

Hidden Oak Elementary School

Home of the Owls



Return to School Plan 2020-2021

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Hidden Oak Families and Staff,

We take great pride in our school, our families, and the task placed before us on a daily basis as we educate our students. In the best of times, we know you place your children in our care and trust us to treat them as our own...and we do. Given the uncertainty of the world we face right now, we know it may be an even more daunting idea to transfer that trust completely. Please know that we will do everything in our power to protect and safeguard everyone who comes to our school...from the moment of arrival to dismissal.

We hold dear and cherish the legacy of the openness of our school, family involvement in the school building, and volunteerism. Due to the ongoing pandemic, however, there are going to be changes to the Hidden Oak way of doing things. We long for the day we can go back to a simpler time...without masks, temperature checks, and worry. Until then, we are here to help, listen, and comfort as we tackle the task of education together with you as the Hidden Oak family.

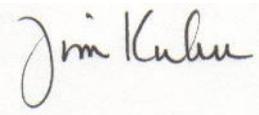
This reopening plan serves as the guide for staff, students, parents, and visitors of Hidden Oak Elementary during the 2020-2021 school year. Changes may occur throughout the year based on guidance from Alachua County Public Schools as well as updated federal, state, and local guidelines.

Included in the plan are the procedures and protocols in place at Hidden Oak. In some cases, these are directly from our district plan. In other cases, they are specific to Hidden Oak and our unique circumstances.

I would like to thank the committee of teachers and staff who worked on this, colleagues, and parents who have helped throughout this process. All of this, including the seemingly short conversations or concerns that dealt with a specific situation, guided my thinking. Thank you for your help.

As always, if you have any questions do not hesitate to reach out to me at school.

Wishing you the best,

A handwritten signature in black ink that reads "Jim Kuhn". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Jim Kuhn
Principal

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HEALTH AND WELLNESS

Face Covering Requirements

- All persons (students, staff, contractors, vendors, and visitors) must wear appropriate face coverings **that cover both the mouth and nose** when on school board property, at a school board activity, or riding a bus or in other approved transportation.
- All persons must have a face covering with them at all times while on district property, even if they are in a location where they are able to maintain social distancing.
- The wearing of a face covering is a health issue. Student compliance will be handled as a health and safety issue, not as a disciplinary issue.
- Students and staff will be provided face coverings as needed.
- Teachers may provide mask breaks as long as appropriate social distancing and safety requirements can be met.
- Exceptions:
 - Children in kindergarten and below will be educated, encouraged and expected to wear face coverings, but failure to wear a face covering will not prohibit their attendance if they are unable to wear a face covering at all times.
 - Wearing a face covering is not required while eating or drinking.
 - Persons who have difficulty breathing or suffer sensory issues due to a documented medical or psychological issue will not be required to wear a face covering. If appropriate, they will be asked to wear a clear face shield, unless wearing the face shield would also cause breathing or sensory issues. **Documentation from a medical provider must be on file before a person will be excused from this face covering requirement.**
 - Persons communicating with hearing-impaired individuals who need to see the other person's mouth to communicate will not be required to wear a face covering.
 - Teachers, staff members, and students, at the direction of the teacher, may remove their face coverings when wearing them would impede instruction.
 - Masks are not required during extracurricular activities such as recess or physical education provided social distancing is in place. Students must keep masks with them at all times.
- Breakaway lanyards will be provided to all students. Lanyard must remain at school

Individual Wellness

- Hand sanitizer stations will be mounted in each classroom and other campus locations
- Students will sanitize their hands upon entry and exit from the classroom
 - Teachers and staff will monitor this procedure to ensure students are sanitizing as expected.
- Hand sanitizing stations will be placed at the entry to the serving line in the cafeteria
- Additional PPE is available in the front office
- Staff lounge is closed until further notice for gatherings.
 - Microwave, sink, vending, refrigerator may be used provided that, while waiting, staff remain at least 6 feet apart while waiting.
 - Staff may not remove face coverings while waiting, preparing food, etc.

