

Early Childhood Center Re-Entry Safety Measures Plan 2020-21 School Year



Building Procedures

| TOPIC | PROCEDURES |
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| Arrival (Staff) | <ul style="list-style-type: none"> • All staff will have temperature checks daily and complete weekly health survey each Monday prior to working • Staff will enter through assigned doors to limit exposure to others • All staff are required to wear masks at all times (except when eating) |
| Arrival (Student) | <ul style="list-style-type: none"> • All students should be screened for temperature and symptoms at home prior to coming to school • Classroom arrival/dismissal lines will be spread out across school grounds to ensure social distancing • Runners will take students from vehicles to classroom lines, when 3 or 4 students are on the line, those students are brought in to begin handwashing and breakfast/lunch • Runners will hand sanitize after each vehicle • Team of staff members will do temperature checks for assigned classrooms prior to students entering classroom • If student has an elevated temperature, the nurse will be notified to follow up and log/isolate as needed • Change parking lot flow and pick up/drop off location for Heim students to the front of Hauge to expedite process |
| Assemblies | None first semester |
| Buses | <ul style="list-style-type: none"> • Mask required for students • Two per seat, all assigned seating according to classroom placement to eliminate exposure to other classes • Load back of bus first, unload front of bus first one class at a time • Open windows whenever possible |
| Breakfast | <ul style="list-style-type: none"> • Please see below |
| Classrooms | <ul style="list-style-type: none"> • Social distance as much as possible • Removal of fabric furniture and soft items such as pillows, stuffed animals, etc |

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| | <ul style="list-style-type: none"> • Assigned seating throughout the day, proximity to same classmates throughout the day • Handwashing hourly, hand sanitizer available throughout day • Please see further details below |
| Cleaning | <ul style="list-style-type: none"> • Staff will be trained by ABM (custodial company) on the proper sanitization of toys, equipment, and furniture • Half day classrooms sanitized daily between sessions • High traffic touchpoints sanitized throughout the day |
| Common Areas | <p>Library</p> <ul style="list-style-type: none"> • Books for students to choose from will be brought to the classroom, only touched after student selects • Check-out of library books every other week • When books are returned, covers will be wiped down and they will be “quarantined” for 7 days before being available for checkout again • Alternate weeks, students will be provided a “consumable” book to keep |
| Computers | <ul style="list-style-type: none"> • Devices will be sanitized in between users and kept in classrooms |
| Covid Symptoms | <ul style="list-style-type: none"> • Isolation room will be established in Heim building for students demonstrating symptoms • Nurse will notify parents and follow up per health department guidelines |
| Discipline | <ul style="list-style-type: none"> • Staff will utilize face shields in addition to masks when situation demands closer proximity to students • Staff will avoid face-to-face interactions with students while escalated |
| Dismissal | <ul style="list-style-type: none"> • Classroom arrival/dismissal lines will be spread out across school grounds to ensure social distancing • Runners will bring students to their vehicles and hand sanitize in between • Change pick up and drop off location for Heim students to the front of Hauge to expedite the pick-up process |
| Extra-Curricular | N/A |
| Face Coverings | <ul style="list-style-type: none"> • All adults will wear masks at all times (except when eating) • Students will wear masks at all times (except when eating, while outside and socially distant) • Student masks should be labeled with name on the outside of mask so it can be easily seen while worn |
| Hall Traffic | <ul style="list-style-type: none"> • Specific routes to and from each classroom are established to ensure students are only exposed to their own classmates • Students and staff will travel in hallways on the right side only |
| Hand Washing | <ul style="list-style-type: none"> • Part of the classroom daily schedule ensuring hourly throughout day |

