

# Health & Safety Procedures for UWS – Dayton Elementary, Fall 2020

(Note: the following is subject to change via new guidelines and current data at any given time.)

Our school will be opening on Aug. 31<sup>st</sup> for in person instruction 4 days per week.

Families and Staff,

Each of us is wanting what's best for all of our families and children to stay healthy amid all of the conflicting statistics and information. To the best of our ability, each Administration, Staff and School Board is trying to set up our schools for a strong, safe beginning to our school year.

The current procedures, approved by Lake County Health Dept, for Dayton Elementary School are outlined below and are based on a "Health and Safety" framework for reopening our rural school. This framework requires parents and employees to help ensure that **only healthy individuals are entering the school.**

A "Healthy Only" framework provides the greatest level of "normalcy" but depends on students and employees to remain at home if they display any flu-like/COVID symptoms or have been in contact with others who are symptomatic.

The school facilities will receive increased levels of cleaning and sanitizing. However, the disruption of typical classroom routines will be minimized to the greatest extent possible to support student and staff socio-emotional health, as well as best-practices of instruction.

Expected changes to normal routines:

1. At arrival, all students and Staff will have temperature checks and will use sanitizer as they enter the buildings through designated doors in order to minimize waiting and any cross-contamination of student groups. All students and Staff will wear face shields.
2. 8:00 a.m. Arrival for students, because they will go straight to their classrooms, for at least this first month of school, in order to keep groups separated, and still allow Teachers to Prep for their school day.
3. Protected Access: Visitors, including Parents, will not be entering classrooms, at this time. We would appreciate Communication to take place by telephone or email. If the circumstance warrants entrance to the building, masks will be required for the parents.
4. Recess and Lunch routines may be rotated with lunch and recess being different from years past. Lunch will take place in the classrooms, and lunch and recess schedules will be arranged to facilitate groups remaining separate.
5. We will start the year with **no "hot lunches"**, but it may resume at a later date since we are equipped with microwaves. This will be monitored by need and safety guidelines.
6. Any Back to School or Meet the New Staff events may take place outdoors and/or allowing for the guidelines for "Numbers under 50" in attendance, may have to be scheduled by grade-level rather than Whole School events as in the past, and will include masks.
7. Our school is opening for in person instruction, outfitted with individual student desks, physical distancing, and desk and table shields.

Plan Item	Protocols
NO Cafeteria – All meals will be in the Classroom: Lunch and Snacks	<ul style="list-style-type: none"> <li>We will discontinue the use of any self-service food or beverage distribution and use of the microwaves for beginning month of school.</li> <li>If and When we are allowed usage again: Those using microwaves must wear a face covering, and must sanitize the microwave with wipes between use.</li> <li>Students need to provide their own water bottle and snacks. <b>No sharing allowed.</b> Teacher distribution of “group” snacks must be for pre-packaged snacks only.</li> </ul>
Classrooms & Facilities	<ul style="list-style-type: none"> <li>All classroom will be equipped with hand sanitizer, disinfectant spray, and wipes.</li> <li>Common areas, hallways and bathrooms, will be cleaned &amp; sanitized throughout the day.</li> <li>Hand sanitizing stations will be placed at each entry, and sanitizer will be available in every classroom.</li> <li>Students may only touch or handle their own learning materials (i.e. textbooks, pens/pencils). No sharing.</li> <li>Students may not touch or use another student’s cubby, backpack, or any other item.</li> </ul>
Guests, Parents, & Visitors – Limiting entrance  <i>When Volunteers are authorized agains</i>	<ul style="list-style-type: none"> <li>All guests to the buildings, will need to wear a mask once the buildings have been disinfected for the beginning of school.</li> <li>All guests, parents, and visitors will be subject to a temperature check prior to entering the building or upon entry.</li> <li>All guests, parents, and visitors who enter during the school day are required to wear a mask (<u>recurrent volunteers will be treated as staff with use of a mask and/or face shield</u>).</li> <li>Parents are not permitted to enter the building during drop-off or pick-up in order to eliminate congestion at the school entry.</li> <li>Kindergarten parents and parents of new students, will be permitted to accompany their child to his/her classroom during the first week of school (or longer as emotionally required). Masks will be required.</li> </ul>
Health Screening on Campus, and Home Health Screening: <b><u>IF as a Parent or Guardian you see symptoms of illness in your child, PLEASE do not send them to school</u></b>	<ul style="list-style-type: none"> <li>Temperature of all persons (i.e. students, employees, parents) will be checked prior to entering the school.</li> <li>It is recommended that any person who has traveled out of the country or to a COVID-19 “hot spot” self-quarantine for no less than 14 days upon return with no symptoms appearing prior to returning to school.</li> <li>Any student that exhibits a fever of 100.4+ will be held in a waiting area and parents will be notified to pick up their child.</li> <li>Any employee that exhibits a fever of 100.4+ will be directed to leave the school immediately.</li> <li>If a student/staff member presents any possible COVID-19 symptoms, the office will notify parents/staff to be sent home. CDC guidelines of symptoms are: Fever, cough, shortness of breath, Loss of taste or smell,</li> </ul>

