



**MADISON COUNTY  
SCHOOLS**

MARK OF EXCELLENCE

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

**School** Madison Station Elementary

**Principal** Martha Hanna

*In the fields provided, please explain your tentative plans for each component.*

<b>Transportation</b>	
<b>Arrival -Carpool/ Student Drop off</b>	Students, wearing face coverings, will enter through the front door for car rider and go directly to the classrooms. The students will move in a line, staying on the right side of the hallway facing forward to the classroom. Teachers/staff will be on duty to ensure that all students enter in a single file line moving in one direction to the classrooms and are staying at a safe distance. Students will wash their hands as soon as they enter the classroom.
<b>Arrival to school- Buses</b>	Students, wearing masks, will enter through the front door and go directly to the classrooms. The students will move in a line, staying on the colored squares facing forward to the classroom. Teachers/staff will be on duty to ensure that all students enter in a single file line moving in one direction to the classrooms and are staying at a safe distance. Students will sanitize their hands as they enter the classroom.
<b>Dismissal/ Carpool</b>	Students, wearing masks, will sit in the cafeteria, and/or main entry hallway at a safe distance wearing a mask while waiting to be called for pick-up.
<b>Dismissal- Buses</b>	Bus riders will remain in the classrooms. Buses will be called individually, and students will exit the classroom and be escorted by school personnel to the bus. Bus dismissal will have to start early in order to get all students off campus and be able to utilize the main hallway space for car rider dismissal.

	Students attending after school care will remain in classrooms until called and will be escorted by school personnel to their bus.
<b>Logistics</b>	
<b>Breakfast in cafeteria</b>	n/a
<b>In classrooms (desk arrangement, centers, computer carts, class equipment)</b>	Desks and tables will be spread out as much as possible inside the classroom. Students will have their own headphones that they will keep in labeled plastic bags. Manipulatives will be sanitized after use and sharing of supplies will be limited whenever possible. Center activities/materials will be sanitized before given to another student. For fourth and fifth grade students, classrooms will be wiped down before class changes. Students will wash hands and/or sanitized when enter classroom before school, before and after specials, lunch, recess, restrooms, and dismissal.
<b>Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)</b>	Students will walk on colored tiles on the right side of the hallway. Each class will have a designated time to send students to the restroom. Fourth and fifth grade classrooms will be sanitized between class changes.
<b>Restroom Procedures</b>	Classes will be assigned a time to go to the restroom.
<b>Lunch time</b>	Lunches will be eaten in classrooms. A rotating schedule will be created to allow teachers to take students to the cafeteria when possible or to a designated area to eat outside weather permitting.
<b>Cleaning the Cafeteria</b>	n/a
<b>Instructions to teach students cleaning procedures</b>	Teachers will teach students proper sanitizing procedures to include proper hand washing technique, appropriate use of face covering, procedures for wiping down materials and surfaces in shared spaces, etc.
<b>Types of signage needed (classrooms, entrances, hallways, restrooms, cafeteria)</b>	As provided by district
<b>Temperature checks</b>	All staff will have temperature checks each day prior to entering the building. Students' temperatures may also be taken, but due to numbers and logistics we will not temperature check every child every day. Faculty and staff will assist in monitoring students for symptoms and will refer anyone with symptoms to the school nurse/school designee for evaluation. Parents/guardians

	<p>should perform an assessment of their child(ren)'s health before leaving home. If your child feels unwell, or has any of the following symptoms, please do not allow him or her 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.</p>
<b>Face Covering</b>	<p>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.</p>
<b>If Someone Becomes Ill During the School Day</b>	
<b>Sick children at School (quarantine space/ isolation room)</b>	<p>The conference room will serve as a "Sick Child" holding area for students who become sick or begin running fever. If a sick child or staff member is already occupying the conference room, they will report to the sick room in the nurse's office.</p>
<b>School Staff Becomes Ill at School</b>	<p>Should a staff member become sick at school, they will need to notify the office immediately via intercom system (without traveling throughout the building) and leave the building immediately. If they are unable to drive, they will report to the conference room until someone can pick them up.</p>
<b>Cleaning Routines</b>	
<b>Cleaning routines in building: Custodian Duties</b>	<p>A regular cleaning schedule will be established for daytime and afterhours sanitation of school buildings by school custodians, janitorial services, and/or contracted professional cleaning services. Each school will be sanitized after each school day. Halls and bathrooms will be sanitized throughout the day by custodial staff.</p>
<b>Cleaning routines in building: Front Office Staff</b>	<p>Sanitize surfaces at regular intervals throughout the day. Utilize sanitizer before and after use of printer and copier or other shared equipment. Wipe down shared equipment before and after each use.</p>

<b>Cleaning routines in building: Teachers</b>	High-touch areas of classrooms will be sanitized by faculty and staff between classes or as often as practicable.
<b>Cleaning routines in building: Students</b>	Wipe down desks and chairs at the end of each day.
<b>Cleaning routines in building: Classrooms</b>	High-touch areas of classrooms will be sanitized by faculty and staff between classes or as often as practicable. Halls and bathrooms will be sanitized throughout the day by custodial staff.
<b>Training of all staff on proper safety/sanitation protocols</b>	Employees will be advised in cleaning and safety protocols at each school site.
<b>Classes and Events with Special Consideration</b>	
<b>Large Gatherings</b>	Large gatherings are will be canceled until further notice.
<b>PE</b>	Students will attend PE in the gym. They will stand on designated markings to ensure social distancing. Equipment will be sanitized between classes.
<b>Music Class</b>	Students will attend music as usual wearing a mask.
<b>Recess</b>	Classes will go to recess. No more than one class will go to any playground at one time. Students will use hand sanitizer before entering playground area and upon re-entry into the building. Face coverings will be worn in hallways on the way to and from the playground.
<b>Parents and Community</b>	
<b>Protocol for visitors</b>	Parents may enter the building wearing a face covering for checking in/out their child or to deliver medication. Parents will not be allowed to leave the office area. Pre-packaged birthday treats can be sent to the teacher to distribute at lunch. Parent conferences will be held over Microsoft Teams. Temperature checks will be required as well as other protocols as necessary.
<b>PTO Meetings</b>	PTO meetings will be held on the first Monday of every month at 12:00 p.m. either virtually or at an off-campus location.
<b>How will you train and continually remind parents and students of appropriate health protocols (social distancing, hand washing, wearing masks, etc.)</b>	Parent training will be done as part of our Parent Orientation night which will be held virtually. Ongoing communication via school newsletters, social media, remind, and constant contact will be used to remind parents of appropriate protocols.
<b>Information Platform for Parents</b>	<ul style="list-style-type: none"> <li>School website</li> </ul>

	<ul style="list-style-type: none"><li>• Constant Contact</li><li>• Verified phone numbers and emails for parent</li></ul>
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*\*Social Emotional needs will be addressed on 2020-2021 year-long school site PD plans*