Handley Elementary School
“Back on Track” Plan
Stronger Together

The following plan has been developed to prepare Handley 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

Personal Protective Equipment: To increase safety and precaution measures, protective face coverings are required by staff and students when social distancing is not possible. (See list below of mask wearing exemptions.) Students will be provided with one mask. Parents are responsible to provide additional masks if desired. *Staff may wear a protective shield during certain instructional circumstances.

Exemptions:
1) 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.
2) Students are exempt while eating or drinking.
3) Classroom Settings: Students are exempt from mask wearing when they are in classrooms six feet or more apart. When the teacher can be six feet or more away from students, the teacher does not have to wear a face covering.
4) Recess: When social distancing of six feet or more can be maintained, face coverings are not required.
5) Extracurricular Activities/Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and any other personnel are exempt when engaged in strenuous physical activity or can maintain social distancing of six feet or more.

Entering the building:
- Hand sanitizing stations will be available at entryways.
- Students will enter the building with a mask and sanitize before going to class.
- Visitors will use the call button Door 1 to access the office.
**Visitors/Guests:** Visitors will utilize the call button at Door 1 to communicate with the office. Only essential guests and visitors approved by the principal will be permitted in the building during the school day. All approved visitors will be required to complete a Covid-19 self-assessment and wear a mask in the building.

Contractors and outside workers are required to check in with the corporation Maintenance Office to be screened before entering the building.

**Building Signage:** Signs regarding social distancing and personal hygiene will be located throughout the school.

**Safety Drills:** These will be completed as required by the state either by grade level or by school depending on the ability to socially distance.

**Nurse’s Station:** A student exhibiting covid symptoms will be monitored in a supervised isolated area until a parent/guardian can pick him/her up. The nurse’s station will be cleaned according to guidelines after each use.

**Drinking Fountains:** Touchless water bottle stations will be provided in each building. Parents are encouraged to send a bottle of water with their child each day.

**Field Trips/Extracurricular Activities:** There will be no extra-curricular clubs or activities for the 1st nine weeks. This will be reassessed after the first grading period. Virtual field trips may take place. There will be no off-campus field trips until further notice.

**Registration:** Only new students will need to come to Handley to complete registration paperwork. All returning students will complete the process online.

**Open House:** This will be done virtually. A video will be created and shared on Handley’s webpage (www.lpcsc.k12.in.us/handley) and facebook page (Handley Elementary School). An outdoor, brief Meet-and-Greet for Pre-K, K and new students will be scheduled with classroom teachers.

### DAILY ROUTINES

**Arrival:**
- **Parent Drop Off:** Students will begin unloading cars at 8:35 a.m. and report directly to class. Parents must stay in their cars. Multiple entry doors will be used to allow better student flow and social distancing opportunities. Students should have their mask on as they exit their vehicle.
- **Walking Students:** Students should arrive no earlier than 8:35 a.m. and follow social distancing guidelines. Multiple entry doors will be used to allow better student flow and social distancing opportunities. Students should wear their mask upon entering school grounds. Adults walking children to school can escort students to school grounds/designated sidewalk area and are not to go further, as this area will be congested during this time.
• **Bus Arrival:** Busses will be dismissed one bus at a time using assigned entry doors. Students will remain wearing their masks as they exit the bus and enter the building.  
• Students will use hand sanitizer as they enter the building.

**Hallway Traffic:** Traffic in the hallway will be limited. Masks are required when traveling in the hallway. Directional floor markings will be utilized for proper traffic flow.

**Breakfast:**
• A grab-and-go breakfast will be provided upon entering the building each morning for those that are interested. Students will eat breakfast in their classrooms.  
• Students will sanitize or wash their hands before and after eating.  
• Food service personnel and custodians will wear required PPE per food service and custodial guidelines.

**Classroom:**
• Students will be seated in rows facing one direction. Desks will be spaced apart as much as the classroom size will allow.  
• In the classroom, students will remain with only their classmates. Grouping will take place with students from the same classroom only. Throughout the day, exposure to students in other classrooms will be greatly limited.  
• Masks may be required based on the activity and ability to social distance.  
• Seating charts will be in effect for purposes of contact tracing should COVID cases surface in the school.

**Student Desks:** Student desks will be disinfected daily.

**Alternative Learning Spaces:** Students participating in small group instruction will be grouped with only their classmates and spaced appropriately. Masks will be used for all small group instruction.

**Restrooms:**
• Classes will visit restrooms one at a time to take restroom breaks. Masks will be worn.  
• The number of students in the restroom at one time will be limited depending on the size of the restroom.  
• Paper towel dispensers will be installed at each restroom.

**Lunch:** Students will eat lunch at an assigned seat in the cafeteria while following social distancing guidelines. Two students will eat at each table and be spaced 6 feet apart. Students will be provided multiple choices for lunch or can bring a lunch from home. Lunch personnel and custodians will wear required PPE per custodial and food service guidelines.

**Recess:** The playground will be divided into three areas. Classes will be assigned an area each day to play. Students will wear their mask to recess. Students will wash or sanitize their hands before going out and as they enter the building.

**Specials:** All specials will take place in their specials classroom. **Students will wash/sanitize their hands before and after all specials.**  
• **Art-** Students will be required to wear their mask during art.
- **Counselor** - Our counselor will visit each classroom to present her curriculum. Social distancing and masks will be used as needed.
- **Library/Media Center** - Classes will be allowed to check out books. When books are returned, they will be placed in a sealed container for a period of time prior to reshelving according to required guidelines.
- **Music** - Students will face one direction and be spaced out to meet social distancing guidelines.
- **Physical Education** - Students will be spaced out to meet social distancing guidelines. Any shared equipment will be cleaned between usage.
- **Project Lead the Way** - Students will be required to wear their mask during PLTW.

**Dismissal:**
- **Parent Pick-up:** Adults should remain in their vehicle at all times and follow Handley’s drive-thru dismissal route. A teacher will radio staff members when a student’s vehicle is entering the pick-up zone so the student can make their way to their vehicle.
- **Walking Students:** Students will exit the building and meet any parents at the designated area at the edge of school grounds/sidewalk area.
- **Bus Dismissal:** Students will exit the school with their mask on and board their bus. Students will sit in their assigned seat.

**PERSONAL PROTECTIVE EQUIPMENT**
- Staff and students will wear protective masks/face shields 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.
- 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, Remind, and/or telephone rather than communicate with staff 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 and exposure among classes.
- Online classes will be available for specific students.
- Primary grades will reduce hallway movement where possible.
- Hallway Traffic
  - Students will walk on the right side of the hallway in a line with their class.
  - Arrows directing hallway traffic will be located on the hallway floors.
  - Teachers will attempt to provide social distancing between classes in the hallways.

**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.