Overview: KHES is dedicated to the safety of all students, employees, and those who enter our school. Policies and procedures have been put into place for the optimal safety of all. In this everchanging, new reality that we live in, it is our responsibility as adults to protect our children and ensure the highest level of health and safety. Several changes to our daily procedures have been made. *The following plan takes into consideration the policies and requirements of the LPCSC as determined by city, county, state, and national guidelines.*

Please note that the entire school has been cleaned from top to bottom. Our custodial staff takes cleaning very seriously and they have worked exceptionally hard to provide optimally safe learning conditions for KHES.

We look forward to returning to school when given the opportunity. It has been difficult for not only students to be without their teachers, but equally difficult for our staff to be without their students. Through all of the challenges, we will persevere.

Sincerely,

Amy Kosior

Amy Kosior
Principal, KHES
Prevention and Precautionary Measures

- Parents will have an opportunity to commit to online learning for their child should they choose.
- Parents and visitors will not enter the school beyond the foyer.
- Daily schedules will be revised to maximize prevention.
- Student registration will take place using the online forms or by appointment only. Materials will be made available at the main entrance of the school.
- Open House/Back to School events will not be conducted in person. Alternatives are under consideration at this time.
- School assemblies will be avoided.
- After school clubs will not be held during the first 9 weeks.
- Field trips will be postponed, but could occur virtually.
- New arrival time for all students will be 8:35am. This change is due to elimination of breakfast in a large group in the cafeteria. Further details will be shared.

**Entrance into the building will not be permitted before 8:35am. Parents may not drop off early.**

- Students will enter the building through front door #1 (walkers/cars or door #11 if riding a bus). Busses will dismiss one at a time.
- Students will go directly to classrooms upon entering at 8:35am.
- Breakfast will be provided while in the classroom.
- Breakfast will no longer be served in the cafeteria.
- Tardy bell rings at 9:00am. (*After 9:00am, parent sign in is required*)

- Gathering outside of the main entrance to retrieve a student will not be permitted. Parents must remain in their cars and staff will escort students to the car in the waiting line.
- Student lockers will be used for personal items with spacing.
- Hallway traffic will be minimized using optimal patterns.
• Safety drills required by the state will still be conducted using distancing protocol.
• A new touch free water bottle refill station will be installed.

Personal Protection Equipment

• Staff, students, and any person entering the school building will wear protective masks/face shields. Students and staff will wear PPE as much as reasonably possible throughout the day.
• Masks will be available for students and staff.
• Latex gloves will be worn by kitchen and custodial staff.
• Students will be allowed to have a personal water bottle for hydration, which will be labeled clearly with their name.

Current Mask/Face Covering Exemptions:

1. Food Consumption: while eating and drinking

2. 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.

3. Children Between the Ages of 2 and 8: Face coverings are not required UNLESS on a school bus or other school-sponsored transportation. Otherwise, strongly encouraged for students in this age group to wear a face covering. **ALL PK-4 children will wear face coverings.**

4. 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 mask.

5. Recess: When social distancing of six feet or more can be maintained, face coverings are not required.

6. 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.
Social Distancing

- Staff will remain 3-6 feet apart when in proximity.
- Student classroom desks and seats will face the same direction.
- Student desks will be spaced 3-6 feet apart as space permits.
- Seating charts will be utilized for purposes of tracing contact.
- School cafeteria will be used with social distancing in effect. The # of students will be minimized per lunch period.
- Staff and student gatherings will be kept to a minimum and distancing will be planned and implemented.
- Classes will go outside when feasible, including PE classes.
- Students **will** travel to “specials” classrooms. Teachers will have time to clean surfaces and materials between classes.
- Pick up and drop off procedures will be communicated to all parents and caregivers. Social distancing will be required. Parents will remain in their cars.
- Personal item drop off or appointment pick up will be available in the main entrance foyer. Phone calls are encouraged in advance.
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.
- Parents will be encouraged to call or email school staff/secretary regarding questions, rather than enter the school building to speak face to face to limit contact.
- Students and staff who have symptoms or have been exposed to COVID will be asked to quarantine/remain clear of school property until medically cleared by a physician.
- The school nurse will visit classrooms to check on students as needed and will follow designated guidelines for assessing illness.
- The parent or guardian will be contacted for immediate pick up.
- If symptoms arise, students will be distanced while at nurse station.
- Nursing procedures will also be determined by best practice and LPCSC Nursing Dept.
**Cleaning/Disinfecting**

- Facilities and equipment will be cleaned daily by trained staff.
- All staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.
- Computers/Chrome books will be cleaned daily.
- Water fountains will be out of service and off limits. Hands-free bottle filling-station or personal water bottle may be used.
- Staff will identify best practices that reduce student touching of common surfaces.
- Students will be educated on COVID hygiene practices to reduce risk to themselves and others.
- Students will not be permitted to come in contact with each other.
- Classrooms will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be suspended until further notice.
- School-made breakfast, lunch and snacks will consist of pre-packaged or wrapped food when possible. Meal choices will still be offered at lunch time along with milk.

**Professional Development**
• KHES staff will be trained and will instruct students on hygiene safety.
• KHES staff will be trained on attendance procedures for calling off.
• Staff will be trained on screening themselves and students for COVID symptoms/exposure.
• Posters reinforcing Covid hygiene practices will be displayed in prominent areas for students and staff.
• Families First Coronavirus Response Act posters will be displayed.
• Parents and staff will be informed of COVID-19 news or updates.

**Other Policies at KHES**

***The overall plan is a fluid and ever-changing document. As changes are made, staff and parents will be notified.***

- New student registration will occur online or by appointment.
- Resource/Title 1/Specials will operate in designated classrooms with social distancing, PPE, and sanitary requirements in place.
- Speech therapy and special education services will continue.
- Meetings will be minimized or occur in small groups when possible or via distance.
- PTA meetings will be suspended or occur in a distance setting.
- Students may continue to bring a birthday treat that is store-bought and pre-packaged.
- Library books may be checked out as usual at KHES. Upon return they will not be reshelved for 24-72 hours.
- Outside counseling services will continue as required.
- School Buddies program will continue following social distancing.
- Teacher/classroom assignments TBA.
- Starting date of preschool program. TBA.
- PK students will not be transported by bus due to close proximity when buckling seatbelt. Parent drop off/pick up times will be posted soon.
- **Distribution of Chrome books. TBA.**