Hailmann Elementary School

“Getting Back on Track” Plan

The following plan has been developed to position Hailmann 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 - Only new students 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 online.

Back to School Night - This will be done virtually. There will be a possible outside meet and greet with Pre-K and K students and teachers.

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 enter Door # 6

Parent Drop Off - Students will not be dropped off prior to 8:35. Students can begin entering at this time. Students and parents must stay in their cars until 8:35. Parents will not be allowed in the building during arrival time.

Entering the building
○ Hand sanitizing stations will be available in Hailmann Elementary School at the following locations, *Doors:*
○ 1, 4, 5, 6, 7.
○ Signage will be visible upon entering the building.
○ Procedures - Students will enter, sanitize, and pick up a breakfast to take to class. Students will eat breakfast in their classrooms.

**Building Signage**
○ Visitors - Parents and volunteers will not be allowed in the building. Parents should call and arrange for someone to meet you at the door or schedule an appointment to be approved by the Principal.
○ Signs encouraging social distancing - will be located throughout the school.

**Hallway traffic**
○ Hallway traffic will be scheduled and minimized throughout the day. Masks will be worn and social distancing will be practiced when walking through the hallways.

**Breakfast**
○ Procedures - Students will pick up breakfast upon entering the building. They will eat in their classrooms.
○ Hand washing - Students will sanitize hands when entering the building, before and after eating, and throughout the school day as appropriate.

**Protective Masks**
○ 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 Hailmann Elementary School when social distancing is not possible. Students will be provided one mask. Parents are responsible for providing 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, backpacks will be kept at their desks.

Classroom Seating and Room Configuration
- Students will be seated in rows facing one direction.
- Pods of desks will not be utilized

Alternative learning spaces
- The Facilitator Scheduler will be used to reserve alternate learning areas. Cleaning protocols will be followed each day for cleaning these areas between uses.
- Sanitation Stations and/or hand sanitizers are available at Hailmann Elementary School.

Hallway Traffic
Hallway usage will be limited, students will wear masks, and practice social distancing.

Alternative building entrances and exits - Doors will open at 8:35 at the following locations:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Arrival</th>
<th>Depart/Walkers</th>
<th>Depart/Bus</th>
<th>Door #</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>9:00 AM 12:30 PM</td>
<td>11:30 AM 2:45 PM</td>
<td>No bus for Preschool</td>
<td>4</td>
<td>Kazmierzak Schultz</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>8:35</td>
<td>3:10</td>
<td>3:15</td>
<td>1/Walkers 6/Bus</td>
<td>Teachers Assistants</td>
</tr>
<tr>
<td>First</td>
<td>8:35</td>
<td>3:15</td>
<td>3:20</td>
<td>5/Walkers 6/Bus</td>
<td>Teachers Special Tch</td>
</tr>
<tr>
<td>Second</td>
<td>8:35</td>
<td>3:15</td>
<td>3:20</td>
<td>5/Walkers 6/Bus</td>
<td>Teachers Special Tch</td>
</tr>
<tr>
<td>Third</td>
<td>8:35</td>
<td>3:15</td>
<td>3:20</td>
<td>7/Walkers 6/Bus</td>
<td>Teachers Ash Trumble</td>
</tr>
<tr>
<td>Fourth</td>
<td>8:35</td>
<td>3:15</td>
<td>3:20</td>
<td>7/Walkers 6/Bus</td>
<td>Teachers Counselor Principal</td>
</tr>
</tbody>
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**Student Lunch**
- Students will eat in their classrooms and alternate one to two times a week in the cafe. They will be supervised by assistants during lunch.

**Staff lunch** - Staff will have a 30 minute lunch break. They will then cover one recess for their classes.

**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
● Safety drills at Hailmann Elementary School will still occur as required by state accreditation standards, but will look different in the pandemic time period. - We will social distance during and after the drill takes place.

Nurse Station
● If a student has any of the COVID symptoms, the teacher will call the nurse and she will respond to that classroom for a temperature and symptom check. She will determine if the student has met the requirements to be isolated. If the student demonstrates symptoms, the nurse will isolate them in her office and call parents to pick up the child. After the child is gone, the station will be cleaned appropriately.

Drinking Fountains
● Water fountains are considered high touch areas and will be closed during the active pandemic. Water bottle stations will be provided in each building. Parents are encouraged to send a bottle of water with their child each day.

Masks
○ Masks will be worn by teachers and staff while around students and other staff. Protective shields may be worn
during certain circumstances such as whole-group instruction.
○ Staff will wear protective masks when around students and other staff.
○ Face shields can be utilized when providing small group instruction.

**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 week prior to reshelving.

**Classroom Supply Lists**

○ Update lists - Lists will be updated and shared on our school site and Facebook account.

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

**Visitors & guests** will be significantly reduced at Hailmann 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 a mask.
○ Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building.
○ Parents are encouraged to call the office or use email for communicating with the teachers. Handwritten notes are discouraged.

**Dismissal Procedure**

<table>
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**After-School Clubs**
Will not be held for the first nine weeks.

**Field Trips**
○ Will be virtual only.

**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. Hailmann 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 specials with PPE, and for a shortened time to allow for cleaning surfaces.

Bus Dismissal

Students will wear masks in the hallway and on the bus

Parent Pick-Up Dismissal

Students will wear masks during dismissal.

Personal Protection Equipment

● Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day.
• Approved guests will be asked to wear masks when entering the school.

• 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.

• 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.
  
  o 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.
● 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.