School Clinic

- The regular clinic will be utilized for traditional nursing services provided to students.
- "Stay in Class" guidelines will be used for minor concerns such as small cuts and abrasions.
- All classrooms will be stocked with basic first aid supplies, such as bandaids, to minimize visits to the clinic.
- School nurses will assist in guiding staff concerning basic first aid concerns in order to lessen the number of visits to the clinic.
- Typical Clinic Visits
 - Student medication
 - Bumps/Black eye
 - Minor injuries to the face or head
 - Severe tooth or ear pain

- Wellness visits with a child’s primary care physician are suggested in accordance with the physician’s recommendations in order to maintain immunizations and seasonal flu vaccines.
- Clinic Safety Rules will be in place that limit:
 - Clinic restroom use unless health clinic related
 - Non-medical phone use
 - Resting unless medically necessary

Isolation Room

- A designated isolation area has been established
- Those entering the isolation room should wear a N95 or equivalent mask
- If a student has COVID-like symptoms and needs to utilize the isolation clinic, a parent/guardian will be called and expected to pick up their child as soon as possible.
- Students will only be released to their parent/guardian or emergency contact.
- Students will not be allowed to ride the school or aftercare bus, attend EDEP, or participate in any other after-school activity.
- Parents/guardians will be given the **Parent Letter Checklist** and **Return to School Letter** upon checking out of school.

Employee Screening

- Employees will complete a health screening questionnaire and a digital thermometer scan upon arrival to school.
- Employees will not be permitted to remain on campus if they answer “Yes” to any of the screening questions OR if they register a temperature higher than 100.4

Visitor Screening

- All visitors will complete a health screening questionnaire and a digital thermometer scan upon arrival to school.
- Visitors will not be permitted to enter or remain on campus if they answer “Yes” to any of the screening questions OR if they register a temperature higher than 100.4

Student Screening

- Parents should evaluate their children for any COVID symptoms before leaving for school and have them remain home if experiencing any of the following:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Students will receive a minimum of two digital thermometer scans during the day.
 - Upon arrival to homeroom
 - At a point later in the morning as a secondary check
 - The school nurse will evaluate students with a temperature above 100.4 and administration will be notified.
 - Student will be sent to the isolation room and parent/guardian will be notified to pick up their child.

- The school nurse will evaluate any student experiencing COVID-like symptoms.
 - Nurse will be called to the room.
 - Student will sit outside the classroom door. Teacher will keep door open and monitor the child until the nurse arrives.
 - Upon arrival, the nurse will conduct a temperature check and assess child's symptoms based on the individual's medical history and latest recommendations.
 - If COVID is suspected or symptoms cannot be explained (e.g. allergies), student will be escorted to the isolation room. Parent/guardian will be notified to pick up their child.

Protocols for COVID-19 – Symptoms/Exposure/Confirmed Positive

Student

- If a student tests positive for COVID-19:
 - Staff and families will be notified of a positive case at the school, without identifying the student.
 - District/school staff will work with the Alachua County Health Department to contact those who have had significant exposure (within 6 feet for more than 15 continuous minutes).
 - Areas of the school requiring cleaning/sanitizing will be closed off until protocols are completed.
 - The student may return to campus when he/she has gone 24 hours without fever (without the use of fever-reducing medications) symptoms have improved, it has been at least 10 days since the test was administered AND they have been cleared to return, in writing, by a medical provider.
 - A student in isolation may participate in the Digital Academy. If this isn't possible, or if the student is too ill to do schoolwork, the absences will be excused.
- If a student has had significant exposure to someone who has tested positive for COVID-19 (defined as being within 6 feet for 15 continuous minutes):
 - The parent/guardian will be notified of the exposure and directed to pick up the student immediately if that student is in school.
 - The parent/guardian will be given the **Parent Letter Checklist** and **Return to School Letter** and will be encouraged to contact their healthcare provider for additional guidance.
 - Areas of the school requiring cleaning/sanitizing will be closed until protocols have been completed.
 - The student may return to campus 14 days after exposure to someone testing positive AND they have had no fever or symptoms.
 - A student in isolation may participate in the Digital Academy. If this isn't possible, or if they are too ill to do schoolwork, their absences will be excused.
- If a student exhibits COVID-like symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea):
 - The parent/guardian will be contacted and required to pick up the student from school as soon as possible. The student will wait in the isolation room at the school, under supervision.
 - Upon checkout, the parent/guardian will be given the **Parent Letter Checklist** and **Return to School Letter** and will be encouraged to contact their healthcare provider.
 - The student may return to campus when they have gone 24 hours without fever (and without the use of a fever-reducing medication), symptoms have improved AND it has been at least 10 days since the symptoms first appeared OR they have tested negative, have been fever-free for 24 hours and have been cleared to return, in writing, by a healthcare provider.
 - A student in isolation may participate in the Digital Academy. If this isn't possible or if they are too ill to do schoolwork, their absences will be excused.

