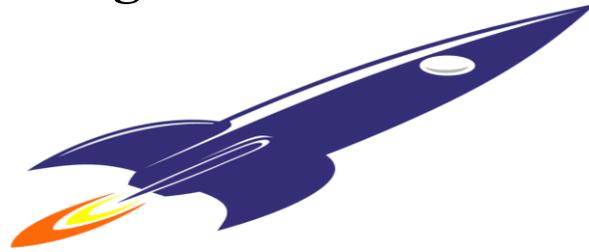


# Riley Elementary School “Getting Back on Track” Plan



The following plan has been developed to position Riley Elementary School for a safe transition back to school for our students and staff. The elements of this plan reflect the work of a representative committee of corporation employees that are responsible for the safety of children and fellow employees. The plan reflects guidance by the Indiana Department of Education, County and State Departments of Health, as well as state and local school superintendent meetings.

The items listed are examples in order for you to understand the category. Please only explain points that apply to your school for in-person learning

## **Prevention Measures and Precautions**

- Registration - Only those new to Riley will be allowed to come in for registration, appointments will need to be scheduled with the school secretary. All others will need to complete the process on-line.
- Transportation to school. All students are required to wear masks when riding the bus. Assigned seating will be in place.
- Bus Arrival - Students will remain on the bus until dismissed one at a time by the principal. Students will be dismissed from buses beginning at 8:35. Buses will now use the parking lot at the front of the building for drop off and pick up. Students will enter Door 1.
- Parent Drop Off - Student Drop Off and Pick Up will continue to be in the main parking lot, enter off of Glenwood St. Please follow the one lane traffic and use traffic lanes painted on the pavement. Students must not be dropped off prior to 8:35 in order to socially distance. At 8:35, students whose parents are parked along the front of the building will be able to exit their cars, parents need to remain in cars.
- Entering the building

- Hand sanitizing stations will be available at Riley Elementary School at the following locations, Doors 1 and 7.
- Signage - Will be available upon entering the building.
- Procedures - Students will enter, sanitize, and get a pick up and go breakfast to take to class. Students will also sanitize before and after eating breakfast in their classrooms.
- Building Signage
  - Visitors - Will be located at the building entrance. Parents and volunteers will not be allowed in the building.
  - Signs encouraging social distancing - Will be located throughout the school.
- Hallway traffic
  - Split hallways - Students will walk on the second tile in line down the hallway in a clockwise direction, stairways will be used in the same manner. Hallways and stairways will be marked for social distancing.
- Breakfast
  - Procedures - Students will get a pick up and go breakfast and milk upon entering the building. They will eat in their classrooms.
  - Hand washing - Students will sanitize hands when entering the building, and will sanitize again before eating and after.
- Protective face coverings are required by community leaders and health professionals due to their effectiveness in increasing the safety of others. Protective masks are necessary at Riley Elementary School when social distancing is not possible. Students will be provided with one mask and a lanyard to keep their mask on to prevent them from becoming lost. Parents are responsible to provide additional masks (must be school appropriate). Students should carry a mask in their backpack to use on the bus, they can use their school issued mask while here during the school day.
  - Students will be given mask breaks, when students are seated in rows and facing forward, they will be allowed to take masks off.
  - Exemptions to the above requirements are as follows:
    - Food Consumption: while eating and drinking
    - Faculty/Staff Areas: Faculty and staff while working together in a room, office, or place where social distancing of 6 feet or more from each other may be maintained. This does not apply to when staff is preparing food or meals.
    - Classroom settings: When classrooms are arranged for students to be six feet or more apart at all times. When the teacher can be six feet or more away from students, the teacher does not have to wear a face covering.

- Recess: When social distancing of six feet or more can be maintained, face coverings are not required.
- Extracurricular Activities/Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and any other personnel when engaged in strenuous physical activity or can maintain social distancing of six feet or more.
- Some students may be medically exempt from wearing protective face coverings. Any student who has a condition that impacts their ability to wear a protective face covering will need to contact the school principal to document a modification to the face covering requirement. It may be that the parent/student will be advised to choose the online option to ensure the safety of the student and the school environment.
- Lockers - Students will not use lockers, but will keep a backpack at their seat.
- Classroom Seating and Room Configuration
  - Students will be seated in rows facing one direction if class size permits.
  - Pods of desks will not be utilized when necessary.
- Five Sanitation Stations and/or hand solution are available at Riley Elementary School.
- Hallway Traffic - Will be limited, students will wear masks, and will travel on the second tile in a clockwise direction.
- Alternative building entrances and exits - Students who are dropped off and picked up will enter and exit either Door 1. Bus students will utilize Door 7.
- Student lunch - Each grade level will have 30 minutes for lunch. There will be room for students to be adequately spaced while eating. Students will receive a prepackaged hot or cold lunch, if they do not bring one from home. We will not have share tables or food donations.
- Staff lunch - Staff will have a 30-40 minute lunch break. They will then cover one recess for their class.
- Holiday parties and Birthday Treats - Parents are welcome to send a healthy packaged treat to celebrate their child's birthday. Holiday parties will be decided the week of Halloween, Winter Break, and Valentine's Day.
- Restrooms
  - Procedures - a class will go one at a time to take restroom breaks. Masks will be worn.
  - Limitations on number of students at one time - only 3 students will be allowed to enter the bathroom at a time. Masks will be worn.

