

West Ada School District



Building Health & Safety Plan Guiding Document 2020-2021

School/Facility: Discovery Elementary School

Administrator: Rhonda McDonough

FACILITIES

- Maintaining and ensuring safe physical environment
- Cleaning schedule and process as determined by West Ada School District
- Appropriate and approved signage and protective equipment
- Maximize physical distancing in all classrooms and learning environments

Facility Strategies:

Maintaining Environment

- Head Custodian will do a weekly walk-through and report to the principal areas needing attention
- SSA will monitor transitions and practices and report to the principal areas needing attention

Cleaning Processes

- Daily disinfecting of frequently touched surfaces – Victory Sprayer with electrostatically charged spraying (BruTab 6S disinfectant tablet)
 - Doors
 - Door handles
 - Light Switches
 - Handrails
- Daily disinfecting – Victory Sprayer with BruTab 65 and SC Johnson TruShot Disinfectant
 - Desktops
 - Tables
 - Cubbies
- Classroom Cleaning Kits will be provided for every classroom

Precautionary Measures

- Sneeze Guards at high traffic or close proximity locations:
 - *Office*
 - *Counselor Office*
 - *Library*
 - *Nurse's office*
 - *SLP and Special Services*
 - *1-1 Teacher Student Work Area*
- Staff Face Shields
- Facial Masks
- Physical Distancing

Signage

- Physical distancing signage or markings that serve as reminders have been placed on the floors in the following areas:
 - Restroom
 - Hallway
 - Cafeteria
 - Lining up areas such as outside classroom doors
 - Main office lobby
 - Library desk
 - Nurse's office

MAXIMIZING PHYSICAL DISTANCING

Classroom Layout

- Floor space will be a priority – no wall-to-wall furniture or shelving
- All additional/non-essential furniture and items will be removed from rooms to create space
- Counters and shelves will be free of non-essential items for easy cleaning
- Students' desks and cubby area will be organized and neat
- Teachers desk area and workspace will be free of clutter, papers, and non-essential items
- Avoid excessive paper and covering of walls
- Teachers' work and instructional space will be marked on the floor and distanced 6 ft from students.

Desks/Tables/Furniture

- Desk and tables arranged for maximum distance between students with no shared spaces
- Tables and/or floor will be marked to clearly identify personal space using tape or items such as carpet squares
- Students faced toward instruction to minimize face to face contact or shields provided when facing each other

Seating

- Avoid porous surfaces – pillows, fabric furniture, etc.
- Velcro or carpet squares will be used to manage physical distancing when sitting on floor or carpet
- Flexible seating is allowed such as balls, stools, floor desks with clearly identified use. No shared flexible seating within a school day – sanitation between use required

Procedures & Practices

- No shared materials – students will have own supplies, manipulatives, and device
- All teachers will teach classroom procedures (management plan) that maximize physical distancing
- Transitions within the classroom will be structured and maximize physical distancing
- Any community items such as books, games, or puzzles are discouraged. If used, items will be disinfected between use with clearly outlined procedures
- Frequent mask breaks, brain breaks, and fresh air opportunities will be provided

Specials Considerations in addition to above expectations:

PE

- As weather permits, PE will be outside
- Gym floor will be sectioned to create clear social distancing boundaries for students
- All non-essential items will be removed from the gym to maximize floor space
- Sanitizing steps and precautions before and after

Music

- All non-essential items will be removed from the music room to maximize floor space
- Activities should be carefully considered to lower risk of transmission
- Sanitizing steps and precautions before and after

Library

- All non-essential items will be removed from the music room to maximize floor space Use carpet squares or Velcro to maximize physical distancing
- A plexiglass shield will be used at checkout desk
- Check out procedures will be explicitly taught
- SORA (online book check-out) will be taught and utilized as part of regular library routine

Computer

- The Computer Lab computers will be used for testing and training purposes only
- Computer Lab specialists will go to the classrooms and provide instruction utilizing 1:1 devices OR students will bring their devices and headphones to the Computer Lab

Health

- As weather permits, Health will be outside
 - All non-essential items will be removed to maximize floor space
 - Remove tables and chairs to create more space and allow for movement activities
 - Use carpet squares or floor discs to maximize physical distancing
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OPERATIONS