Employees

- If an employee tests positive for COVID-19:
 - Staff and families will be notified of a positive case at the school, without identifying the employee.
 - District/school staff will work with the Alachua County Health Department to contact those who have had significant exposure (within 6 feet for more than 15 continuous minutes).
 - Areas of the school requiring cleaning/sanitizing will be closed off until protocols completed.

- The employee may return to work after a minimum of ten work days and with written documentation from a medical provider.
- If an employee has had significant exposure to someone who has tested positive for COVID-19 (defined as being within 6 feet for 15 continuous minutes)
 - The employee must self-isolate for 14 days after significant exposure to a person who has tested positive.
 - The employee will be able to return to work 14 days after the last significant exposure if they are symptom-free.
- If the employee has had symptoms on a consistent basis in the past 72 hours, the employee will be instructed to contact their healthcare provider or get a COVID-19 test.
 - The employee will be instructed to stay home and self-isolate until they have written documentation from a healthcare provider or documentation of a negative test.

CLEANING & DISINFECTING

| Frequency | Tasks to be Completed | Rooms |
|---------------|---|--|
| Daily | Day staff is to sanitize high-touch surfaces, including but not limited to door handles, phones, panic bars Check hand soap, paper towels and sanitizer, refill as necessary | Campus wide |
| Daily/Nightly | Disinfect all door handles, panic bars, railings, and light switches | Campus wide |
| Daily/Nightly | Auto scrub or mop hard surface floors with all-purpose cleaner as needed | Occupied spaces |
| Daily/Nightly | Disinfect all clinics, bathrooms, childcare, and athletic areas | Clinics, bathrooms, childcare and athletic areas |
| Daily/Nightly | Disinfect water fountain buttons and splashguards. Rinse with water. | Campus wide |
| Daily/Nightly | Disinfect all hard surface furniture | Occupied spaces |
| Daily/Nightly | Disinfect all shared telephones, keypads and handsets | Campus wide |

- All areas shall be cleaned using the District approved cleaning agent, Lavender 256 Neutral Disinfectant Cleaner on a daily basis
- Custodians have daily checklists for each room that correspond to the above as well as specific training that was completed during the summer.
- Upon exit, teachers hang a door sign indicating the room is ready for cleaning. After cleaning, the custodian switches the door hanger to indicate the room is clean.



VISITORS AND VOLUNTEERS

- In order to limit exposure for all students and staff, **the district has limited campus and facility visits by any nonessential visitors and volunteers, community organizations, businesses, municipal partners, and speakers.**
 - At this time, no visitors or volunteers other than those deemed essential are permitted on campus.
 - Essential visitors are defined as those with business critical to the operation of the district (e.g. those enrolling a student, substitutes, contractors, deliveries, staff of the Department of Health), and those providing support for academic programs with prior approval from school administration.
 - All visitors and volunteers must practice social distancing and adhere to the school board mask covering policy.
 - Additional volunteer/mentoring opportunities may be conducted virtually, with prior approval from school administration.
- All individuals entering a school or district building must adhere to the following protocols:
 - **Prior to coming to campus** individuals must be approved by administration and schedule an appointment with the school.
 - Complete a health screening questionnaire and a digital thermometer scan (temperature must not be higher than 100.4).
 - Practice social distancing and wear a face covering at all times.
- Other than students, those seeking entry into the school building must go through building one at the front of the school.
- **Parents are not permitted to walk children to class in the mornings, eat lunch with their children, or enter the school unless an appointment has been scheduled or they have been contacted to come to school.**
- Prior to 7:45 am, the staff on duty will complete the screening checklist and temperature check on visitors before allowing them into the main building.
 - After 7:45 am, visitors will call the office upon arrival and office staff will go out to complete the screening checklist and temperature check before allowing visitors in the school.
 - Visitors will then be given a badge upon entrance to the building.
- All volunteers must have an approved volunteer application for the 2020-21 school year. **This includes virtual volunteers/guest speakers.**
- This procedure will be reevaluated at the end of the first nine weeks

