



2020-2021 Western Elementary COVID-19 Restart Plan

Dear Western families,

Welcome to the 2020-2021 school year! We are very excited to get this school year underway. After planning for in person learning, we have started to pivot quickly to adjust our building, classrooms, and learning areas to meet the Health Department guidelines to ensure the safety of all children and staff. Please know that your children's and family's health is in the forefront of every decision we make and we understand that we may need to be flexible and continue to adjust as we welcome kids back into the building.

I am extremely proud of the work our Western teachers and staff have done this summer to provide excellent instruction for your children during these unprecedented times. After many years in education, I never imagined we would face a world pandemic and have to adjust our environments and learning spaces to meet a social distancing criteria. However, we are Western and we love the community we serve. Even though a first day of school maybe without visible smiles, we will see the smile in their eyes and the laughter of their voices as children entering our front doors.

Western Elementary's promise remains the same, and we accept this challenge with great excitement and dedication. Hopefully, this will provide you with some information that you've been wondering about regarding the upcoming year. Know that this document along with the District Plan will take precedence over the Student Handbook in given areas in order to maintain and be compliant with guidelines given to the district through state and local officials. If you can't find what you're looking for here, please don't hesitate to reach out to us. We are happy to answer any and all questions.

Welcome back,
Genelle Eggerton
Western Elementary Principal

Student and Caregiver Expectations:

- ❖ Daily wellness checks of students before sending to school. Students with temperatures of 100°F or higher should stay home until fever free for 24 hours (without use of any medication to control fever).
 - Student temperatures will also be checked at the school before student is released by the caregiver or the bus and enters the building.
- ❖ Daily washing of hands or use of handsanitizer, upon entering the building.
- ❖ Washing of hands before gross motor and after returning from gross motor time in addition to washing hands any time a student uses the restroom, coughs/sneezes into hands, or blows his/her nose.
- ❖ Washing of hands or use of handsanitizer prior to leaving the classrooms at dismissal time.
- ❖ Covering all coughs/sneezes with a tissue or inside of the elbow.
- ❖ Ensuring 6 feet of physical distance from others whenever possible.
- ❖ Provide a water bottle daily for student with their name written on it to use throughout the day.
- ❖ Check student backpacks to ensure that toys and/or plush items are not brought with them to school.
- ❖ Ensure contact information for all caregivers is up to date.
- ❖ Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- If student is tardy to school, the parent is to call the office at 419-884-2765 once they arrive at the school. Parent will park their vehicle and come to the front doors. A staff member will meet the family at the door, take their temperature, and if temperature is under 100; the student will walk into the school with the staff member. If the student has a temperature of 100 or above the child will go home with the parent.
- If a student needs picked up early due to illness or other related needs, the parent will call the office at 419-884-2765 once they arrive at the school. Parent will park their vehicle and come to the front doors. A staff member will meet the parent at the door and ask to see ID. Once identification is confirmed, the student will be released to the parent and the staff member will have the parent sign out the child.
 - If the student is being picked up early due to a doctor's appointment or related need, send a note with the child to school, so the teacher is informed. This will allow the teacher to send the student to the office to await your arrival. Protocols will be followed as stated above.
- ❖ Parents are asked to pay particularly close attention to the following symptoms and err on the side of caution when deciding to send your child to school:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Sanitation and Deep Cleaning:

- ❖ Classrooms will be fully disinfected on a daily basis.
- ❖ Kindergarten classrooms will be disinfected between AM and PM classes. Grades 1-3 will be sanitized nightly and disinfected when classrooms are in transition.
- ❖ Drinking fountains will be shut off and students will be asked to bring a water bottle with them to school to avoid sharing a common fountain.
- ❖ Handsanitizer stations will be available in all classrooms and throughout the building.

Training:

- ❖ All Lexington staff members have attended a meeting regarding the protocols of the District Restart Plan and are up to date on the ODE, state, and Health Department guidelines for COVID protocols for students and staff.
- ❖ All custodial and maintenance staff at Lexington Local Schools understand the protocols on proper cleaning related to COVID-19.

Vigilantly Assessing Symptoms:

Students, caregivers and staff are asked to monitor their health before departing for school. Those with temperatures over 100 degrees are asked to stay home.

