

# West Ada School District



## Building Health & Safety Plan Guiding Document 2020-2021

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**School/Facility:** River Valley Elementary School

**Administrator:** John Ursillo

### Goals:

1. Protect the health and safety of students and staff - physical, emotional, and mental
  2. Consistent with local health authorities' recommendations
  3. Guaranteed and viable curriculum for all students and schools
  4. Adaptability and flexibility with evolution of COVID 19
  5. Emphasize a culture of personal accountability and high integrity
  6. Encourage predictable patterns of behavior
  7. Limit Interactions & Isolate groups as much as possible. The more proactive and self-contained plans are, the less impact a building will have when they have a positive case. When there is a positive case does the plan and effective implementation of the plan result in remote learning for an impacted classroom, grade, POD, school vs multiple schools and/or entire District.
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### Facility Considerations

- Regular administrator and/or custodial walk-through of the facility
- Cleaning schedule and process
  - Classroom desks and common areas will be sanitized at the end of each day.
- Classroom desk/table layout and spacing- Allow for recommended 6 ft. distancing when possible, and minimize interactions within 6 ft. to less than 15 minutes per day.
  - Elimination of non-essential items in classrooms (ex: staff's personal furniture)
- Library use, access and furniture
- Appropriate and approved signage and plexiglass placement (Spencer)
- Computer labs and cleaning routines. Students will be asked to wash hands upon entry and exiting classroom.
- Signage and directional lines will help support safe behavior and distancing throughout common areas of the school.
- Water fountains will be turned off.

### Facility Strategies:

#### Administrator and custodian walk-through:

- The administrator will complete a building walk-through with the head custodian no less than once a week.
- The intent of the walk-through is to identify any troublesome areas and to remedy the concern in a timely manner.
- All nonessential items will be removed once the administrator walk-through has happened. Examples of nonessential items are those that have no instructional, learning, or job-related purpose.

#### Cleaning processes:

- Frequent hand washing and/or hand sanitizing is of utmost importance in the spread of COVID. Therefore, WASD has ensured that we have enough inventory of soap.
- Hand sanitizer stations will be placed in each classroom and in common areas of the school including the cafeteria.
- Teachers will be provided with sanitizing spray to sanitize specific items (e.g. desks, door handles, classroom sinks) as needed.
- WASD will be disinfecting daily, frequently touched surfaces such as doors and door handles, light switches, and hand railings with a bleach spray
- Every evening schools will have a deeper disinfection of desktops, tables, and other surfaces tops with a bleach spray.
- Classroom desks will be sanitized at the end of each day.

#### **Classroom layout:**

- All classrooms will be arranged to maximize the spacing between student desks.
- The desks will all be facing in the same direction and will not be facing one another.
- Classroom desks/tables will allow for as much spacing as possible given the number of students in a class.
- Students will minimize interactions within 6-ft for no longer than 15 minutes per day.
- Teachers may direct students to store backpacks and jackets on seat backs rather than in cubby areas to minimize use of and traffic to and from cubbies.

#### **Library use, access and furniture:**

- The use of the library will be allowed by a maximum of one class at a time.
- All physical distancing and guidelines are in effect during use.
- Access to the library will be on a limited basis. Students will not be permitted to go to the library at the beginning and at the end of the day to return items only.
- The administration and the library staff will eliminate all cloth furniture, and difficult furniture to clean will be used on a limited basis or will not be accessible during the 2020-2021 school year.
- Alternative systems, such as having books delivered to and collected from classrooms, will be implemented as needed.

#### **Computer lab use and cleaning:**

- The computer lab will solely be used for the keyboarding instruction and testing for the 2020-2021 school year.
- Students will use the hand sanitizer immediately upon entering and exiting the classroom and will use the sanitizing wipes on their workstation as a regularly scheduled task when directed by the teacher.