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| | <ul style="list-style-type: none"> • Hand sanitizing will occur throughout daily routine as well |
| IEP's | <ul style="list-style-type: none"> • Meetings will be held virtually or by phone to minimize adults in the school building |
| Lunch | <ul style="list-style-type: none"> • Please see below |
| MTSS | <ul style="list-style-type: none"> • Small group instruction with consistent students from same classroom • Each group will have separate set of materials that will be sanitized daily |
| Nurse | <ul style="list-style-type: none"> • Nurse will address any concerns/issues regarding student or staff health and exposure • Nurse will follow up with families any time a student has been ill for 2 consecutive school days • Nurse will maintain all logs pertaining to temperature and symptom checks • Nurse will have on-going communication with the health department and district operations team |
| Office | <ul style="list-style-type: none"> • Adults allowed in entryway of the building will be limited to ensure social distancing • All visitors to building must sign-in and have a temperature check completed • Students that arrive late for school will have their temperature checked by office staff before going to classrooms • Office staff will receive all phone calls regarding reason for student absence to be documented • Office staff will provide the nurse with a list of all students called out of school for the day and the reason to allow for follow up on any students out ill for 2 consecutive school days |
| Parents in Bldg | <ul style="list-style-type: none"> • Communication will be conducted virtually or by phone whenever possible • Parents will wait in the entryway or outside, students will be brought to them • Items needing dropped off for a student will be left in entryway |
| Physical Education | N/A |
| Recess | <ul style="list-style-type: none"> • Specific routes to and from each classroom are established to ensure students are only exposed to their own classmates • Each classroom will have its own set of outside play materials that will be sanitized after each recess time • Playground schedule will be followed to ensure students are only exposed to their own classmates • Playground equipment will be sprayed with sanitizing agent between each class |
| Restrooms | <ul style="list-style-type: none"> • Classrooms with shared bathrooms will have assigned stalls • Plastic curtains will be utilized to separate the shared bathrooms' sinks into single classroom use |
| Safety Drills | <ul style="list-style-type: none"> • Classrooms will conduct all safety drills as assigned as a class (no school-wide drills will be conducted) |
| Schedules | <ul style="list-style-type: none"> • Specific playground schedules are established to ensure students are only exposed to their classmates |

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| Snacks | <ul style="list-style-type: none"> • Birthday/holiday celebrations will not be food centered—classroom teacher will determine how they will celebrate and share this information with families • No snacks served at ECC |
| Social Distancing | <ul style="list-style-type: none"> • Pick-up and drop-off lines will be spread across school grounds to allow social distancing • Hallway routes to and from classrooms will ensure social distancing • All hallway traffic will occur on the right side • Parents will be reminded to social distance when waiting by pick-up/drop-off lines |
| Sports | N/A |
| SPED | <ul style="list-style-type: none"> • Decisions regarding special education students and services will be made as an IEP team on a case by case basis |
| Student Supplies | <ul style="list-style-type: none"> • Student supplies will be kept in pencil boxes labeled with students' name and picture in student cubbie area • No sharing of supplies will be allowed • Staff will sanitize as needed |
| Temperature Checks | <ul style="list-style-type: none"> • Families should screen for elevated temperatures prior to leaving home • ECC temperature check team will go to assigned classrooms each day (same staff member daily) • Students arriving late will be checked by office staff • Nurse will be notified of any elevated temperature for follow up, isolation room will be utilized if necessary |
| Therapy Room | <ul style="list-style-type: none"> • Only 2 students with a staff member can utilize the room at a time • Staff will ensure students are socially distanced when in room • Utilizing room only when there is no scheduled therapy session • Any manipulatives/equipment used must be sanitized before leaving the room |
| Toothbrushing | Not in classrooms 1 st semester, will readdress December 2020 |
| Transitions | <ul style="list-style-type: none"> • Specific routes to and from each classroom are established to ensure students are only exposed to their own classmates • Playground schedule will ensure that students will only be exposed to their classmates |
| Visitors to Bldg | <ul style="list-style-type: none"> • When parents are picking students up early, must be at least 15 minutes before the end of their school day or wait for dismissal |

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| | <ul style="list-style-type: none"> • Parents should call the office prior to arriving when picking up a student early to minimize waiting in entryway • Office staff will monitor number of people in entryway to ensure social distancing is maintained • Office phone number will be posted on entry door for parents to call for their student rather than entering the building • All visitors will need to sign-in with contact information and will have their temperature checked |
| Water Bottles | <ul style="list-style-type: none"> • Parent-provided water bottles labeled with students' names will be available to students • Staff will fill water bottles each day • Classroom staff will sanitize and allow to air dry after each session • Water bottles will be sent home before long weekends or breaks to be washed at home • Students that don't have a water bottle will be provided a Dixie cup to utilize and keep in their cubbie |

Classroom Procedures—Half Day Schedule

| Daily Component | ACTION/PROCEDURE |
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| Arrival/Mealtime | <ul style="list-style-type: none"> • Student lines separated by at least 6 ft, utilizing various entry doors to ensure exposure only to their classmates • When 4 students arrive, classroom staff will take them inside to begin handwashing/eating • Students' temperatures checked by ECC Team (same person checking same classrooms each day); Nurse will be notified of any elevated temperatures • Student will sit in assigned seating for meals, every other seat, with no one seated straight across the table, utilizing all furniture for mealtime in classrooms to allow for social distancing • When students finish eating, can begin with individual "table toys" from their box • Table toys will be sanitized after each session |
| Morning Message/Alphabet Time | <ul style="list-style-type: none"> • Instruction occurs at the carpet—students seated in assigned seating, spread out as much as possible throughout the area • Adaptive seating options placed off carpet to maximize space; no soft or fabric covered options will be utilized (i.e. pillows) • Adaptive seating assigned to specific students and sanitized after each class session |

