

# Newberry Elementary School

## Return to School Plan

*IN RESPONSE TO COVID-19*



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## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and our district office who works closely with The Scientific Medical Advisory Council composed of medical professionals from the UF Emerging Pathogens Institute. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

### VISITORS ON CAMPUS

Newberry Elementary will not allow unscheduled visitation of parents and visitors to our campus until further notice. Conferences with teachers, staff, and the administrative team may occur with a scheduled appointment at least 24 hours in advance.

The safety of our faculty, staff, and students remain Newberry Elementary's primary concern. To help prevent the spread of COVID-19 and reduce the risk of exposure to our faculty, staff, and students we ask that all visitors comply with the prescreening process which includes a questionnaire, temperature check, and appropriately worn face covering. Participation is important to help us take precautionary measures to protect you and everyone in the building.

### EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our faculty, staff, and students, we will be requiring all employees to complete a daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- A new fever (100.4°F or higher) or a sense of having a fever
- A new dry cough that you cannot attribute to another health condition
- New shortness of breath or difficulty breathing that you cannot attribute to another health concern.
- A new sore throat that you cannot attribute to another health condition
- New muscle aches (myalgia) that you cannot attribute to another health Condition, or that may have been caused by a specific activity (such as physical exercise)
- Chills that you cannot attribute to another health condition
- Loss of taste or smell
- Nausea/Vomiting/Diarrhea
- Fatigue
- Headache

### **STUDENT HEALTH PROTOCOL**

Please see attached document titled “School Protocol for COVID-19 Related Concerns for Community Use”

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Newberry Elementary employees, students, parents, and visitors should practice staying approximately 6 feet away

from others and eliminating contact with others. Floor markers will be used to identify appropriate social distancing throughout the campus and directional flow in the cafeteria.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. All Newberry Elementary faculty staff must appropriately wear a face covering when on school board property, or riding a school bus, or in another school board approved transportation. In addition, all contractors, vendors, and visitors must adhere to this policy.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

### **PERSONAL WORKSPACE/CLASSROOM**

Newberry Elementary staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers are provided with a clean cloth daily and a bottle of Lavender 256 to

clean high touch areas of their personal workspace/ classroom as needed throughout the day. Lavender 256 is a hospital grade disinfectant solution that kills the COVID-19 virus.

### SHARED WORKSPACE

Newberry Elementary teachers and staff are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Newberry Elementary has alcohol-based hand sanitizers throughout the campus including all classrooms, cafeteria, and in common areas. Lavender 256 and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Newberry Elementary Custodial Team will clean all classrooms, bathrooms, cafeteria, office spaces, and hand high hallways throughout the school day and after during their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– Newberry Elementary will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Conference Rooms**–Signage indicating closure/capacity limits will be placed on conference room doors.

### FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Hand sanitizing dispensers will be installed throughout the campus. All classrooms, bathrooms, and common areas will be cleaned and sanitized with an electrostatic spray. Sprays contain a specialized solution that is combined with air and atomized by an electrode in the sprayer that is formulated to kill the virus.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning will be performed as soon as the confirmation of a positive test. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the facilities department. Site personnel and/or the district facilities department will perform a comprehensive disinfection of all high touch surfaces.

## SIGNAGE

Student friendly signage will be used and placed as appropriate throughout the campus and within the following locations: all classrooms, bathrooms, media center, cafeteria, and hallways. Please see the examples below:



## PREVENTIVE MATERIAL INVENTORY

1. Adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Adequate supply of disposable masks for students, faculty, staff, and visitors
3. Supply of gloves and other protective gear

4. Touchless thermometers on-site for employee and student screening

### **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers, at a minimum will sanitize the bus including seats and high touch areas:

- o Right before starting a route to pick up students
  - o Right after each drop off of students before leaving for their next route
1. Students, if medically able, must appropriately wear a mask on the bus for the duration of their ride and will sanitize their hands before and after exiting the bus
  2. Bus drivers will wear appropriate face coverings at all times
  3. A Newberry Elementary staff member will take students' temperature each morning as they exit the bus before they enter the building. Students who have a temperature of 100.4 or above or who demonstrate COVID-19 like symptoms will exit the bus and be sent to the clinic for further evaluation and parent contact.

