

Summitville Elementary School Re-entry Plan

Breakfast: Breakfast will be served similar to previous years. Breakfast items will be simplified. Students will sit in every other seat. Students will use hand sanitizer before he/she touches food. Students will wash hands on their way from breakfast to their classroom. Hard trays will be used but plastic utensils will be provided to eliminate the cross contamination of students reaching for a fork/spoon unwrapped.

Lunch: Lunch will be served similar to previous years. All students will eat in the cafeteria. Students will sit in every other seat. To maintain social distancing, this will allow our cafeteria to operate at 50% capacity. The master schedule has been adjusted by five minutes to accommodate for the needed time in between. Cafeteria ladies and aides will clean/sanitize each table. Meals will be the same. Hard trays will be used but plastic utensils will be provided to eliminate the cross contamination of students reaching for a fork/spoon unwrapped.

Office: Visitors and parents to Summitville will be limited to an “as needed” basis. We will make every effort to reduce the amount of visitors and parents who enter our school. We want a welcoming, family-friendly environment but want the outside traffic to be kept at an extreme minimum. The office desks will be rearranged to allow space between the visitor and office personnel. We will ask through the buzz-in what the nature of the visit is and be prepared to make the transaction quickly. We will have a sign-out table. We will ask that you sign your child out. Hand sanitizer stations will be on the counter. The counter will be wiped down after each exchange. A set of “sanitized” and “needs sanitized” pens will be on the counter and switched periodically when needed.

Visitors: Visitors will be welcome into the classroom areas when approved for a specific academic purpose. Such purposes could be college/university observations, special needs observations, substitute teachers. Families will not be invited into the classrooms. Classroom parties and other special events will not be open to family members or other visitors.

Recess: Recess will remain 30 minutes long for each grade level. Recess times will be staggered so each grade level can spread out among two playgrounds. Each student must wash his/her hands **immediately** upon returning into the building. Hand sanitizer should be taken out to the recess area.

Classroom: We will make every attempt to maintain a safe distance between students. The following are guidelines from the INClass document received from the Indiana Department of Education.

- Increase space between students during in-person instruction.
- Face desks in the same direction.
- Avoid or eliminate sharing of electronic devices, school supplies, toys, etc.

Additional items to consider:

- Add desks to be interspersed with tables to allow only two at a table.
- Eliminate combined supplies and have students keep theirs in their own closed supply box.
- Mark spots on “carpet” area for each student.
- Reduce the number of students at each intervention table.
- Avoid the use of shared seating options that can not be sanitized after use.

Masks/Face Coverings: The CDC and Health Departments of Madison and Grant County strongly encourage the use of masks/face coverings to prevent the spread of Covid-19. Governor Holcomb ordered effective July 27, 2020, that all students in grades 3 - 12 wear masks where or when it is not possible to socially distance six

feet or more. School personnel will also wear masks when it is not possible to socially distance six feet or more. Mask use at Summitville Elementary will be strongly encouraged. However, there will be times when masks will be required to ensure the safety of students and staff when social distancing can not be achieved. Students should have a mask with them at all times. A mask and lanyard will be provided by the school at the start of the year to help make this happen.

Drop off/Bus unloading:

- Students should not be dropped off before 8:05 in order to ensure safe distancing before the doors open for the day.
- Buses will unload one bus at a time and students will walk single file into the building.
- Car riders and walkers will enter single file and walk through the main entrance doors.
- Parents will not be allowed to walk inside the school for drop off.

Pick up/Bus dismissal:

- Students will line up by bus number and be dismissed from each classroom in line to walk directly to his/her bus.
- Car riders and walkers will walk out the front doors to the car line and will be loaded in his/her car by supervising teachers.
- Walker parents should wait socially distanced from other parents and wait at the end of the ramp.

Schedule:

- The master schedule will remain set as planned with the slight adjustment of five minutes for lunch.
- Each teacher should plan for hand washing breaks. Those breaks should occur at the following times:
 - At the start of each day
 - Before lunch
 - After recess
 - Before LAMP (if not directly after recess)
 - After LAMP

Events:

- Convocations will not be held until further notice.
- Special visitors for your class must be approved prior to the visit.
- Award programs will occur without parent audience members. We will share a recording or stream live (if/when possible).
- Field trips will not be taken until further notice.
- Grandparents Day, Veterans Day will not occur in the fall. We will re-evaluate for spring dates.
- Other events will be tailored to safety guidelines or rescheduled at a time that is more appropriate for the state of our area.

Student Screening:

Each day, teachers will start the day with observational student screening. Teachers will visually survey their students for the following symptoms:

- The appearance of a fever - If a student appears to have a fever, please send him/her to the nurse/office for a temperature check. Appearance of a fever could be, but not limited to, the following:
 - Student looking extra tired or without energy
 - Student seeming to have sore muscle pain, headache
 - Student exhibiting chills or repeated shaking.

- Cough
- Shortness of breath or difficulty breathing

In addition to the observational screening, if a student enters a classroom and complains of the following symptoms, that student will be sent to the office or nurse for additional evaluation:

- Sore throat
- Headache
- New loss of taste or smell
- Difficulty breathing

Water: Water fountains are not to be used at this time per INClass guidelines.

- Water bottles should be brought from home.
- Refilling can occur at water refilling stations.