



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

**School : Madison Avenue Elementary  
Principal: Melissa Philley**

<b>Transportation</b>	
<b>Arrival -Carpool</b>	<ul style="list-style-type: none"> <li>-Car riders will enter through the front door or the side door at the MAUE entrance and go directly to the classrooms.</li> <li>-Students must have a face covering on before they leave the car.</li> <li>-The students will move in a line on their right of the hallway, facing forward to the classroom.</li> <li>-Staff will be on duty to ensure that all students enter in a single file line moving in one direction to the classrooms.</li> <li>-Students will wash their hands as soon as they enter the classroom.</li> </ul>
<b>Arrival -Buses</b>	<ul style="list-style-type: none"> <li>-Bus riders will enter through the bus loop/entrance door and go directly to the classrooms.</li> <li>-Students must have on a face covering before they leave the bus.</li> <li>-The students will move in a line on their right of the hallway, facing forward to the classroom.</li> <li>- Teachers/staff will be on duty to ensure that all students enter in a single file line moving in one direction to the classrooms.</li> <li>-Students will wash their hands as soon as they enter the classroom.</li> </ul>
<b>Dismissal-Carpool</b>	<ul style="list-style-type: none"> <li>-Students will exit classrooms in a single file line, facing forward staying on their right of the hallway.</li> <li>-K will sit in front foyer on gym side. 1<sup>st</sup> will sit on café side of foyer. Marks will be made on floor to help students distance to the extent practicable. 2<sup>nd</sup> grade will spread out in the library.</li> <li>-Those riding in the Upper line will sit outside at the side entrance. There will be marks on the floor to help them distance to the extent practicable</li> </ul>
<b>Dismissal-Buses/Daycares</b>	<ul style="list-style-type: none"> <li>-Students will exit classrooms in a single file line, staying on their right of the hallway.</li> <li>-Teachers will walk them out to each bus.</li> <li>-Daycares will line up and social distance to the extent practicable in the gym forming groups by daycare. Staff members will escort them.</li> </ul>
<b>Logistics</b>	
<b>In classrooms</b>	<ul style="list-style-type: none"> <li>-Desks and tables are spread out to the extent practicable inside the classroom.</li> <li>-Desks will face same directions.</li> <li>-Students will do whole-group work and lessons from seats rather than next to each other on the carpet.</li> <li>-Students will have their own headphones that they will keep in labeled plastic bags.</li> <li>-Chrome books/iPads will be assigned to each student.</li> </ul>

	<ul style="list-style-type: none"> <li>-Students will wash hands and/or sanitize when enter classroom before school, before and after specials, before and after lunch, before and after recess, before and after restrooms, and before dismissal.</li> <li>-Exterior exits will be used whenever possible to reduce traffic in the hallways.</li> <li>-High-touch areas of classrooms will be sanitized by faculty and staff between classes or rotations as often as practicable.</li> <li>-Classrooms will be sanitized by our janitorial service after school each day.</li> </ul>
<b>Transitions/Hallways</b>	<ul style="list-style-type: none"> <li>-Students will line up on opposite walls and transition without coming in close proximity with the other classes.</li> <li>-Classes will use exterior doors as often as possible to exit classrooms.</li> <li>-Hallways and high-touch areas of hallways will be sanitized throughout the day by custodial staff.</li> </ul>
<b>Restroom Procedures</b>	<ul style="list-style-type: none"> <li>-Classroom restrooms will be used on a schedule.</li> <li>-Students will sanitize before and wash hands after they use the restroom in the class.</li> <li>-2<sup>nd</sup> grade classes will be assigned the hallway bathrooms on a schedule. Students will sanitize before and wash hands after.</li> <li>-All restrooms will be sanitized on a schedule throughout the day by custodial staff.</li> <li>-Restrooms will be sanitized each day after school by jour anitorial service.</li> </ul>
<b>Lunch time</b>	<ul style="list-style-type: none"> <li>-Two classes will spread out across the entire cafeteria for lunch and a third class will either eat in the outdoor picnic area or the classroom.</li> <li>-Marks will be made to help students distance as much as practicable in line.</li> <li>-Students will wash hands /sanitize before and after they visit the cafeteria.</li> <li>-Tables and seats will be sanitized after each class.</li> </ul>
<b>Instructions to teach students cleaning procedures</b>	<ul style="list-style-type: none"> <li>-All teachers will teach cleaning procedures and good hygiene. They will introduce, reteach, and reinforce as needed.</li> <li>-The PE coach will also teach this as a part of his lessons.</li> <li>-Cleaning procedures/hygiene concerns include proper handwashing, covering coughs, face coverings, social distancing, and sanitizing equipment and tables.</li> </ul>
<b>Types of signage posted</b>	<ul style="list-style-type: none"> <li>-Face Coverings</li> <li>-Social Distancing</li> <li>-COVID-19 Signs and Symptoms</li> </ul>
<b>At Home Assessments</b>	<ul style="list-style-type: none"> <li>-Parents/guardians should perform an assessment of their child's health before leaving home. If your child feels unwell or any of the following symptoms, please do not allow them to come to school and contact your healthcare provider. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.</li> </ul>
<b>Temperature checks</b>	<ul style="list-style-type: none"> <li>-Faculty and staff temperatures will be taken daily.</li> <li>-Students' temperatures will be checked if a student appears to be ill.</li> <li>-Faculty and staff will assist in monitoring students for symptoms and will refer anyone with symptoms to the school nurse/school designee for evaluation.</li> </ul>