ARRIVAL, DISMISSAL, & TRANSITIONS

Arrival

- Parents should evaluate their children for any COVID symptoms before leaving for school and have them remain home if any symptoms previously reviewed are found.
- Teachers will be in their classrooms at 7:15 in order to receive students.
- Students may enter the school through any of the following:
 - Building 1 – Main entrance
 - Building 2 – Doors near the kindergarten playground
 - Building 3 – Cafeteria
- Staff will be in each of these locations until 8:00 a.m. to assist with the entry of students into the building
 - After 8:00 a.m. students are required to enter through the front office.
 - Students arriving after 7:45 are still considered tardy. Names will be taken but they will not be given a tardy slip. This is to limit congregating in the office area.
- Only students are permitted in the building.
- Students are expected to go straight to their homerooms as soon as they enter the building unless they need breakfast.
 - Students who need to eat breakfast should enter the cafeteria first.
- As students finish breakfast they will be directed to go to their classrooms.

Dismissal

- As in the past, dismissal will occur using the Pikmykid app but procedures will change.
- Rather than being housed in specific locations (e.g. media center) all students will remain in their classrooms.
- Parents are required to stay in their cars during dismissal.
- There are four options:
 - Car Rider
 - Walk/Bike
 - EDEP
 - Bus/Day Care (e.g. O2B, Sonshine, school bus, etc.)
- There is no “Park and Ride” this year.
- Parents will now “announce” using the Pikmykid app on their phone. When a parent announces they have arrived, the system will notify the teacher and the student will be dismissed.
- Staff will be in the halls in order to assist and guide students to their dismissal location.
- Walkers and bike riders will be dismissed when the bells ring.
 - Parents may not wait at the front of the school for their children.
 - Designated waiting areas for parents are:
 - Near the bike racks by the kindergarten playground.
 - On the sidewalk adjacent to the bus loop
- Bus riders and day care riders will be called as their transportation arrives
- EDEP students will be picked up by EDEP
 - EDEP Dismissal locations:
 - K, 1, 2 - Cafeteria
 - 3, 4, 5 – Covered Court.
 - Temperature checks will occur after students are in their assigned area.

Transitions

- Hallways are still bi-directional but are now marked with reminders.
- Always remember:
 - Owls stay on the right.
 - Stay in the light colored tiles on the right of the hallway...never in the blue tiles.



- Class Transitions
 - All students will use hand sanitizer when leaving or entering any classroom.
 - All hallways are marked with directional arrows and markers.
 - Teachers will select walking routes based on the number of classes transitioning. Each route will limit interaction with other classes to the extent possible.
- Specials
 - K through 5 classes will go to the special area teacher classrooms
 - Teachers will have five minutes between classes to sanitize.
- Recess/Teacher PE
 - For recess and teacher PE students will go to designated areas which can include the bus circle, the back field and the large playground next to Ft. Clarke Blvd. Teams will determine which classes are in which areas.
 - Masks are not required when participating in extracurricular activities, such as athletics, however students and teachers must have masks with them at all times. Social distancing must be adhered to on the playground, particularly without masks.
 - Students will not be able to use any of the playground equipment or sports equipment while in the playground areas. The playground equipment will be roped off.

CAFETERIA

- Students will have lunch by grade level. Only one grade level will be in the cafeteria at a time.
- Students will sit facing one direction every other seat by class.
- All students will have assigned seats.
- Students will alternate sides by lunch period to allow for cleaning and disinfecting between groups.
- Students will be escorted to their table by the homeroom teacher.
- Students will be sent in small groups to the lunch line by staff monitoring the cafeteria.
- Students will stand six feet apart while waiting for their food.
- Students will remain seated unless given permission by cafeteria staff.
- Students will not be able to purchase snacks, ala carte, or from the vending machine. This will be re-evaluated after the first nine weeks of school.
- Students will be given a sealed utensil pack and condiment pack with their lunch. Lunch room staff will have extra to hand out as needed.
- Students will use hand sanitizer upon entering the serving line.

