking up students from specials.
  - Special teachers will be responsible for picking up students from the class to take to specials. This should reduce 50% of the traffic flow in the hallways.
- **Transitioning from outside:**

- Each teacher will create a system that separates students by 6' in order to line up for transitioning back into the classroom. (noted under "Recess")
- Students will wear face coverings in the hall.

### Recess

#### ● **Inside**

- Students wash hands before and after activities
- Designated areas to (space 6' a part)
  - Classroom, hallways, or available space
    - Play Kahoots, individual technology games, word guess, charades, pictionary, draw, build
  - Gym
    - Playing kickball, soccerball, 2-3 students shooting basketball and/or throwing a football
    - 6' distance in hula hoops or designated for students to socialize, read, draw, use technology, etc

#### ● **Outside**

- Students wash hands before and after activities
- Students will wear a face covering in the halls.
- Schedule
  - Within a grade level students may participate in similar activities as long as social distancing is occurring
  - Teachers will make decisions on what ground space to use based on the number of grade levels outside. On the master schedule recess is staggered. Teachers must communicate their observations and needs to one another in order to create equitable recess time on equipment and at certain areas on the campus. Teachers can flip flop recess to before lunch if this can support social distancing and the administration is informed of the change.
- Possible non-contact activities to play (not an exhaustive list)
  - Playing kickball, soccerball, 2-3 students shooting basketball and/or throwing a football
  - Relay races that do not involve touching a hand to signal go and keep 6' in between
  - Walking the nature trail or the track while keeping 6' a part
  - 6' distance in hula hoops or designated for students to socialize, read, draw, use technology, etc.
- Playground equipment
  - Playing on different pieces of equipment
  - The second shift custodian will clean the equipment each day except Wednesdays
- Each teacher will create a system that separates students by 6' in order to line up for transitioning back into the classroom. (noted under "Transition plans during the day").