



**MADISON COUNTY
SCHOOLS**

MARK OF EXCELLENCE

**Highland Elementary School Plan to Return
Fall 2020**

Principal Serenity Lockett

Transportation	
Arrival-Carpool/ Student Drop off	<ul style="list-style-type: none">• Staff will be located at designated locations to assist students• Sanitizer will be sprayed on hands upon entrance• Face coverings will be worn• Upon arrival to classrooms, students will unpack materials and leave backpacks on assigned spots outside of their homeroom classroom in the hallway (3rd and 4th) and their 1st block classroom (5th)
Arrival to school- Buses	<ul style="list-style-type: none">• Staff will be located at designated locations to assist students• One bus will unload at a time; If more than one bus unloads, students will remain in a designated location until entering the building• Students walk in a line to enter school and in the hallway• Students will be spaced as much as feasibly possible• Sanitizer will be sprayed on hands upon entrance• Face coverings will be worn• Upon arrival to classrooms, students will unpack materials and leave backpacks on assigned spots outside of their homeroom classroom in the hallway (3rd and 4th) and their 1st block classroom (5th)
Dismissal/ Carpool	<ul style="list-style-type: none">• Teachers will be positioned at “Threshold” in classroom doors as car riders and daycare students are dismissed to monitor the hallway

	<ul style="list-style-type: none"> • Car riders will be dismissed to the cafeteria; Assigned seats will be designated • Van riders will be dismissed to the gym; Assigned seats will be designated • Face coverings will be worn
Dismissal- Buses	<ul style="list-style-type: none"> • Teachers will escort students to buses • Students will be spaced as much as feasibly possible • Face coverings will be worn
Logistics	
Breakfast in cafeteria	<ul style="list-style-type: none"> • Grab and Go: Students will pick up breakfast in the cafeteria and eat in the classroom • Cafeteria trash cans will be spread evenly in hallways; Teachers will dispose of waste
In classrooms (desk arrangement, centers, computer carts, class equipment)	<ul style="list-style-type: none"> • Rooms will be de-cluttered to allow for social distancing • Desks and tables will be spread out to allow for social distancing • Alternate area seating guidelines will be discussed at a later date (carpet, couches, bean bags, etc.) • Classrooms will be sanitized at regular intervals throughout the day • High contact areas will be sanitized at regular intervals throughout the day (doorknobs, light switches, shared resources) • Students will not share materials; personal materials will be kept and carried in a pencil bag/box
Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)	<p>Students will continue to change classes with the following procedures in place:</p> <ul style="list-style-type: none"> • Upon arrival, 3rd and 4th grade students will report to switch class – student will end the day in homeroom; 5th grade students will follow assigned schedule and end the day with 3rd block teacher • Students will be assigned one computer to use throughout the day; computers should be sanitized at regular intervals throughout the day • Students will sanitize desks, materials, and hands at regular intervals throughout the day • Only one class will enter the hallway while the other class(es) move(s) directly into the empty classroom

	<ul style="list-style-type: none"> • Students will travel with one folder/binder, a book, bottled water, and supply pouch/box; All content-area supplies will be left in the designated classroom (journals, textbooks, etc.) • Hallways will remain free and clear • Face coverings will be worn
Restroom Procedures	<ul style="list-style-type: none"> • No class-wide restroom breaks will be permitted • From 7:00-8:00 a.m. and during lunch, teachers will allow one person to go to the restroom at a time; A monitor will be posted on each hallway; Teachers will use discretion when allowing students to go to the restroom outside of these scheduled times • Students will wash hands before leaving the bathroom • Restrooms will be closed for sanitizing at regularly scheduled intervals throughout the day
Lunch time	<ul style="list-style-type: none"> • Lunches will be picked up from the cafeteria and delivered to each classroom at designated times • Students will eat lunch in classrooms • Cafeteria trash cans will be spread evenly on hallways; Teachers will dispose of waste
Sanitizing the Cafeteria	Cafeteria Staff will sanitize the cafeteria at regular intervals throughout the day.
Instructions to teach students sanitizing procedures	<ul style="list-style-type: none"> • Good hygiene measures such as handwashing, covering coughs, and face coverings will be taught and reinforced • Hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas will be provided
Types of signage needed (classrooms, entrances, hallways, restrooms, cafeteria)	Signage will follow protocol and CDC guidelines and be posted and visible throughout the building.
Temperature checks	All staff will check temp upon entering the building. Temp checks will be conducted on students suspected with illness. Parents are encouraged to conduct temperature checks on their students prior to them leaving home.
Face Covering	All students, staff, visitors will be required to wear face coverings.
If Someone Becomes Ill During the School Day	

