



**Mannsdale Upper Elementary**  
**(601) 879-3433**  
**Return to School Plan**  
**Fall 2020**

Principal Debra Houghton

Assistant Principal Nicole Cockrell

<b>Transportation</b>	
<b>Arrival -Carpool/ Student Drop off</b>	<ul style="list-style-type: none"><li>● Students will enter through the front door for car rider and go directly to the classrooms unless eating breakfast<ul style="list-style-type: none"><li>○ Students will need to wear a face covering to enter the building</li><li>○ Students will sanitize their hands when entering the building using the sanitizer station</li><li>○ Students will go directly to the classrooms unless eating breakfast</li></ul></li></ul>
<b>Arrival to school- Buses</b>	<ul style="list-style-type: none"><li>● Students getting off the bus will enter through the side bus entrance<ul style="list-style-type: none"><li>○ Students will need to wear a face covering to enter the building</li><li>○ Students will sanitize their hands when entering the building using the sanitizer station</li><li>○ Students will go directly to the classrooms unless eating breakfast</li></ul></li><li>● The students will face forward and walk in one line to the classroom</li><li>● Teachers will be on duty to ensure that all students are wearing a face covering, sanitizing their hands and walking in a single file line</li></ul>
<b>Dismissal/ Carpool</b>	<ul style="list-style-type: none"><li>● Car riders will stage<ul style="list-style-type: none"><li>○ Third grade out in front of the building in the cafeteria</li><li>○ Fourth grade in the front foyer</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Fifth grade in the hall to the gym</li> <li>● After-care will stage on the grade level hallways</li> </ul>
<b>Dismissal- Buses</b>	<ul style="list-style-type: none"> <li>● Students will exit the building in a single file line</li> <li>● Staff will walk students to buses one bus at a time</li> </ul>
<b>Logistics</b>	
<b>Breakfast in cafeteria</b>	<ul style="list-style-type: none"> <li>● Students eating breakfast will eat in the cafeteria, leaving two seats between themselves and others and they will all face forward</li> <li>● Students will sanitize their hands before they leave the cafeteria</li> </ul>
<b>In classrooms (desk arrangement, centers, computer carts, class equipment)</b>	<ul style="list-style-type: none"> <li>● Students will enter <ul style="list-style-type: none"> <li>○ Unpack their backpacks</li> <li>○ Wash their hands after unpacking – students will have an X to stand on while waiting</li> <li>○ Begin working on their assignments</li> </ul> </li> <li>● Teachers will space desks as far apart as possible</li> <li>● Students will be assigned a Chromebook and they will only use the Chromebook they are assigned.</li> <li>● Centers will be wiped down between uses</li> <li>● All class equipment will be wiped down after it has been used</li> </ul>
<b>Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)</b>	<ul style="list-style-type: none"> <li>● Students will walk down the right side of the hallways at all times</li> <li>● When moving as a class, students will be instructed to face forward and walk in a straight line</li> </ul>
<b>Restroom Procedures</b>	<ul style="list-style-type: none"> <li>● Teachers will take class restroom breaks one class at a time.</li> <li>● Teachers will be given one pass for boys and one pass for girls – These will be used when students need to take a restroom break. This will keep</li> </ul>

	<p>down the number of students out of the classroom and in the restroom at one time.</p> <ul style="list-style-type: none"> <li>• Bathrooms will be wiped down regularly</li> <li>• Stickers will be placed in the hall for students to stand on while they wait for the bathroom. <ul style="list-style-type: none"> <li>○ Students will not be permitted to wait in the bathroom once the stalls are full</li> </ul> </li> <li>• Students must wear masks when going to the restroom</li> </ul>
<b>Lunch time</b>	<ul style="list-style-type: none"> <li>• Teachers will be provided a schedule for lunchroom times</li> <li>• Students will be escorted to the cafeteria by one teacher while the other teacher watches the students who brought their lunch from home</li> <li>• The students will walk in a single file line to the cafeteria, split into the two lines, pick up their lunch and go back to their classroom to eat</li> <li>• The cafeteria staff will collect all trash from the hallways to ensure limited movement of the students</li> </ul>
<b>Cleaning the Cafeteria</b>	<ul style="list-style-type: none"> <li>• Students will not be in the cafeteria so they will not be cleaning it</li> <li>• Cleaning will be done by the cafeteria staff</li> </ul>
<b>Instructions to teach students cleaning procedures</b>	<ul style="list-style-type: none"> <li>• Students will be taught proper handwashing and coughs technique</li> <li>• Students will be taught the proper way to sanitize their desk and materials</li> </ul>
<b>Signage posted throughout the school (classrooms, entrances, hallways, restrooms, cafeteria)</b>	<ul style="list-style-type: none"> <li>• Arrows will be placed in the hallway to direct flow of traffic</li> <li>• Stickers will be placed outside of the bathrooms for students to stand on while they wait</li> <li>• Signs are posted to remind students of proper handwashing, and social distance,</li> </ul>
<b>Temperature checks</b>	<ul style="list-style-type: none"> <li>• All staff will have temperature checks each morning</li> </ul>

