



MADISON COUNTY  
SCHOOLS

MARK OF EXCELLENCE

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

**Principal Fannie D. Green, Ed.D.**

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

<b>Transportation</b>	
<b>Arrival -Carpool/ Student Drop-off</b>	<p>Student drop-off is in the front of the building.</p> <p>Students will do the following:</p> <ul style="list-style-type: none"><li>• Wear a face covering inside the building</li><li>• Hand sanitize as soon as entering the building</li><li>• Practice social distancing to the extent practicable (Students will walk in a single line, and only one student will be on the blue masking tape). *Assistant Teachers will be on duty to ensure that all students are in a single file line moving in one direction to the lunchroom or classrooms.</li><li>• Go directly to the cafeteria for breakfast or to the designated classroom then to assigned seat</li></ul>
<b>Arrival to School- Buses</b>	<p><b><i>Parents are encouraged to bring their children to school in their own automobiles.</i></b></p> <p>Bus drop-off is in the back of the building.</p> <p>Students will do the following:</p> <ul style="list-style-type: none"><li>• Wear a face covering inside the building</li><li>• Hand sanitize as soon as entering the building</li><li>• Practice social distancing to the extent practicable (Only one student at a time is on the blue masking tape.) *Assistant Teachers will be on duty to ensure that all students are in a single</li></ul>

	<p>file line moving in one direction to the lunchroom or classrooms.</p> <ul style="list-style-type: none"> <li>Go directly to the cafeteria for breakfast or to the designated classroom then to assigned seat</li> </ul>
<b>Dismissal/ Carpool</b>	<p><b>Carpool Dismissal: PK-2:</b> 2:20 P.M.; <b>3-5:</b> 2:30 P.M.</p> <ul style="list-style-type: none"> <li>Students will sanitize hands.</li> <li>Teacher Assistants will escort students to the front of the school to carpool, practicing social distancing to the extent practicable.</li> </ul>
<b>Dismissal- Buses</b>	<p><b>Parents are encouraged to pick up their children from school in their own automobiles.</b></p> <p><b>Bus Dismissal: PK-2:</b> 2:20 P.M.; <b>3-5:</b> 2:30 P.M.</p> <ul style="list-style-type: none"> <li>Students will sanitize hands.</li> <li>Teachers/Teacher Assistants will escort students to the back of the school, practicing social distancing to the extent practicable.</li> <li>Students will go directly to designated bus, practicing social distancing to the extent practicable.</li> </ul>
<b>Logistics</b>	
<b>Breakfast in Cafeteria</b>	<ul style="list-style-type: none"> <li>Students will sanitize hands.</li> <li>Students will wear face covering inside cafeteria until they are seated for lunch.</li> <li>Teacher Assistants will assist students in social distancing to the extent practicable through the line.</li> <li>Before entering the serving line, students will sanitize hands.</li> <li>Assigned classes will sit at designated tables and seats, social distancing to the extent practicable.</li> <li>Overflow breakfast tables will be in the gym.</li> <li>Once students finish eating, students will resume wearing face coverings and discard trash in garbage bins, practicing social distancing to the extent practicable.</li> <li>Before exiting the cafeteria, students will sanitize hands and go directly to class, practicing social distancing as practicable.</li> </ul>
<b>In classrooms (desk arrangement, centers, computer carts, class equipment)</b>	<ul style="list-style-type: none"> <li>Students will wear face coverings to the extent practicable.</li> <li>Desks/Tables will be spread out to the extent practicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Desks/Tables will face in the same direction.</li> <li>• Students will be seated at opposite ends of the table, facing the same direction.</li> <li>• There will be two-three students per center. Students will social distance to the extent possible.</li> <li>• Centers will be sanitized between uses.</li> <li>• Each student will only use the numbered iPad/chromebook he/she is assigned.</li> <li>• Each student will wipe down his/her iPad/chromebook after each use.</li> <li>• Each student will only use his/her headphones.</li> <li>• All class equipment will be wiped down after it has been used.</li> </ul>
<p><b>Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)</b></p>	<ul style="list-style-type: none"> <li>• Students will wear face coverings between classes.</li> <li>• Students will walk down one-way traffic hallways (right hand side), marked by blue duct tape.</li> <li>• Class changes, class restroom breaks, and individual restroom breaks will be staggered, one class and/or three students at a time, practicing social distancing to the extent practicable.</li> </ul>
<p><b>Restroom Procedures</b></p>	<ul style="list-style-type: none"> <li>• Students will wear face coverings to the restroom.</li> <li>• Teachers will have staggered restroom times, with three students every other stall in the restroom at a time.</li> <li>• Individual students will be given a hall pass if restroom break is needed before or after scheduled class time.</li> <li>• Students will not be permitted to wait in the restroom for an empty stall. Students will wait in the hallway on the blue taped line.</li> <li>• Students will wash hands for 20 seconds after use.</li> <li>• Restrooms will be sanitized and replenished with supplies as often as practicable by maintenance.</li> </ul>
<p><b>Lunch Time</b></p>	<p style="text-align: center;"><b>In the Cafeteria</b></p> <ul style="list-style-type: none"> <li>• Staggered lunch times</li> <li>• Students will wear face coverings inside cafeteria until they are seated for lunch.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will hand sanitize once they enter the cafeteria.</li> <li>• Teachers/Teacher Assistants will assist students in social distancing to the extent practicable through the line.</li> <li>• Before entering the serving line, students will sanitize hands.</li> <li>• Assigned classes will sit at designated tables and seats, social distancing to the extent practicable.</li> <li>• Overflow tables will be in the gym.</li> <li>• Once students finish eating, students will resume wearing face coverings and discard trash in garbage bins, practicing social distancing to the extent practicable.</li> <li>• Before exiting the cafeteria, students will sanitize hands and go directly to class, practicing social distancing as practicable.</li> </ul>
<b>Cleaning the Cafeteria</b>	<ul style="list-style-type: none"> <li>• The cafeteria staff will sanitize tables, tray railings, doorknobs, surfaces, countertops, light switches, faucets, sinks, etc. to the extent practicable and will mop floor to the extent practicable.</li> </ul>
<b>Instructions to teach students cleaning procedures</b>	<p>The first six days of schools will be used to introduce cleaning protocols for the year. CES will teach students with constant repetition throughout the school year. CES cleaning signage will be posted throughout the school year.</p>
<b>Types of signage needed (classrooms, entrances, hallways, restrooms, cafeteria)</b>	<ul style="list-style-type: none"> <li>• Face Covering</li> <li>• Social Distancing</li> <li>• Symptoms of Coronavirus</li> <li>• One-way Arrows</li> <li>• Stop: Stay Home When You Are Sick</li> <li>• Hand Washing</li> </ul>
<b>Temperature Checks</b>	<ul style="list-style-type: none"> <li>• Staff temperature checks will be checked daily upon entering the school by nurse, principal, and/or office staff.</li> <li>• Parents are encouraged to conduct student temperature checks prior to leaving home.</li> <li>• Student temperature checks will be conducted when/if students present themselves as feeling or appearing ill.</li> <li>• Students with a temperature of 100 will not be allowed to stay at school.</li> </ul>
<b>Face Covering</b>	<ul style="list-style-type: none"> <li>• Students, faculty, and staff will wear face coverings/face shields inside and</li> </ul>

