

October 2, 2020

Dear Parents,

As we prepare to physically reopen school beginning on Monday, October 5, 2020, we have worked to create a feeling of health and safety so that students and staff can continue with learning, which is our primary focus. We have developed a plan that consists of strategies and steps to reduce risk during key times throughout the day as described below:

Before Students/Staff Arrive on Campus

In addition to ensuring daily cleaning protocols are enforced, signage has been placed throughout the campus to remind students and staff of simple and effective measures to prevent the spread of COVID-19. Strategically placed signs will serve as a constant reminder of hygiene and safety protocols.

When Students/Staff Arrive on Campus

Student Arrival will begin for Before School Care students at 7:00 AM. These students will be supervised by Ms. Bonner from 7:00 AM – 8:20 AM each morning. Ms. Bonner will ensure each student gets a bagged breakfast and she will then escort each student to class at 8:20 AM each day. All students not enrolled in the BSC program will be allowed to enter the building each morning at 8:20 AM. Arrival will take place at 3 designated entrance points. All Pre-K students will enter the school at the 190th Street entry. All students whose homeroom class is in the 200 or 300 Building will enter at the Main Entrance and all students whose homeroom class is in the 100 or 400 Building will enter at the horseshoe area behind the cafeteria. Upon entry, students will be provided a bagged breakfast and escorted to their homeroom classroom by designated personnel. Students will consume breakfast in their classrooms while being supervised by their teachers from 8:20AM – 8:35AM.

Students arriving before 8:20 AM must be enrolled in the Before School Care Program which opens at 7:00 AM.

When Students/Staff Move about Campus

Teachers, not students, will travel between classes. All faculty, staff, and students will be required to wear PPE. The Teacher's Lounge will not be open. Staff members will be placed throughout the building during arrival and dismissal to monitor physical distancing and ensure all students are wearing a facial cover. All students will be expected to exercise frequent handwashing during the school day as well as at BSC and ASC. Teachers will designate specific times during the day to ensure this is done. Students exhibiting COVID symptoms during the school day will be escorted to the Isolation Room by a security monitor.

Parents of ill students will be contacted immediately and instructed to come pick up their child to seek medical attention. All parents that request to pick their child up early from school must check in at the front desk with proper ID. Once clearance is provided for pickup, students will be escorted to the front desk for early dismissal.

When Student/Staff Utilize Classroom Space

Classroom space is organized in such a way that the maximum amount of social distancing guidelines are adhered to. Desks are placed in rows facing the same direction in all classes except Pre-K as these students sit at tables while adhering to social distancing guidelines. As recommended by the CDC, we will utilize six feet social distancing guidelines. When six feet of social distancing is not feasible, the requirements of the World Health Organization guideline will be implemented. Students will not share equipment. In cases where equipment is touched by more than one student, equipment will be cleaned with germicide prior and after use.

Every classroom has access to hand hygiene products such as hand sanitizer, water, soap and paper towels. Non-essential items have been removed from classrooms. Items that are frequently touched and cannot be cleaned easily, such as upholstered furniture, pillows, rugs, stuffed animals, or puppets, have been removed from classrooms as well. Non-essential furniture has been removed or marked as restricted use to allow for social distancing.

Meals

Upon arrival, students will receive a bagged breakfast to consume while in their homeroom class. All students that consume lunch in the classrooms and require a meal from the school will have their meal delivered to the classroom. All students that consume lunch in the cafeteria will follow the marked directional signs (on-way flow) to enter and exit the dining area and serving line. Eating surfaces will be cleaned before and after meals. Marked spaces on the floor will indicate where to stand to maintain distancing protocols. Students will be seated 6 feet apart while consuming meals in the cafeteria. Supervision will be provided by cafeteria staff, security monitors and additional personnel as needed.

Activities and Meetings

Upon entering Stage 2, temporary guidelines will be implemented regarding school-wide events as well as on-campus and off-campus activities. Until further notice, please note that large events, such as assemblies, awards programs, fundraisers and performances will not be held at the school. These activities will be held virtually. All meeting with stakeholders will be held virtually including PTA, EESAC, Orientation, Honor Roll Assemblies, SST and Parent/Teacher meetings.

When Students/Staff Leave Campus

Student dismissal will be performed in a systematic fashion in order to minimize potential student congregation in large groups. Students will dismiss from the same gates they entered as this is based on each student's physical homeroom location. Teachers will line students up 5 minutes before dismissal in the designated area in single file lines, 3 to 6 feet apart. Teachers will call for students as parents drive up for pickup. Security monitors will travel throughout the campus along with designated personnel to ensure all students have vacated the building or are participating in ASC activities. All students not picked up by 10 minutes after dismissal will be escorted to the front of the building to await their parents' arrival.

After School Care

Parents will be expected to call the school office as they are arriving at the school for pickup from the ASC program. Students will be escorted by staff to the designated pickup point on at the main entrance of the school. Parents will sign out students once ID has been verified and before the student enters the vehicle. The ASC Isolation Area will be the waiting room in the main office. Only the student who is thought to be ill will be allowed in the area. Parents will be contacted to immediately pick up ill students from main office. This area will be disinfected by custodial staff.

We are looking forward to a safe and healthy start to Stage II.

Sincerely,



Tamela Brown, Principal
Whispering Pines Elementary School