- ❖ School Temperature Checks: All students and staff members will have their temperatures taken daily at school.
- Students' temperatures will be taken when students get off the bus or before leaving a caregiver's car using a touchless thermometer. Students that have a temperature of 100 degrees or above will be sent home until they are fever free for 24 hours.

Face Coverings: Facial coverings have been mandated by the Governor for all staff members (mask/shield) and students in grade KG-12. In order to be able to allow all students to return to school 5 days a week, students will wear a facial covering throughout the day and maintain proper distancing. Facial covering breaks will be given when deemed necessary following all social distancing guidelines and for no more than 10 minutes. During facial covering breaks, students are required to remain in their seats, faces the same direction, and not talk to one another. Facial covering breaks may take place during silent reading, snack time, outside

work, etc. Facial coverings are required upon entering and leaving the school, restroom breaks, transitioning to Fine Arts, and going out and coming in from recess.

- Students who receive Speech and Language services may wear a shield during this time if provided by the family.

❖ Staff: All staff members will be required to wear facial coverings while at work (mask/shield). Staff members may remove their facial coverings only when they are working in an isolated setting. If a facial covering is not medically appropriate for a staff member, or makes performing their contracted work impossible, a face shield may be substituted; examples of this would include staff in the primary grades during phonemic awareness and phonics instruction and speech pathologist.

Students:

➤ Arrival, Dismissal, Hallway and Class Changes: Due to large amounts of people in the hallways during arrival, dismissal and class changes, students will be required to wear a face covering during all transition times.

- Arrival of Busses: We will unload busses individually in the morning and take student temperatures before the student enters the building. This will also avoid all students entering the building at one time. Facial coverings are required on the bus.
- Arrival for Parent Drop Off: Students who are car riders will get their temperatures checked before exiting the car. If the student's temperature is below 100, the child can exit the car and enter through the K/2 hallway with required facial covering. If the child's temperature is 100 or above, the parent will be asked to take their child home.
 - Parents will following the line procedures that will be marked. Parents will stay in car and remain in line until signaled to exit or move forward. This will provide student safety and cars not passing each other in the line as student's are exiting the vehicles.
- Dismissal for Busses: Students will be loading busses by grade level to avoid all students leaving at one time. Face coverings are required on the bus.
- Dismissal for Parent Pick Up: In an effort to reduce all car riders dismissing at one time, we will stagger dismissal times for car riders:
 - Last Name A-L at 3:05 pm, Last Name M-Z at 3:15 pm. Families with multiple last names would use the last name of the oldest sibling.
 - Parents need to write a note for students who are pick up. Students will NOT be released without a note.
 - ID will be required to be shown at the time of pick up.
 - Tag hung from the mirror is required for pick up. These will be handed out to the families on the first day of school.
- Transitions: Each hallway is marked with social distancing visuals and hallway deciding lines for one way traffic flow.

- Lunch: Adjustments will be made to allow for as much social distancing as possible. Students will be required to wear their facial covering when entering and leaving the lunch room. They can take their facial covering off while they are eating lunch.
- Recess: Adjustments will be made to provide as much social distancing as possible. Due to arrival expectations, all morning recess will be in the classroom and all afternoon recess will be outside weather permitting.
 - Outside Recess: During outside recess, students will play in zones with their class. Zones will be rotated by class daily to allow for different activities and placement. Students are required to wear their facial covering while transitioning to recess and transitioning back into the building. Facial coverings can be removed while playing outside or maintaining 6 feet social distancing.
 - Inside Recess: Will take place in the classroom and students will wear a facial covering during inside recess.
- Assemblies: Will be provided virtually in the classrooms.

➤ Class Time: Students are required to wear a face covering while they are in the classroom. Teachers and Educational Aides will use a plexiglass divider when they are providing instruction in close proximity.

➤ Snack: Students are permitted to have snacks during the day. Snacks are to be healthy choices and provided by the parents. Students will be required to wash their hands before eating snack and follow the facial covering protocol.

➤ Medical Issues: If your child has a medical issue that prohibits them from being able to comply with the face covering expectations, please contact the building principal and she will provide a face covering exemption form that will need to be completed by the child's doctor.