	-We encourage all parents to conduct temperature checks on their students prior to them leaving home.
<b>Face Coverings</b>	-Students, faculty, and staff will wear face coverings at all times practicable while on school campuses. -Face coverings should adhere to dress code standards established in the student handbook.
<b>If Someone Becomes Ill During the School Day</b>	
<b>Students with illness at school</b>	-The area beside the nurse's office will be designated as the "Fever Room." - If a child begins running fever (100.4 or above), they will wait there.
<b>Staff members with illness at school</b>	-The area beside the nurse's office will be designated as the "Fever Room." --If a staff member begins running fever and they are not able to drive, they will wait there until they are picked up. If they can drive, they should leave the building immediately.
<b>Cleaning Routines</b>	
<b>Cleaning routines in building:</b>	-High-touch areas of classrooms will be sanitized by faculty and staff between classes. -Halls and bathrooms will be sanitized throughout the day by custodial staff. -Each school will be sanitized after each school day. -Schools will be deep-cleaned consistent with District directives.
<b>Training of all staff on proper safety/sanitation protocols</b>	-Proper handwashing, covering coughs, and face coverings -Provide training on sanitation protocols -Recognizing signs of anxiety, concerns with coming back to school, etc.
<b>Classes and Events with Special Consideration</b>	
<b>Large Gatherings</b>	-Events that have included large gatherings will be cancelled for the 20-21 year. This includes kingdom meetings, assemblies, plays and programs, and our Thanksgiving feasts and meals. -Events that normally involve visitors or special guests will either be cancelled for the 20-21 school year or will be modified so that only students participate. -Reward events will either be held in small groups or students will be awarded prizes instead of attending the events.
<b>PE</b>	-Students will spread out in the gym to the extent practicable. -There will be minimal contact of PE manipulatives. -Equipment will be sanitized between classes. -Students will wash hands before leaving classroom and when returning from all specials.
<b>Music Class</b>	-Students will spread out in the music classroom to the extent practicable. -We will sanitize classroom and supplies between classes. -Students will wash hands before leaving classroom and when returning from all specials.
<b>Art Class</b>	- Students will spread out in the art classroom to the extent practicable. -We will limit sharing of supplies to the extent practicable.

	<p>-We will sanitize classroom and supplies between classes.</p> <p>-Students will wash hands before leaving classroom and when returning from all specials.</p>
<b>Computer</b>	<p>-Students will spread out in the computer room to the extent practicable.</p> <p>-Students will use their own personal headphones.</p> <p>-We will sanitize classroom and supplies between classes.</p> <p>-Students will wash hands before leaving classroom and when returning from all specials</p>
<b>Library</b>	<p>-Students will spread out in the library to the extent practicable.</p> <p>-We will limit sharing of supplies when possible.</p> <p>-We will sanitize classroom and supplies between classes.</p> <p>-Students will wash hands before leaving classroom and when returning from all specials.</p>
<b>Recess</b>	<p>-Only 1 class at a time will play on a playground area.</p> <p>-Students will wash hands and/or sanitize before and after recess.</p>
<b>Miscellaneous Events</b>	<p>-No strings program can be offered before school.</p> <p>-No afterschool classes will be offered.</p> <p>-We will use rotations or virtual meetings for Meet the Teacher and Parent Orientation events.</p>
<b>Parents and Community</b>	
<b>Protocol for visitors</b>	<p>-We will utilize the side door at the front entrance that has a panel throughout the day to limit visitors coming in.</p> <p>-We will only allow essential visitors inside. We cannot allow parent readers, volunteers in the classroom or lunch visitors.</p> <p>-If a parent must come in, they will wear a face covering, have their temperature checked prior to entry and will stay inside the front office.</p> <p>-We cannot allow treats for birthdays this year. Parents can send a birthday message video to the teacher for the teacher to play for the class before they sing.</p> <p>-All parent conferences will be held in the office conference room if a video platform/TEAMS cannot be held.</p>
<b>PTO Meetings</b>	<p>-PTO meetings will be held at a parent host's house.</p>
<b>Information Platforms for Parents</b>	<ul style="list-style-type: none"> <li>• School website</li> <li>• PTO Facebook page</li> <li>• Remind 101</li> <li>• Verified phone numbers and emails for parents</li> <li>• Letters in take-home folders</li> <li>• Clever</li> <li>• Canvas</li> </ul>