	<ul style="list-style-type: none"> <li>• Students' temperatures will be checked on an as needed basis</li> </ul>
<b>At Home Assessments</b>	<ul style="list-style-type: none"> <li>• Parents/guardians 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</li> </ul>
<b>Face Covering</b>	<ul style="list-style-type: none"> <li>• Face coverings will be required for all students</li> <li>• Face coverings will follow the dress code policy in the student handbook</li> <li>• Teachers will wear a 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>• Students will be quarantined in a quarantine room with adult supervision</li> </ul>
<b>School Staff Becomes Ill at School</b>	<ul style="list-style-type: none"> <li>• School staff will report to the nurse if they should become ill on campus</li> <li>• The nurse will evaluate the staff member to decide the next course of action</li> <li>• Any staff member who shows signs of COVID will be sent home to be tested and will stay home pending test results</li> </ul>
<b>Cleaning Routines</b>	
<b>Cleaning routines in building: Custodian Duties</b>	<ul style="list-style-type: none"> <li>• The custodian will perform these routines per district training</li> </ul>
<b>Cleaning routines in building: Front Office Staff</b>	<ul style="list-style-type: none"> <li>• The front office staff will sanitize all surfaces that are frequently touched as needed</li> </ul>
<b>Cleaning routines in building: Teachers</b>	<ul style="list-style-type: none"> <li>• Teachers will make sure to sanitize doorknobs and all frequently touched surfaces in their rooms</li> </ul>

<b>Cleaning routines in building: Students</b>	<ul style="list-style-type: none"> <li>• Students will be required to wipe surfaces as directed</li> </ul>
<b>Cleaning routines in building: Classrooms</b>	<ul style="list-style-type: none"> <li>• Teachers will make sure to sanitize doorknobs and all frequently touched surfaces in their rooms</li> <li>• All desks will be wiped off by students before they leave for the day</li> <li>• All doorknobs will be sanitized when teachers leave for the day</li> </ul>
<b>Training of all staff on proper safety/sanitation protocols</b>	<ul style="list-style-type: none"> <li>• Provide proper handwashing, covering coughs, and face covering training</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>• Large gatherings will be suspended until further notice</li> </ul>
<b>PE</b>	<ul style="list-style-type: none"> <li>• PE will tape off floor for students to have their own space that is distant from other students.</li> <li>• Students will do activities in their space</li> <li>• PE will utilize the garden and outdoor space as much as possible.</li> <li>• Specials classes will have a break between classes to allow the teachers to sanitize each space after each class leaves</li> <li>• Teachers will escort their students to and from specials at the assigned times to minimize students' time in the hallway</li> </ul>
<b>Music Class</b>	<ul style="list-style-type: none"> <li>• Students will space out to the extent practicable and stand facing one direction, wearing their face covering, for any singing that is done</li> <li>• Music will utilize handheld instruments and sanitize them</li> <li>• Music will watch Quaver to show about music and learn music lessons</li> </ul>

	<ul style="list-style-type: none"> <li>• Specials classes will have a break between classes to allow the teachers to sanitize each space after each class leaves</li> <li>• Teachers will escort their students to and from specials at the assigned times to minimize students' time in the hallway</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Classes will go out to recess with their class</li> <li>• Students will sanitize their hands before they go to recess</li> <li>• Classes will be separated in different areas around the building (i.e., large playground, front grassy area, small playground, Project Fit America space, etc.)</li> <li>• Each class will be given a recess schedule</li> <li>• Students will wash their hands 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 not be allowed to go into classrooms or cafeteria</li> <li>• All visitors will have their temperature checked upon entering the building</li> <li>• All visitors must wear a face covering when entering the building</li> <li>• In the event that your child forgot an item at home, a table will be set up to drop off these items</li> </ul>
<b>PTO Meetings</b>	<ul style="list-style-type: none"> <li>• PTO meetings will be held in the cafeteria where people can spread out</li> <li>• Everyone at the meeting will face the same way</li> <li>• No more than twenty people will be allowed in the meeting</li> <li>• Face coverings will be required to attend the PTO meeting</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 remind students in the classrooms by redirecting them when they do not follow the procedures</li> </ul>

	<ul style="list-style-type: none"><li>• Parents will be reminded by teachers and administration via the Remind App</li></ul>
<b>Information Platform for Parents</b>	<ul style="list-style-type: none"><li>• School website</li><li>• Remind 101</li><li>• Canvas Conference</li><li>• Facebook</li><li>• Microsoft Teams</li><li>• Verified phone numbers and emails for parent</li></ul>