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| | <ul style="list-style-type: none"> • No sharing of fidget items, must be assigned to individual student and sanitized after each session • Furniture such as bookshelves will be moved to allow ample space around carpet to increase ventilation in the area and maximize seating options |
| Center Time/Teacher Table | <ul style="list-style-type: none"> • Toys and materials will be divided between AM and PM session, sanitized at the end of each session • Center items must be able to be sanitized (no fabric items, such as dress up clothing) • Teacher table groups only with consistent students, spread out at the table, hand sanitizer used when they come to table • Manipulatives used at teacher table activities—each group with their own set and sanitized after each session or individual sets will be provided and sanitized after each session • Staff will monitor for students putting item in their mouths and immediately place those items into soaking solution • Hand sanitizer at each center, students must use when entering new area |
| Book Time | <ul style="list-style-type: none"> • Instruction occurs at the carpet—students seated in assigned seating, spread out as much as possible throughout the area • Adaptive seating options placed off carpet to maximize space; no soft or fabric covered options will be utilized (i.e. pillows) • Adaptive seating assigned to specific students and sanitized after each class session • No sharing of fidget items, must be assigned to individual student and sanitized after each session • Furniture such as bookshelves will be moved to allow ample space around carpet to increase ventilation in the area and maximize seating options • Each student has own supplies and journal kept in their cubbie, no sharing of writing utensils |
| Gross Motor Play | <ul style="list-style-type: none"> • Playground schedule developed limiting to 1 class on the playground at a time, rotating to allow classes ample opportunities for each playground (must be strictly adhered to) • Each class will have mesh bag of playground toys, sanitized after each recess time • Class leaving playground area responsible for spraying down equipment—special attention to high touch points (ladder handrails, swing chains, etc.) • Handwashing when return to classroom |

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| Content Area—Math | <p>Whole group instruction:</p> <ul style="list-style-type: none"> • Instruction occurs at the carpet—students seated in assigned seating, spread out as much as possible throughout the area • Adaptive seating options placed off carpet to maximize space; no soft or fabric covered options will be utilized (i.e. pillows) • Adaptive seating assigned to specific students and sanitized after each class session • No sharing of fidget items, must be assigned to individual student and sanitized after each session • Furniture such as bookshelves will be moved to allow ample space around carpet to increase ventilation in the area and maximize seating options • Manipulatives will be individually bagged with students’ names for use throughout lessons (when returning the manipulatives to class supply, must be sanitized) <p>Teacher table instruction:</p> <ul style="list-style-type: none"> • Teacher table groups consistent students, spread out at the table, hand sanitizer used when student groups come to the table • Manipulatives used at teacher table activities—each group has their own set that are sanitized after each session (if using same manipulatives from whole group lesson, use individual bagged items) <p>Math center:</p> <ul style="list-style-type: none"> • Manipulatives will be divided between AM and PM session, sanitized at the end of each session • Math center items must be able to be sanitized (no fabric items) |
| Social-Emotional | <ul style="list-style-type: none"> • Instruction occurs at the carpet—students seated in assigned seating, spread out as much as possible throughout the area • Adaptive seating options placed off carpet to maximize space; no soft or fabric covered options will be utilized (i.e. pillows) • Adaptive seating assigned to specific students and sanitized after each class session • No sharing of fidget items, must be assigned to individual student and sanitized after each session • Furniture such as bookshelves will be moved to allow ample space around carpet to increase ventilation in the area and maximize seating options |

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| Dismissal | <ul style="list-style-type: none"> • Classrooms will follow their established route out of building to minimize exposure to other classes • Student pick-up lines separated by at least 6 ft, utilizing various exit doors to ensure exposure only to their classmates • Runners will bring students to their vehicles and hand sanitize in between |
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Changes in Activities and Events for 1st Semester 2020-2021

| ACTIVITY/EVENT | ACTION/PROCEDURE |
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| Assemblies | None first semester |
| Book Fairs | None first semester |
| Boys and Girls Club | N/A |
| Field Trips | None first semester |
| Freedom Walk | Schedule for Second Semester |
| Halloween Costumes and Parade | Canceled |
| Holiday Events | Canceled |
| Home Visits | Family Connections will be held virtually or by phone |
| Music Programs | None first semester |
| Open House | Virtual |
| Orientation | Virtual |
| Site Council Meetings | Virtual |
| Sporting Events | N/A |
| Walk a Mile | Canceled |