- Safety drills - at Riley Elementary School will still occur as required by state accreditation standards, but will look different in the pandemic time period. We will drill by grade levels when necessary.
- Nurses Station - Teachers will call the Nurse or Health Assistant if a student is not feeling well. The nurse or assistant will then take the students temp with a touchless device, and assess whether they are sick or not.
  - If they are ill or have cuts, bloody noses, etc., but are not exhibiting Covid symptoms, they will be sent to Nurse's Office A (the conference room).
  - If a student exhibits covid symptoms, they will be sent to Nurse's Office B (original station) until they can be picked up by a family member. The Office will be cleaned immediately following.
- Drinking Fountains - Water fountains are considered high touch areas and will be closed during the active pandemic. Riley Elementary has one bottle filling station, but a button must be pressed to fill and cannot be used. We are requesting two touchless bottle filling stations for the school. Parents are encouraged to send a bottle of water with their child each day.
- Media Center - The librarian will read a story to the class while all are socially distanced. Classes will be allowed to check out books. Upon leaving the library, there will be enough time to sanitize surfaces before the next class is allowed to come to the library. When books are returned, they will sit for three days prior to reshelving.
- Classroom Supply Lists - there will need to be flexibility with class supply lists, they will remain the same
- School assemblies will be put on hold during the pandemic time period.
- Visitors & guests will be significantly reduced in Riley Elementary School. Only essential guests and visitors will be permitted in the building during the school day. The principal must approve any guests/visitors ahead of time.
  - Visitors will be required to check in the office as normally required in addition to conducting a self-assessment. Any guests/visitors who are approved to be in the building must wear masks.
  - If a parent needs to drop off or pick up their child outside of our drop off and pick up times, they can sign their child in at a station in the vestibule. Parents should not enter the building.
  - If a parent needs to drop an item off for their child, they can leave the item in the vestibule with a check in sheet explaining who it is for and what grade.
- Contractors - Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building.

- After-School Clubs - Will be held if a safety plan can be developed.
- Field Trips - Will be done virtually.
- Student Attendance
  - Any student absence related to symptoms of COVID will be recorded as “Excused.” If a student is not ill, but must quarantine due to circumstances related to COVID, the absence will be excused. Please keep in mind that the student is still required to complete any virtual classwork assigned by the teacher.
  - A virtual/remote option is being developed in which students will be required to participate as a part of their daily attendance.
  - Tardies that occur as a result of social distancing efforts and circumstances related to COVID will not be counted against a student.
  - There will not be perfect attendance awards during the 2020-2021 school year. Riley Elementary School encourages full participation in all virtual learning and available online activities, but does not want to cause students/parents to feel physical attendance is necessary when possibly not feeling well. We need to err on the side of caution and believe perfect attendance awards may be counter productive towards the goals of COVID prevention measures.
- Specials Procedures - Students will attend all specials, P.E, Art, Music, PLTW, Library, and Counselor, with PPE. Students will be socially distanced, there will be a shortened time to allow for cleaning surfaces.
- Parent Pick Ups - At 3:17, students will be dismissed to the cafeteria where they will be socially distanced. Parents will enter the parking lot by way of Glennwood St. for student pick up. Parents must stay in their cars during pick up. Parents will be given a name tag to be placed on their dashboard so that we can radio in for your child. Students will exit Door 1.
- Bus Dismissal - Students will be dismissed by bus at 3:20, they will wear masks, students will exit Door 7.
- Walkers - Will exit from Door 1 with car riders.

## **Personal Protection Equipment**

- Staff and students will wear protective masks as much as reasonably possible throughout the day.
- Guests will be asked to wear masks when entering areas where students and staff are located.
- Masks will be available for students and staff.
- Latex gloves will be worn by serving and custodial staff

### **Social Distancing**

- Staff will attempt to socially distance students when possible. When feasible, students stay six feet apart during class, restroom breaks, lunches, etc.
- The cafeteria will be utilized as social distancing guidelines permit.
- Alternate settings for lunch will be utilized as necessary.
- Student classroom desks and seats will face the same direction in the classroom if student numbers allow it.
- Student classroom desks and seats will be spaced six feet apart or as far apart as possible to accommodate all students.
- Seating charts will be in effect for purposes of tracing contacts should Covid cases surface in the school.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Parents and visitors will be asked to use email and/or telephone rather than in person.
- Parents will be asked to consider transportation of their children or allow them to walk to school, if viable options.
- Daily schedules will be revised to reduce student movement.
- Online classes will be available for specific students.
- Primary grades will reduce movement where possible.
  - Students will travel to specials classrooms. Specials will have a shortened instructional time, and will include a clean-up time.
- Directional hallway and stair travel where possible.
- Locker use/visits will be minimized.

- Modified seating will be arranged in the cafeteria to distance students as much as possible.
- Seating charts will be adhered to for contact tracing purposes.

### **COVID-19 Screening**

- Staff will take a personal survey when reporting to work each day.
- Students/parents will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Students/staff who are in a “high risk” category will be provided alternative programming opportunities.
- Classroom guests/visitors will not be allowed in buildings
- Students and staff will be formally excluded where applicable

### **Cleaning/Disinfecting**

- Facilities and equipment will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.
- Water fountains will be out of service and off limits, except for hands-free bottle filling stations.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on Covid 19 hygiene practices to reduce risk to themselves and others
- Classrooms and departments will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be suspended until further notice.
- School provided lunches and snacks will consist of prepackaged food.

### **Professional Development**

- Staff will be trained on attendance procedures for calling off
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.

- Posters reinforcing Covid hygiene practices will be displayed in prominent areas for students and staff
- Families First Coronavirus Response Act posters will be displayed in staff workrooms
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas
- Parents will have access to resources on hygiene suggestions, Covid 19 exposure and positive case reporting.
- Students will be taught hygiene tips and practices.