

# **Murdock Elementary School 2020-2021 Re-Entry Plan**

## **Social Distancing Measures**

Murdock will reopen under the guidelines and recommendations from the Center for Disease Control (CDC), the Indiana Department of Education (IDOE), Tippecanoe County Health Department (TCHD), and LSC district guidelines. Students, staff, and families will experience new preventative and mitigating measures. These new measures are being initiated for the health and safety of every person entering our building.

Families will be given two options for LSC instruction. Option one is In Person instruction. In Person option will have students attending their assigned school for traditional instruction. The In-Person option will be implemented in two phases.

**Phase I-** Students will have in building instruction four days a week (Monday, Tuesday, Thursday, Friday). One day (Wednesday) will be an eLearning instructional day. On this eLearning day, teachers will report to school to conduct eLearning from their classrooms. Phase I dates are Thursday, August 20<sup>th</sup> through Monday, September 7<sup>th</sup>. E-Learning Wednesdays are August 26<sup>th</sup> and September 2<sup>nd</sup>.

**Phase II-** Tuesday, September 8<sup>th</sup> begins full day instruction Monday through Friday in our building.

The second option is an eLearning option. This eLearning option is being developed by the district.

## **Preventative Measures**

The purpose of the phased in approach is to provide quality instruction and allow for deep cleaning on Wednesdays and weekends. TCHD has provided a checklist for families, students, and staff to educate everyone about their personal responsibilities before entering school, while at school, and after leaving school. The checklist should be used each day to ensure the safety of everyone. It is our expectation that staff will do their part to complete a self-screening before entering school each day. Covid-19 training has been provided through Safe Schools. If at any time someone within the school setting tests positive for the Covid-19, we will follow the LSC and TCHD guidance to determine mitigation procedures.

- Signs will be posted around the building to remind others of proper social distancing measures.

- Signs will be posted on the door limiting visitors from entering the buildings. Parents and visitors are discouraged from entering the building.
- For early dismissal, parents will call the office or ring the bell and the student will be walked out to the parking lot by an adult.
- The nurse's clinic will be used as a holding room for students or staff exhibiting symptoms.
- Students and staff will be required to have a mask on their person at all times.
- Students and staff are required to wear masks when moving in hallways and at the restrooms.
- Visual social distancing reminders will be marked throughout the building.

### **Social Distancing Expectations**

#### **Classroom expectations:**

Students will stay with their class for the entire day of instruction including:

- All desks will be spaced according to social distancing guidelines (as best as space will allow) and facing the same direction in each classroom.
- Students and staff will wear masks while in the classroom while interacting with each other.
- Each student will be given a plastic tub for their own individual supply storage in order to aide with classroom space. These tubs may be stored on shelves or in your closets.
- There will be no shared materials within a classroom, unless proper sanitization methods are followed between student use.
- Carpets, extra rugs, stuffed animals, bean bag chairs, and any other fabric materials (except window curtains) will need to be removed and stored to ensure that the custodians can do a thorough job cleaning.
- It will be up to each teacher to determine how to utilize coat closets without groups of students congregating closely for arrival and dismissal.
- Carpet time with masks will be required if students cannot be properly socially distanced.
- Small group instruction will need to be maintained with no more than 4 students at a time. Masks are required during that time. The table and materials will need to be sanitized in between student use.
- Per district guidance, Off campus field trips are not permitted until further notice.
- Per district guidance, no birthday treats allowed this year until further notice. A Pencil will be provided from the office for each student on their birthday.
- Any additional volunteers will need to be cleared through Mr. Westfall.
- Any non-staff adults will remain in the mail office.
- Masks are required by any individual, regardless of age.

## **Cafeteria Expectations:**

Students will eat lunch in the cafeteria with the following instructions:

- Masks will be worn by Chartwells staff, lunch monitors, and custodial staff while in the cafeteria.
- All students will sanitize their hands before eating lunch.
- Social distancing decals will be provided by Chartwells for serving lines.
- Tables will be aligned to appropriately allow social distance to happen.
- Students will be seated every other seat.
- Teachers will have a 35-minute lunch/recess break and will need to pick up their class five minutes before the end of recess.
- Students will be provided two options a day (hot option and fun lunch).
- Students will not be allowed to self-serve and all food will be in portioned cups.
- Students will be provided a pre-packaged spork to use during lunch.
- All condiments will be in packets.
- Cafeteria tables will be cleaned and sanitized by a custodian or lunch supervisors.

