Crichfield Elementary School

“2020 Back on Track” Plan

TEAM Up, Cougars!

Together Everyone Achieves More!

The following plan has been developed to position Crichfield 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.

Prevention Measures and Precautions

- Registration - New student registration will be available by appointment, all returning students will need to complete the process on line.
- Back to School Night - A virtual back to school night will take place, including a welcome by principal and outline of expectations from teachers. Possible meet and greet with teachers for preschool, kindergarten and new students.
- 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 by staff. Bus riders will enter through two doors. Half of the bus riders will enter door #1; the other half of bus riders will enter door #12.
- AM Parent Drop Off - Students will not be dropped off prior to 8:35. Students can begin entering door #3 at this time as dismissed from cars by staff. Parents must stay in their cars.
- Entering the Building
  - Hand sanitizing stations will be available in Crichfield Elementary School at the following locations, doors 1, 3 & 12.
  - 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 eat breakfast in their classrooms.
- Building Signage
  - Visitors - will be located at the building entrance. Parents and volunteers will not be allowed in the building beyond the foyer/front office. Student and item pick up/drop off will take place in the school foyer. Students will be picked up and/or dropped off at this point.
○ Signs encouraging social distancing - will be located throughout the school, as well as spacing markers and traffic flow patterns will be designated.

● Hallway Traffic
  ○ Split hallways - Traffic will be limited. One ramp will be designated for upward traffic and one for downward traffic. Hallway traffic will be designated to flow in opposite directions on each side of the hallway.
  ○ Masks will be worn while traveling in hallways

● Breakfast Procedures
  ○ Students who opt to eat at school will get a pick-up-and-go-breakfast upon entering the building. Students will eat in their classrooms

● Hand Washing/Sanitizing
  ○ Students will sanitize hands when entering the building, classrooms, and will sanitize again before and after eating.

● 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 Crichfield Elementary School when social distancing is not possible. Students will be provided with one mask and lanyard. Parents are responsible to provide additional masks (must be school appropriate).
  ○ 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.
  ○ Pods of desks will not be utilized.

● Alternative Learning Spaces
  ○ Students participating in small group instruction will be grouped with only their classmates and/or spaced appropriately
  ○ Masks will be worn during all small group instruction.

● Sanitation Stations and/or hand solution is available at Crichfield Elementary School.

● Alternative building entrances and exits have been established - Students who are dropped off and picked up by car will enter and exit at door #3. Bus riders will enter and exit through two doors: half of the bus riders will enter and exit at door #12, the other half of bus riders will enter and exit at door #1.

● Student Lunch - One class per grade level will be allowed to eat in the cafeteria each day on a rotating schedule to maintain distancing guidelines. The other students will eat in their classrooms. Students will receive a prepackaged hot or cold lunch, if they do not bring one from home.

● Restrooms
○ Limitations on number of students at one time - only 4 students will be allowed to enter the bathroom at a time.
○ Masks will be worn.

● Safety drills at Crichfield 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 instead of the entire school.

● Nurse Station - The nurse or health assistant will be contacted when a student is presenting to have a temperature. If a student exhibits COVID symptoms, they will be isolated from other students being cared for by the nurse and other ill students will be taken to a different area (small conference room) until the student is picked up and the station is cleaned appropriately.

● Drinking Fountains
  ○ Water fountains are considered high touch areas and will be closed during the active pandemic. Automatic water bottle stations are available. Parents are encouraged to send a labeled, reusable water bottle with their child each day.

● Masks will be worn by teachers and staff while in contact with students and other staff. Protective shields may be worn during certain circumstances like whole-group instruction when students are appropriately distanced.

● Media Center
  ○ Procedures - The librarian will read a story to the class. 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 a minimum of 24 hours prior to reshelving.

● School assemblies will be put on hold during the pandemic time period.

● Visitors & guests will not be allowed at Crichfield Elementary School at this time. Only corporation employees and contracted services will be permitted in the building during the school day. The principal must approve any guests/visitors ahead of time.
  ○ Anyone entering the building will be required to check in the office as normally required in addition to conducting a self-assessment. All who are approved to be in the building must wear masks.

● Contractors
  ○ Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building. Masks must be worn while in the building.

● Dismissal Procedures - Students will be dismissed to their bus by intercom, with one bus departure per door. Students will remain in their classrooms until dismissed by staff. Half of the bus riders will exit door #1; the other half of bus riders will exit door #12. Students being picked up by car will be seated in the gym (distanced) and released in small groups (up to 10 cars) to their car via door #3. Only 8-10 carloads will be called at a time to maintain distancing safety and monitor student dismissal. All drivers must remain with their cars for pick up.

● After-School Clubs - Will not be held for the first nine weeks. This will be reassessed at the end of the first grading period.

● Field Trips - Will be done virtually until further notice
• 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. Crichfield 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 counterproductive towards the goals of COVID prevention measures.

• Specials

○ Procedures - Students will attend all specials, wearing masks when distancing is not an option. Lesson time may be shortened to allow for cleaning of materials.

• Bus Dismissal - Students will be dismissed to their bus by intercom, with one bus departure per door. Students will remain in their classroom until dismissed by staff. Half of the bus riders will exit door #1; the other half of bus riders will exit door #12.

○ Parent Pick-Up Dismissal - Students being picked up by car will be seated in the gym (distanced) and released in small groups (up to 10 cars) to their car via door #3. Only 8-10 carloads will be called at a time to maintain distancing safety and monitor student dismissal. All drivers must remain with their cars for pick up.

Personal Protection Equipment

• Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day.

• All staff/contracted workers 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.
• Student classroom desks and seats will face the same direction in the classroom.
• 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 providing transportation of their children if it is a viable option.
• 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.
• Modified seating will be arranged in the cafeteria to distance students as much as possible.

COVID 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 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 meals will consist of prepackaged food.
● Birthday treats must be individually packaged and follow the Corporation Healthy Snack guidelines

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 exposure and positive case reporting.
● Students will be taught hygiene tips and practices.