	<p>outside the building to the extent practicable.</p> <ul style="list-style-type: none"> <li>• Students will as often as practicable be reminded not to touch face covering.</li> </ul>
<b>If Someone Becomes Ill during the School Day</b>	
<b>Sick Children at School (quarantine space/ isolation room)</b>	<ul style="list-style-type: none"> <li>• Sick children will report to the nurse for evaluation.</li> <li>• Sick children will be quarantined in the Nursing Station or Sick Room (301) until parent comes to pick them up.</li> <li>• Sick children must return with a doctor excuse if they exhibit any symptoms of COVID-19.</li> </ul>
<b>School Staff Becomes Ill at School</b>	<ul style="list-style-type: none"> <li>• Sick school staff will report to the nurse for evaluation.</li> <li>• The nurse will decide the next course of action.</li> <li>• Any staff member who has any symptoms of COVID-19 will leave campus as soon as possible and must return with a doctor's excuse.</li> </ul>
<b>Cleaning Routines</b>	
<b>Cleaning routines in building: Custodian Duties</b>	<ul style="list-style-type: none"> <li>• Sanitize school building, classrooms, water and sanitation facilities, and high touch surfaces that are frequently touched as often as practicable</li> <li>• Procure needed supplies</li> <li>• Prepare and maintain handwashing stations with soap and water</li> <li>• Place hand sanitizer in each classroom, at entrances and exits, in each classroom, and each restroom</li> <li>• Ensure adequate, clean and separate toilets for girls and boys</li> <li>• Ensure soap and safe water are available at each hand washing station</li> <li>• Remove trash daily and disposed of it safely</li> </ul>
<b>Cleaning routines in building: Front Office Staff</b>	<ul style="list-style-type: none"> <li>• Sanitize frequently touched surfaces as often as practicable. This includes desks, phones, computer, keyboards, countertops, doorknobs, light switches, etc.</li> </ul>
<b>Cleaning routines in building: Teachers and Teacher Assistants</b>	<ul style="list-style-type: none"> <li>• Sanitize frequently touched surfaces as often as practicable. This includes desks, tables, computer, keyboards, doorknobs, light switches, etc.</li> </ul>