## **Recess**

- Students will have a 20-minute recess each day supervised by the lunch and recess monitors.
- Classes will not be allowed to use the stationary playground equipment during recess to limit the amount of student contact and potential transfer.
- Each class will have an assigned location in the open field.
- Each classroom will have their own recess equipment.
- Students will leave and enter the building one class at a time with social distancing in mind.

## **Hallways expectations:**

- Students and staff are required to wear masks while walking in the hallway.
- Students and staff will walk on the right side of the hallway.
- Students and staff will practice social distancing while walking in the hallway.
- Indicators will be displayed on the walls outside of classrooms to indicate social distancing.

**Nurse's Clinic Expectations:**

- Students exhibiting virus symptoms will be isolated in the main office and guardians will be notified.
- Students exhibiting virus symptoms will follow district protocol and guidelines.
- Any student who enters the clinic will practice social distancing.

**Restroom expectations:**

- Students and staff will be required to wear masks at the restroom.
- Each restroom will be limited to one class at a time.
- Each student will wash their hands upon exiting the restroom.
- Classes will be socially distant while visiting the restroom, indicators will be displayed on the walls outside of each of the restrooms.
- Additional hand washing opportunities will need to be provided within the classroom.

**Special's Expectations:**

Students will attend specials in corresponding classrooms with the following instructions:

- Teachers will follow the specials schedule.
- Staff and students will be required to wear masks to and from specials.
- Any library books checked out to students will sit in the tubs for at least 72 hours before being checked in and re-shelved.

**Office expectations:**

- Every visitor who enters the school must check-in at the main office
- Every visitor must have a mask covering their mouth at all times while in the building.
- Families and visitors will be greeted with a smile and a hello upon entering the main office.
- Hand sanitizer will be provided to every visitor who enters the school building.
- Office staff will wear masks when interacting with families and visitors.
- Nurse will wear a mask when interacting with students and families
- Social distancing will be required and indicated in the office for students, families, staff, and visitors.

## **Morning Arrival**

Arrival will be the same as it has been in the past, with a few adjustments:

- 7:45am – Doors open for car riders and students report to the gym.
- Designated areas will be assigned for students and grade levels. Seats will be marked for social distancing. (Buses don't arrive until 8-8:10am).
- 8:05am – 3rd and 4<sup>th</sup> grade students will be released to their designated hallway area to wait for their teacher.
- 8:05am – walkers enter the building and report to their designated hallway area to wait for their teacher.
- Students in grades K-2 will be escorted to the classroom by a staff member.
- Designated areas will be marked in the hallways for social distancing.
- 8:10am – Students will be allowed to enter the classrooms for breakfast.
- Students who ride the bus will remain on the bus until 8:10am.
  - students go directly to the classroom.
  - Buses will be unloaded one at a time.

## **Dismissal**

- Staff will be required to complete a class roster dismissal sheet (checking off student names after they are dismissed from their classroom)
- Doors will be propped open to limit the amount to touching of the door handles.
- Additional staff will be located throughout the hallways to remind students of social distancing and hallway expectations.
- 2:40 – Walkers will be released as soon as staff picks them up from the classroom (one staff member for K-2 and one for 3-4). Staff members will escort them out of the building and across the street.
- 2:43 -- After walkers have left the building, K-2 teachers will drop bus riders off and continue to the gym with car riders (East stairwell).
  - To ensure safety....classroom doors need to be locked during dismissal
- 2:43 – A staff member will pick up bus riders from grades 3-4 and escort them up the stairwell by the main office and then to the bus area on the first floor.
  - Buses will dismiss as soon as the last student has been safely loaded onto the bus.
- Students who are car riders
  - classes will be socially distant in the gym
  - classes will have assigned locations
  - students will be given a number for the parent to display in the car window.

- After a vehicle number is called it will be displayed in the gym to indicate for students' which vehicles are ready to be loaded.
- Teachers will turn in the dismissal check off sheet in the front office after dismissal.