➤ Parents are responsible for providing their child with a face covering. If it is impossible for a parent to provide this, they need to contact the teacher or building principal.

❖ Our face covering plan will be adjusted on an as needed basis to comply with mandates and guidelines issued at both the state and local level.

Classroom Guidance: Adjustments will be made to allow as much distancing and avoidance of shared items within the classroom as possible. We recognize some of these changes are not ideal, but they are necessary "one year adjustments," and not permanent changes. Making these adjustments and sacrifices for one year will allow us to restart our classrooms and comply with state and Health Department guidelines.

❖ Teachers will use all available classroom areas to space students out in their classroom to the greatest extent possible, but still allowing them to play.

❖ Kindergarten AM and PM classes will play with different toys during center time, and they will be switched out between sessions. Stations that remain the same will be sanitized in-between AM and PM class; i.e.- blocks, Legos, puzzles, desks, etc. Grades 1-3 will have individual manipulatives, when possible, during content instruction. For example, all student will have their own tile boards, math manipulatives, etc.

- ❖ Small group and peer learning will be encouraged in groups of 4 or less students; each center will have a student limit.
- ❖ Ancillary items in the classrooms that are not necessary will be removed for the year. This would include items such as stuffed animals, plush chairs, or other similar items that may create a common shared surface.
- ❖ There will not be shared supplies for the 2020-2021 school year.
- ❖ We will allow birthday treats or single gifts to students that are pre-packaged and sent to the room in their current package. Please, do not remove them from the container or box that they arrived in.
- ❖ Classroom doors will remain closed during the academic day when the air conditioning is on but when the air conditioning is not in use the doors will be open to allow for as much air flow as possible.
- ❖ Classroom volunteers and parents will not be allowed for the 2020-2021 school year.
- ❖ Field trips will not take place during the first semester. Field trips will be reevaluated for the second semester based on health concerns at that time.
- ❖ Accurate classroom seating charts need to be maintained in all class settings for potential contact tracing issues.
- ❖ If distance learning becomes necessary, students will receive learning experience through Google Classroom. Virtual learning will be available through Google Classroom and will be archived for later use if you can not watch the live version.

Procedures for Positive Cases of COVID-19:

- ❖ Parents are asked to notify the school if your child becomes ill.
- ❖ The Richland County Health Department will conduct all contact tracing.
- ❖ If a student or staff member tests positive for COVID-19, a letter will be sent home to all students alerting them of the situation.
- ❖ Lexington Local Schools will work in close contact with the Richland County Health Department on the appropriate steps to take should a staff member or student be confirmed as having COVID-19.
- ❖ Students or staff members who test positive for COVID-19 will be required to have a letter from a physician or the Richland County Health Department releasing them to return to school before being readmitted.

School Guests and Visitors:

- ❖ Conferences, Parent-Teacher Conferences, and meetings with staff members will be held virtually.
- ❖ Parents and volunteers will not have access to the building.

Start Date:
Students will start on Sept. 8.

Orientation:
Virtual orientation will be held for grades KG-3 students.
To avoid extremely large gatherings, we will not hold open house in a traditional fashion.
Mrs. Eggerton will release a video that will walk parents through the District Plan and what this will look like at Western Elementary.

Social Distancing and Building Specific Procedures:

Providing complete social distancing is not possible within a school setting without greatly reducing the amount of students allowed in a building at one time; which would result in a significant reduction in the education we could provide to our students, Lexington Local Schools will make an effort to space out students to the greatest extent possible while still providing a full school day to all students.

Kindergarten Arrival:

➤ Kindergarten AM and PM arrivals for bus and parent drop off will follow the Western bus and drop off procedures listed above.

Kindergarten Dismissal:

➤ Kindergarten AM Parents will arrive at 11:30 am at the fence/gate and meet the class there for pick up and not enter the building.

➤ PM Parents will arrive following the Western pick up procedures listed above.

Special Services:

- Meetings will be held virtually for all IEP/ETR annual/initial meetings.
- Therapies will be provided individually or in small group sessions.
- If virtual schooling becomes necessary services will be provided through Google Classroom or a virtual format.