### **MODIFIED CLASSROOM ARRANGEMENTS**

Classroom seating/desks will be at least 6ft apart when feasible. Desks will face the same direction and all non-essential classroom furniture including rugs will be removed to maximize social distance between the students. Student friendly signage regarding hand and self-hygiene will be displayed within classrooms and bathrooms; as well as, among common areas within the school. Floor markers and signs on walls will communicate the importance of social distancing and healthy hygiene to prevent the spread of COVID-19.

### **STAFF TRAINING**

1. ***Pre-return to School Training***

All NES faculty and staff participated in a COVID-19 training

2. ***Pre-planning***

COVID-19 safety protocols and procedures will be reviewed during preplanning

3. ***Custodial Team Training Protocols***

The administrative team along with the head custodian participated in a district facilities training that reviewed cleaning and sanitizing expectations, procedures, and protocols.

The administrative team and the head custodian then met with the custodial team to train and inform cleaning and sanitizing expectations, procedures, and protocols. Each member of the custodial team will be responsible for the cleaning and sanitizing of high touch areas throughout the day; as well as, common areas, bathrooms, and classrooms.

## **SECTION 2: STUDENT LEARNING AND TEACHING**

### **INSTRUCTION**

Teachers will communicate with families the following information: daily schedule, structure of learning, grading, expected student behavior, and classroom procedures.

### **CLASSROOM SNACKS AND CELEBRATIONS**

At the direction of the classroom teacher, classroom snacks may be provided as long as they are individually packaged. However, before doing so, please speak with the classroom teacher regarding allergy concerns of students. We love to celebrate birthdays of our students; however, under further notice birthday treats must be prepackaged if you would like to send them to school. At this time, all fall celebrations including classroom parties, trunk or treat, character parade, and picnic will be canceled.

### **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS**

The Newberry Elementary counselor, teachers, and leadership team will utilize the following social emotional curriculums: Lauren's Kids and Stanford Harmony. The counselor will work with students individually or in small groups to address any well-being needs. Teachers will assess student's social emotional wellness 30 days into the school year at which time they will identify possible internalizing and externalizing behaviors. This survey will allow counselors to create a more individualized and intensive support for students and/or refer the parent to an appropriate outside agency.

## **A SCHOOL DAY AT NEWBERRY ELEMENTARY**

### **ARRIVAL AND BREAKFAST**

Students should arrive on campus no earlier than 7:15am at which time the doors will be staffed and open for them. Unfortunately, at this time parents, family members, and siblings who are not enrolled NES students are not able to walk students to class.

Newberry Elementary students may enter campus from three designated areas: main

entrance doors, bus tunnel doors, and bike gate. All points of entrance will be supervised by an NES staff member.

The temperature of all students will be checked using a non-touch thermal thermometer before they enter the building. Five staff members will be assigned to the car circle to greet students in their vehicle to check their temperature before they exit the vehicle. Students with a temperature of 100.4 or above will not be allowed on campus.

Students who ride the bus to school will have their temperature taken as they exit the bus. Students with a temperature of 100.4 or above will be escorted to the clinic for further evaluation by the nurse and parent contact. Students who walk or ride their bike to school will have their temperature checked at the bike gate. Students with a temperature of 100.4 or above will be escorted to the clinic for further evaluation by the nurse and parent contact.

Students will either go directly to their classroom at 7:15am or they may eat breakfast in the cafeteria. Students who choose to eat breakfast will sanitize their hands upon entering the cafeteria. Students will follow social distancing signage, move in outlined direction, and sit at the tables facing one direction. Once students are done eating breakfast, they will throw their trash away and sanitize their hands before exiting the cafeteria to go to class.

The media center will be closed in the morning until further notice.

### **SPECIALS**

Students will attend the same special area class {art, music, media, physical education} daily in two week increments. The schedule of dates is below:

<b>Week(s) Of:</b>	<b>Specials Calendar by Week</b>
Aug. 24th and Aug. 31st	Week A
Sept. 7th and Sept. 14th	Week B
Sept. 14th and Sept. 21st	Week C
Sept. 28th and Oct. 5th	Week D
Oct. 12th and Oct. 19th	Week A

Students, unless medically exempt, will transition wearing appropriate face coverings and sanitize or wash their hands upon entering and exiting the classroom. In some cases, students will join other classes when attending specials. This is not a new practice but done to ensure that all students are able to attend special area class daily. The students who join other classes will remain consistent and will not change throughout the year.