<b>Cleaning routines in building: Students</b>	<ul style="list-style-type: none"> <li>Sanitize frequently touched surfaces as often as practicable. This includes desks, tables, keyboards, iPads, chrome books, doorknobs, light switches, etc.</li> </ul>
<b>Cleaning routines in building: Classrooms</b>	<ul style="list-style-type: none"> <li>Sanitize frequently touched surfaces as often as practicable. This includes desks, tables, computer, keyboards, doorknobs, light switches, etc.</li> </ul>
<b>Training of all staff on proper safety/sanitation protocols</b>	<ul style="list-style-type: none"> <li>Proper handwashing, covering coughs, and face coverings</li> <li>Provide training on sanitation protocols for custodians</li> <li>Recognizing signs of anxiety, concerns with coming back to school, etc.</li> </ul>
<b>Classes and Events with Special Consideration</b>	
<b>Large Gatherings</b>	<ul style="list-style-type: none"> <li>There will be no large gatherings, including grade-level assemblies or family and community events, until further notice.</li> </ul>
<b>P.E.</b>	<ul style="list-style-type: none"> <li>Students will wear face coverings to the extent practicable.</li> <li>Students will sanitize hands before and after P.E.</li> <li>Students will social distance to the extent practicable when exercising and/or participating in activities.</li> <li>Gym equipment will be sanitized as often as practicable.</li> <li>Coach and students will utilize outdoor space to the extent practicable.</li> <li>Students will have a five to ten-minute break between classes to allow Coach to sanitize equipment and gym after each class leaves.</li> <li>Teachers/Teacher Assistants will escort students to and from P.E., practicing social distancing to the extent practicable.</li> <li>Students will not share various equipment, like balls, jump ropes, cups, etc.</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>Students will wear face coverings.</li> <li>Students will hand sanitize before and after Music.</li> <li>Students will social distance to the extent practicable when singing and/or playing instruments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keyboards/Music instruments will be frequently sanitized as often as practicable.</li> <li>• Teacher and students will utilize outdoor space to the extent practicable.</li> <li>• Students will have a five to ten-minute break between classes to allow teacher to sanitize music equipment and music room after each class leaves.</li> <li>• Teachers/Teacher Assistants will escort students to and from Music, practicing social distancing to the extent practicable.</li> <li>• Students will not share various equipment, like the drums, drumsticks, keyboard, etc.</li> </ul>
<b>Computer</b>	<ul style="list-style-type: none"> <li>• Students will wash hands before leaving classroom and when returning from Computer.</li> <li>• Students will social distance in the computer room to the extent practicable.</li> <li>• Each student will only use the desktop or iPad/chromebook he/she is assigned.</li> <li>• Each student will wipe down his/her desktop or iPad/chromebook after each use.</li> <li>• Each student will only use his/her headphones.</li> <li>• Classroom and supplies will be sanitized between classes.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Students will wash hands before leaving classroom and when returning from Library.</li> <li>• Students will social distance in the library to the extent practicable.</li> <li>• Students will limit sharing of supplies when possible.</li> <li>• Classroom and supplies will be sanitized between classes.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Grade-levels will have staggered recess schedules.</li> <li>• High touched surfaces (railings, handles, etc.) will be sanitized to the extent practicable before and after recess.</li> <li>• Students will wear face coverings to the extent practicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will sanitize their hands before they go to recess.</li> <li>• Students will practice social distancing to the extent practicable.</li> <li>• Students will wash their hands and dry them with paper towels upon entering the classroom.</li> </ul>
<b>Parents and Community</b>	
<b>Protocol for Visitors</b>	<ul style="list-style-type: none"> <li>• Visitors will call the office.</li> <li>• At the door, visitors will read the Symptoms' poster, and if all their answers are no, visitors will be allowed inside.</li> <li>• Visitors will have temperatures checked.</li> <li>• Visitors will wear face coverings.</li> <li>• Visitors will hand sanitize, sign in, and hand sanitize again.</li> <li>• Visitors will not be allowed classrooms or lunch visits.</li> <li>• Necessary visitors (vendors) will be required to have temperature checks upon arrival to the building.</li> </ul>
<b>PTO Meetings</b>	<ul style="list-style-type: none"> <li>• PTO meetings, which will only include the Board members, will be held in the Media Center, or they will be held virtually or by phone.</li> <li>• The PTO Board will wear face coverings and will practice social distancing to the extent practicable.</li> </ul>
<b>How will you train and continually remind parents and students of appropriate health protocols (social distancing, hand washing, wearing masks, etc.)</b>	<ul style="list-style-type: none"> <li>• Teachers will review procedures every morning in the classroom as well as remind students by redirecting them when they do not follow the procedures.</li> <li>• Parents will be reminded by teachers and administration via class newsletters or the Remind App.</li> <li>• Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote every day protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).</li> <li>• Principal or designee will use the PA system to broadcast regular announcements on reducing the spread of COVID-19.</li> <li>• School personnel will include messages about behaviors that</li> </ul>



	prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
<b>Information Platform for Parents</b>	<ul style="list-style-type: none"> <li>• School website</li> <li>• Constant Contact</li> <li>• Verified phone numbers and emails for parent</li> </ul>

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