- General Expectations
- Beginning of the Day
- Arrival
- Breakfast
- Nursing and Response
- General Hallways/Walkways
- Transitions to Specials
- Transitions to Intervention, Special Education, and Groups
- Restrooms
- AM/PM Recess
- Cafeteria Lunch
- End of the Day Dismissal

Operations Strategies:

□ Students

General Expectations

- All students and staff must wear a face mask / covering
- Masks must cover nose, mouth, and chin
- School will provide mask for those who do not have masks
- Lanyards will be provided for all students to help manage masks
- Physical distancing will minimize interactions when possible.
- Individual classes may operate as a pod depending on community status and transmission limiting their exposure to other classrooms of students

Beginning of the Day

- Building opens to students at 8:45
 - *No arrivals before 8:45*
 - Arrivals at 8:45 should be for breakfast only
 - Students are encouraged to come closer to 9:00 AM. Tardy bell rings at 9:10 AM.
- Bus drop off in bus loop – remain in bus until 8:45
- Parent drop off in front loop – remain in vehicles until 8:45
- Walking / biking students – remain at crosswalk fence area with social distancing until 8:45
- Preschool Parent drop off at 9:00
- Assigned staff will report to duty at 8:40 AM

Arrival

- Students will maintain physical distance when arriving on campus and wear masks
- Playground is closed before school
- Students only will be allowed on classroom walkways and beyond the yellow gates on campus except for Preschool and Kinder parents
- Parents/Guardians will drop students off at the front of the building and immediately leave campus - no waiting or escorting to classroom doors
- Students will enter through their outside classroom door immediately upon arrival
- Classroom doors will be open at 8:45 AM
- Students arriving after the 9:05 AM bell will enter through the main office doors – Parents/Guardians may not enter the building. Staff will be at the door when possible.

Breakfast

- Students are to report promptly to the cafeteria using the outside door
- Students in line for food should maintain physical distancing
- Students may sit in designated seating only – marked with number
- Personal items will be kept in the students' backpack, and backpacks will remain on
- Students will leave the cafeteria when done through the outside door or at the first bell will go directly to their classroom through the hallway and maintain physical distancing

Nursing and Response

- An isolation area will be utilized for any staff member or student showing any symptoms of COVID-19. Symptoms include fever/chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea
- The nurse's office will be used for medical needs other than COVID-19 symptoms such as injuries and medication distribution.
- Physical distancing decals and signage will be placed outside and inside the nurse's office

Hallways/Walkways

- Staff will make every effort to transition students outside
- Staff and students will sanitize before and after entering the hallway or transitioning
- Students will enter and exit through their outside classroom door when supervision is provided
- Students will walk single file down the right side of the hallway maintaining physical distance and keeping hands away from the wall
- Students will go directly to and from their designation
- No congregating or stopping in the hallway by staff or students

Transitions to Specials

- Classroom Teachers will escort class to and from Specials using outside doors
- Hallways will be used when weather does not allow transitions outside
- Students will sanitize before and after Specials
- Students will walk single file maintaining physical distance and keeping hands away from the building /walls

Transitions to Intervention or Special Services

- Intervention, Counselor and Special Education staff will escort students to and from groups or services
- Hallways will be used
- Staff will go to the classrooms and signal from outside the classroom door
- Students will walk single file maintaining physical distance and keeping hands away from the building/walls
- Students and staff will sanitize before and after groups

Restroom

- One student from a classroom maybe excused at a time for restroom use
- Physical distancing decals and signage will be placed outside and inside the restroom
- Two students will be allowed in the restroom at a time during class time and recesses

Recess

- Classes/Grade Levels will be assigned AM and PM recess times
- Classes/Grade Levels will be assigned designated areas on the playground
- Students are expected to talk or play while maintaining physical distance with peers and wear masks
- Students will use designated equipment only (classes / grade level)
- Students will line up immediately at their bell outside their classroom door (markings on ground to guide students line direction and maintaining physical distance with peers) with mask on
- A Mask Break area will be designated
- Students will sanitize before and after recess

Cafeteria

- Students will sanitize before entering cafeteria
- Grade levels have assigned times in the cafeteria. Each grade level enters and exits cafeteria within 15 minutes
- Seating is spaced out and marked by individual number. Each classroom has assigned seating chart.
- Students with cold lunch will bring disposable containers when available.
- School lunch will be provided as a Grab and Go Sack Lunch and set out for classroom students to pick up on their way into the cafeteria.
- Voice level while eating cafeteria is 0 – to minimize transmission.
- Eating surface will be sanitized before and after eating
- Students will sanitize after eating