There is 15-30 minutes built into the operational schedule to allow for cleaning of high touch areas between classes. High touch areas including student desks, tables, chairs, door knobs, and other materials will be cleaned and sanitized with Lavender 256 solution.

### **TRANSITIONS**

Students, if medically able, will transition in hallways and around the campus with appropriately worn face coverings. Teachers and staff will also wear appropriate face coverings at all times on campus. Teachers will use situational awareness to maintain social distancing from other classes. Students will be socially distanced in line that allows for the teacher to maintain supervision of all students.

### **LUNCH**

At this time, parents and visitors will not be able to eat lunch with their Newberry Elementary student(s). The students will eat lunch in the cafeteria daily. Students, unless medically exempt, will enter and exit the cafeteria in one direction, with their face covering appropriately worn, and sanitize using an automatic station before going in and out. Cafeteria tables will be outfitted with a clear partition to serve a barrier between students facing each other while eating their lunch. Snacks for purchase will not be available for the first three weeks of school at which time, we will reevaluate this. Social distancing signage of 6 feet will be displayed throughout the cafeteria.

All food service staff will wear appropriate face coverings at all times. The cashier station will have a plexiglass shield. Students will be offered the following lunch items:

- 2 hot meals
- 1 sandwich
- 1 salad
- 1 fruit (cupped with lid or wrapped)
- 1 veggie

- Milk box

Cutlery will be prepackaged.

Cafeteria tables and chairs will be cleaned and sanitized after student use.

### **RECESS**

Students will not be allowed to play on the playground equipment until further notice. However, our panther teachers have developed creative and safe solutions that allow students to have time outside. These solutions include nature walks, I Spy walks, classroom gardening, sidewalk chalk, and other activities that maintain social distancing and avoid the sharing of materials or space. Students will have 30 minutes of creative recess daily.

### **DISMISSAL**

Dismissal will be staggered and teachers will begin walking students to their dismissal area according to their assigned color team. Color teams were assigned with consideration of geographic location of classes. Color team staggered dismissal is intended to maximize social distancing between classes and minimize large gatherings of students within hallways. Color teams and sequence of dismissal of teachers are below:

1. **Green Team**
  - a. Alessi
  - b. Abreu
  - c. Wiles
2. **Orange Team**
  - a. Martin
  - b. Parker
  - c. Mitchell, Sue (grade 4)
3. **Peach**
  - a. McClain
  - b. Greene
  - c. McGraw
4. **Red**
  - a. Santos

- b. McKinley
  - c. Javers
  - d. Walker
5. Lime
- a. Pearson
  - b. Silcox
  - c. Baker
  - d. Philpot
6. Blue
- a. Burkey
  - b. Chenoweth
  - c. Miller
7. Magenta
- a. Douglas
  - b. Shaw
  - c. Ashby
8. Purple
- a. Harper
  - b. Elliott
  - c. Mitchell, Dana (Grade 3)
  - d. Latham
  - e. Rock

**Please consider the order of the your child's classroom teachers' dismissal when planning your arrival to pick them up from school**

## **SECTION 3: COMMUNICATION**

### **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Ensure that your email address is accurate in Skyward to receive a Skylert Message
2. Visit our school website: <https://www.sbac.edu/newberryelementary>
3. Visit our district website: [www.sbac.edu](http://www.sbac.edu)
4. Mrs. McAlhany's email for questions or concerns: [mcalhacv@gm.sbac.edu](mailto:mcalhacv@gm.sbac.edu)
5. Mrs. Sahmel's email for questions or concerns: [sahmelln@gm.sbac.edu](mailto:sahmelln@gm.sbac.edu)

Thank you for taking the time to read this document! I hope that it gives you reassurance and answers many of your questions. If not, please know I am always happy to listen to and address any questions or concerns you have. Stay well panthers!!!

Thank you kindly!

Vicki McAlhany

Principal

*The outline of this plan was modified based on that shared by Stephanie McConnell, owner of Principal Principles, LLC (2020).*