SOCIAL EMOTIONAL LEARNING (SEL)

PBIS

- In order to lessen the hand-to-hand distribution of paper Hoot Loot, Class Dojo will replace Hoot Loot.
- Points awarded in the PBIS Class Dojo are considered digital Hoot Loot. Digital Hoot Loot may not be taken away.
- All specials teachers, pull-out teachers and the leadership team will be able to assign digital Hoot Loot.
- Digital Academy students will receive digital Hoot Loot points.
- All students will be able to participate in PBIS events (Digital Academy will have virtual rewards).
- Positive Referrals will be awarded for above and beyond behavior. Students receiving positive referrals will be announced on morning announcements and receive a special treat from the BRT.

Social Emotional Learning

- All teachers will conduct morning meetings using our district-provided curriculum (Sanford Harmony).
- Teachers will adhere to the school pacing guide.
- Teachers will complete the SRSS (student risk screening scale) for all students after the first 30 days of school.
- Students identified as “at risk” will receive additional mental health support.
- Counselors will be available for crisis situations as well as classroom guidance lessons.

CURRICULUM & INSTRUCTION

There are three models in place at Hidden Oak.

1. Brick and Mortar
 2. Digital Academy
 3. Hyflex
- Brick and Mortar – This is the traditional method of teaching typically in place in school. Students attend class in person.
 - Digital Academy – Students do not come to the physical school building. Students attend school via a virtual connection (e.g. Zoom or Google Meets) and follow the grade level schedule. Students begin school at 7:45 are expected to be present through the live connection during all instructional blocks.
 - Digital Academy students will attend one of two models depending on counts at the grade level.
 - Complete digital class. The teacher has no brick and mortar students.
 - Hyflex (See below)
 - Hyflex – The teacher has both brick and mortar students as well as digital academy students. Live teaching will take place with brick and mortar students in class and with digital students attending virtually at the same time.

Assignments

- Homework, when assigned, will be only digital. We will not be sending and then collecting paper homework.
 - When homework is assigned it will be minimal and for review.
 - Some grade levels may choose not to assign homework. This will be a grade level decision.
- Teachers may offer activities for at home practice (that will not be sent back to school for credit) along with weekly skills, suggested reading, spelling/vocab list and activities.
- If a student needs extra practice, optional activities will be offered.
- Digital activities will mirror classroom activities to the best extent possible.
- Digital Learning Academy assignments will not physically be returned to school. All assignments will be submitted digitally through Canvas.
- Brick and mortar students will also be trained in the use of Canvas. They will complete weekly assignments in Canvas to facilitate a seamless transition should we need to pivot to all digital learning.

Parent Communication

- Parents will receive communication from school via email as much as possible.
- Dismissal changes will occur using the Pikmykid app. Dismissal changes will not be handled by classroom teachers. Paper notes will be accepted in emergency situations.

Norms for Camera Use

- Teachers may give permission for students to turn their cameras off when they are not teaching them directly. This may be for lunch, recess, teacher PE, or independent practice times. Students are not required to turn their cameras off, but this provides a screen time break for them, with the understanding that they will log back on when instruction resumes.
- Digital Academy students will follow the classroom schedule. They may need to use a different Zoom or Canvas log-in for specials.
- There may be an option for parents and guardians to give permission for digital and brick and mortar students to interact with one another. Otherwise, the camera will only show the teacher to digital students and brick and mortar students will not see digital students on the screen.
- Digital presenters (virtual field trips) will be visible to students, but will not see students for privacy reasons. There will be audio for questions and answers.

Assessments

- Both brick and mortar and digital academy students will participate in monthly ISIP assessments.
- Both brick and mortar and digital students will participate in twice quarterly AIMS assessments.
- Assessments will be used to plan for student learning and acceleration.

Backpacks

- In order to limit students congregating in a central location, backpacks and lunch boxes will be kept at the student desk/table. Backpacks will be hung on the back of the child's chair for easy access.

SAFETY DRILLS

- Revised safety drills (e.g. Fire, ALICE) will occur but with proper social distancing and protocols in place.

FIELD TRIPS, PLAYS, CLUBS

- All plays are cancelled until further notice
- All field trips are cancelled through the first semester...this includes Camp Crystal
- All events, where social distancing and CDC guidelines cannot be guaranteed, are cancelled until further notice.
- Afterschool clubs such as Robotics, Girls on the Run, Chess may occur as long as social distancing, district policies, and CDC guidelines can be guaranteed.