End of the Day Dismissal

- A staggered dismissal plan will be communicated to parents.
 - Parents will designate their students to be picked up in one of three groups: A: Bus/Daycare, B: Walkers & Wheels, C: Parent Pick Up
 - Backpacks will be tagged by groups for staggered dismissal
 - Parents/Guardians will meet students off campus, wait in vehicles until students are brought to the front of the building, or use the drive-thru parent look by remaining in vehicle and pulling forward to load student(s). Waiting in groups on campus will not be allowed. Adults should model physical distancing precautions.
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□ PARENTS & VISITORS

On Campus

- Staff and students only will be permitted in the hallways and classrooms.
- Volunteers will not be permitted until further notice
- Masks must be worn and practice physical distancing if on school grounds
- Arrival: Parents/Guardians will drop students off at the front of the building and immediately leave campus. Using the drop off loop is strongly encouraged. Pull all the way up to avoid traffic issues.
- Students only will be allowed on classroom walkways and beyond the yellow gates on campus
- Parents will call or email teachers to share information. Drop in visits or door conversations will not occur
- Dismissal: Parents/Guardians will meet students off campus, wait in vehicles until students are brought to the front of the building, or use the drive-thru parent look by remaining in vehicle and pulling forward to load student(s)

Parent Meetings

- Drop-in meetings will be avoided
- If a parent requests a meeting, parent will call the school to set up a meeting
 - *Most meetings will be done via phone or TEAMS virtual meeting*
 - *In building meetings must be scheduled in advance. All participants must wear a face mask and practice physical distancing*
- If the school requests a meeting, the school will call the parent to set up a TEAMS virtual meeting. Parent meetings, 504, and IEP meetings will be conducted virtually.

Early Student Pick Up

- Parent will call in advance of the pickup so student can be waiting in the office for the arrival
- Upon arrival to the school, parent will enter the front office area and sign out the student
- Masks must be worn if entering the building. Parents not wearing a mask, can call the number on the door and a staff member will assist you

Item Drop Off and Pick Up

- If a student needs something dropped off at school, parent may come to the main office at school.
- Items should be marked with the student's name and grade level
 - *Markers and post-its will be available to tag the item*
 - *Item tag should include student name and grade level*
- Parents will not enter the hallways or classrooms

□ STAFF

- Staff will follow Building Safety Plan and practice Universal Precautions
- Monitor students for symptoms of COVID such as fever, cough, sore throat) and report to the nurse immediately if symptoms present
- All meetings/gatherings/professional development will observe expectations for physical distancing and universal precautions
- Staff will not share and/or provide food (potlucks) during meetings/gatherings/PLC's/professional development

- Depending on the level of community transmission, staff will eat in workspace or lounge. Staff should never eat at a student workspace or while students are eating. If in lounge, physical distancing is expected
- Staff will continue to attend required meetings (MDT,504, RTI, Staff, PD) with universal precaution procedures in place. Online replacements for live required meetings (MDT, 504, RTI, Staff, PD) will be utilized as much as possible and when available
- Staff will enforce guidelines such as no parent door conversations, congregating in the hallway, and use of mask
- Staff will report areas of concern to administration

□ **STUDENTS**

- Students will follow Building Safety Plan and practice Universal Precautions
- Participate in trainings to keep themselves and others safe
- Be provided mask breaks as needed
- Report immediately if feeling sick
- Report to an adult when they do not feel safe at school

□ **OTHER CONSIDERATIONS:**

Office and Workspaces

- Floor space will be a priority – no wall-to-wall furniture or shelving
- All additional/non-essential furniture and items will be removed from rooms to create space
- Counters and shelves will be free of non-essential items for easy cleaning
- Desk and counter areas and workspace will be free of clutter, papers, and non-essential items
- Avoid excessive paper and covering of walls

Special Events

- Virtual opportunities will replace large gatherings

COVID-19 Reporting and Testing

- Utilizing existing processes for communicable diseases, positive COVID cases, knowledge of individual who has received a COVID test and is awaiting results, or knowledge of an exposure, will be reported to the Health Services department with consideration of the following:
- Confidentiality with ADA and HIPAA (Health Insurance Portability and Accountability) WILL be maintained
- Staff member contacts school nurse. School nurse will follow Health Services process for handling of communicable diseases
- Independent decisions to send out communication will not occur