<p>Sick children at School (quarantine space/ isolation room)</p>	<ul style="list-style-type: none"> • If a student complains of illness, or a teacher suspects a student to be ill, teacher will take temp and call the nurse to classroom if illness is suspected (100.4+ is designated as a temp) • If illness is suspected, nurse will escort student to clinic or cafeteria until parent arrives; Students will not be able to stay at school if temp is 100.4+ • A letter will be issued to parent requesting student to be tested if COVID is suspected, requesting results of testing before returning to school
<p>School Staff Becomes Ill at School</p>	<ul style="list-style-type: none"> • Teacher/Nurse will take temp and assess symptoms • If COVID symptoms are suspected, admin will request teacher be tested and remain quarantined until results show a negative test
<p>Sanitizing Routines</p>	
<p>Sanitizing routines in building: Custodian Duties</p>	<ul style="list-style-type: none"> • Sanitize frequently touched surfaces at regular intervals throughout the day • Schedule will be created for community restrooms to be sanitized throughout the day • Water fountains will not be used for drinking, but as a filling station for water bottles • Ventilation systems will be monitored
<p>Sanitizing routines in building: Front Office Staff</p>	<ul style="list-style-type: none"> • Staff will: keep their own workstations, phones, desks, and office equipment sanitized; Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible • Washing of hands or use of hand sanitizer will be required before using a copy machine, or fax machine; After use, machines should be sanitized • The office must remain free and clear of traffic when possible
<p>Sanitizing routines in building: Teachers</p>	<ul style="list-style-type: none"> • Classrooms will be sanitized at regular intervals throughout the day • Shared materials will be sanitized after use • Social distancing will be modeled
<p>Sanitizing routines in building: Students</p>	<ul style="list-style-type: none"> • Good hygiene measures such as handwashing, covering coughs, and face coverings will be practiced

	<ul style="list-style-type: none"> • Hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas will be provided • Students will sanitize desks, materials, and hands at regular intervals throughout the day
Sanitizing routines in building: Classrooms	<ul style="list-style-type: none"> • Students will use personal school supplies. (Pencils, crayons, markers, scissors...); Supplies will travel with students during workstations/centers • Students will sanitize tables/desks/supplies at regular intervals throughout the day
Training of all staff/students on proper safety/sanitation protocols	<ul style="list-style-type: none"> • Handwashing • When to sanitize • Classroom sanitizing • Use of face coverings • Social distancing expectations • Shared materials • Bathroom • Cafeteria • Traveling in the hallway (with class and alone) • Interacting with others • Appropriate COVID language • What to do when you feel sick • Traveling with computers/supplies • Distance Learning Tools
Classes and Events with Special Consideration	
Large Gatherings	<ul style="list-style-type: none"> • No large gatherings will be held • Staff meetings will be held in cafeteria
PE	<ul style="list-style-type: none"> • PE coach will plan structured activities that provide adequate social distancing; Small groups within the same classroom will be allowed to play together with safety precautions in place • Equipment will be sanitized at regular intervals throughout the day
Music Class	<ul style="list-style-type: none"> • Music will be held in music classroom (on stage) • Students will be spread out as much as feasibly possible • Equipment will be sanitized at regular intervals throughout the day
Recess	<ul style="list-style-type: none"> • Recess will be scheduled so no more than 2 classes are one playground at one time

	<ul style="list-style-type: none"> • Schedule will rotate each week • Face coverings will not be worn
Parents and Community	
Protocol for visitors	<ul style="list-style-type: none"> • No visitors will be allowed in the main building at this time (unless authorized by admin) • Face coverings will be required for entry into the office • Visitors will be required to sanitize hands upon entry of the building • Meetings will be scheduled (by appointment only)
PTO Meetings	<ul style="list-style-type: none"> • Virtual meetings will be held whenever possible • PTO Board will be required to wear a face covering if present in the building • PTO Board will be required to sanitize hands upon entry of the building
How will you train and continually remind parents and students of appropriate health protocols (social distancing, hand washing, face coverings, etc.)	<ul style="list-style-type: none"> • Virtual trainings and How-to videos will be posted on the school website • Admin/Teachers will send weekly Remind messages and newsletters to parents • Social media reminders and school webpage will be utilized • Daily Community Meetings will be held
Information Platform for Parents	<ul style="list-style-type: none"> • School website • Constant contact • Verified phone numbers and emails for parent

**Social Emotional needs will be addressed on 2020-2021 year-long school site PD plans*