<p>Health Screening on Campus, and Home Health Screening:  <b><u>IF as a Parent or Guardian you see symptoms of illness in your child, PLEASE do not send them to school</u></b></p>	<p>headache, sore throat, fatigue, runny nose, muscle aches, nausea/vomiting or diarrhea.</p> <ul style="list-style-type: none"> <li>• If a student/staff member has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and providing they have felt well for 48 hours.</li> <li>• In order for a student/staff member who tested positive for COVID-19 to be allowed to return to school, they must be able to answer YES to the following questions: <ul style="list-style-type: none"> <li>○ Has it been at least 10 days since the individual first had the symptoms?</li> <li>○ Has it been at least 3 days since the individual has had a fever <b>without the use</b> of fever-reducing medications?</li> <li>○ Has it been at least 3 days since the individual’s shortness of breath or COVID-19 symptoms (Fever, cough, shortness of breath, Loss of taste or smell, headache, sore throat, fatigue, runny nose, muscle aches, nausea/vomiting or diarrhea.) ?</li> </ul> </li> <li>• Absences due to Health Screening restrictions will not be counted as school day absences.</li> </ul>
<p>Temporary or Mandated Closure</p>	<p>Closure:</p> <ul style="list-style-type: none"> <li>• If a case of COVID-19 appears on the campus, the effected classroom(s) may close for 2-5 days to conduct a school-wide deep cleaning and may provide alternate instruction during those days. We will be aided by the Public Health Dept. as far as how to proceed.</li> <li>• Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning.</li> </ul> <p>Computers:</p> <ul style="list-style-type: none"> <li>• In the case of closure, computers will be made available to all students in need.</li> <li>• Shared equipment in school will be maintained with a protocol of surface cleaning between every use.</li> </ul>
<p>Lost &amp; Found</p>	<ul style="list-style-type: none"> <li>• This year it will be very important for <b>all school items, including jackets and other clothing items, to be labelled with the first &amp; last name of each student.</b></li> <li>• All lost items, without names, will be secured in the office where the items will be sanitized and held for <u>one week only</u>. After one week, items will be donated to a local charity, or discarded, as is seen fit.</li> </ul>
<p>Masks and Face Shields</p>	<ul style="list-style-type: none"> <li>• Our Governor has mandated face coverings: face masks or face shields, to slow the spread of disease, and it is now a precaution required for our schools to open. <b><u>Therefore, we will provide clear face shields for all staff and students.</u></b> Any family may opt for their student(s), to wear a mask also, if they desire to do so.</li> <li>• Students will use face shields, throughout the day except at outdoor recess. Staff will maintain usage even outdoors.</li> </ul>

Masks and Face Shields	<ul style="list-style-type: none"> <li>• Our desire is to be an environment where all can truly be part of this community, welcomed, accepted and safe. Since our Governor has mandated face coverings, we will comply to have our school open, and in person instruction for students can take place.</li> <li>• Please extend grace on any matters, such as this one, where there may be a difference of opinion.</li> </ul>
Personal items	<ul style="list-style-type: none"> <li>• No personal items may be shared (i.e. backpacks, clothing, water bottles...)</li> <li>• Learning materials may be shared only once disinfected (i.e. textbooks, tablets)</li> <li>• Community use items like library books will be placed into a “dirty” bin until disinfected prior to any re-use or return to shelves. However, for the first month of school, we will continue the “Hold and Borrow” procedure we have used previously in order for minimal contact.</li> </ul>
Physical Distancing & Minimizing Exposure	<p>Drop-off:</p> <ul style="list-style-type: none"> <li>• Student Drop-off begins at 8:00am, temperature checks will be conducted at the designated entrance door (parents may wait in their vehicles until temp check completed.)</li> <li>• Students will report directly to their classroom, and not gather in the entry areas, playground or common areas.</li> </ul> <p>Pick-up:</p> <ul style="list-style-type: none"> <li>• Special Pick-up: Students will be called from their classrooms to the office entry by a Staff member. Or Parents may be called by the Nurse.</li> <li>• End of Day: Grades K-3 will be released beginning at 3:00 pm. Grades 4-6 will be released at their dismissal time of 4:00-4:10 pm. This may change at the August 17 Board meeting.</li> </ul> <p>Classroom:</p> <ul style="list-style-type: none"> <li>• Upon entering the classroom, students will sanitize their hands.</li> <li>• Students will be instructed not to share items with their classmates.</li> </ul> <p>P.E. &amp; Recess:</p> <ul style="list-style-type: none"> <li>• Contact sports will not be permitted in class nor during recess time.</li> <li>• Recreational and sports equipment will be regularly cleaned and sanitized.</li> <li>• Recesses will be scheduled to prevent mixing of classrooms.</li> </ul> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Reminders will be displayed throughout the school (classrooms, hallways, bathrooms) for student and staff awareness: <ul style="list-style-type: none"> <li>○ Stay 6 feet apart when possible</li> <li>○ Proper &amp; frequent handwashing</li> </ul> </li> <li>• Safety Drills will be modified and practiced to maintain proper physical distancing to the greatest extent possible.</li> </ul>
Field Trips	<ul style="list-style-type: none"> <li>• There will be no “school-wide” nor group transportation field trips for the first month of school. All Field Trips will have to be evaluated for the given safety and health precautions required at the time.</li> </ul>
Water	<ul style="list-style-type: none"> <li>• The water fountains will not be operational, though we are exploring the possibility of converting our water fountain into a bottle filling station.</li> </ul>