#### **Signage and Plexiglass Barriers:**

**Schools will determine how best to use the district purchased plexiglass barriers and can purchase their own barriers to support their plan.**

- Physical distancing signage or markings that serve as reminders have been placed on the floors in the following areas:
  - Main office lobby (include portable plexiglass barrier)
  - Library desk (include portable plexiglass barrier)
  - Nurses office
  - Select offices /classrooms of at-risk employees
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## **Operations**

- Arrival/Dismissal
- Office/Check-In-Out Areas
- Transitions/Hallways/Walkways
- Restrooms
- Classrooms
- Cafeteria
- Playground
- Specials/PE/Health/Music/Library/Computer Lab/Additional Electives
- Device Management

### **Operations Strategies:**

## **Students**

#### **General:**

- Students are expected to wear face masks, minimize interactions of less than 6-ft for no longer than 15 minutes per day in all areas of the school campus.

#### **Arrival/Dismissal:**

- Student arrival/dismissal will follow school-wide schedule.
  - Students exiting busses will maintain a safe distance from each other and walk around the northeast side of the building by the K/1 playground to their designated play area.

- Students dropped off at the east parent drop off lot adjacent to N. Stokesberry Pl. will walk around the K/1 playground to their assigned playground.
- Students dropped off at the school's west parking lot will walk directly from the drop off area to their assigned playground.
- During dismissal, classrooms will be dismissed on a staggered schedule to minimize interactions in common areas.
- Students are expected to wear face masks while on the playground/arrival/dismissal staging locations
- Students will keep personal belongings (backpacks, coats, lunch boxes) with them or by their designated classroom entrance while on the playground/arrival/dismissal/staging locations

#### **Office/Check In-Out Areas:**

- Tardy/late students will enter through the main office doors and check-in using the typical processes
- Students will wash/sanitize hands prior to entering the building, past the front office area.
- Students will be prompted to wear masks when entering the building
- Accompanying parents/guardians will remain in the main office area.

#### **Transitions/Hallways/Walkways:**

- Student walkway/hallway transitions will ensure safe distancing between classes. Arrow signs will indicate the direction and line students are to follow when walking through hallways. Arrow signs will also be spaced to support appropriate distancing of students.
- Outdoor travel routes will be accessed as often as possible to minimize the number of students in the hallway at any time.
- Students will avoid congregating and/or stopping in walkways/hallways.
- Students will observe visual markers and signage that direct traffic flow in walkways/hallways.

#### **Restrooms:**

- All students will hand wash after using the restroom.
- The number of students in restrooms will be limited to the number of stalls available within bathrooms. Students will return to class (K/1 & 2/3 bathrooms) or wait at waiting marks (4/5 bathrooms) if all stalls are occupied.
- Expectations and universal precaution signage will be posted at student restrooms entry/exit

#### **Classrooms:**

- Students are expected to wear masks in the classroom.
- Students will use hand sanitizer/wash hands as they enter the classroom and frequently as per teacher instruction or personal preference.
- Students will use their own personal supplies and will keep them separate from other student supplies.
- Students will be assigned classroom supplies (manipulatives, scissors, etc.) and will keep them separate from other student supplies.
- Students are expected to take home personal items daily (backpacks, coats, lunch boxes, etc) so that cubbies and shelves can be sanitized.
- Students are expected to bring masks home daily and wash them.

#### **Cafeteria:**

- All students will handwash/hand sanitize before entering the cafeteria.
- Cold lunch boxes/food from home will be individually separated in the classroom and be handled ONLY by the students to whom the food belongs.
- Students will practice no-touch rules while eating.
- Students will practice safe, respectful, and polite eating habits.
- Students will need to use the restroom will first ask a hall monitor. One student per restroom may be excused from the cafeteria at a time.
- Students will only consume the food provided by the cafeteria, store bought delivered food, or brought from home.
- Cafeteria tables will be cleaned/sanitized between use by student groups.
- Students will follow building's indoor lunch recess schedule when unable to go outside for lunch recess.
- Students may eat breakfast in the cafeteria and must sit at designated areas with appropriate distancing.
- Tables will be marked to indicate where students shall sit. Students will not sit directly facing one another and will limit their eating period to less than 15 minutes.

#### **Playground:**

- Students will wash/sanitize hands prior to entering the classroom from the playground

- Students will play in their assigned areas using safe distancing practices.
  - The playground will be separated into grade level areas (K,1,2,3,4, & 5) and lunch recess schedules will be designed so that numbers of students in any area are limited.

**Specials (PE/Health/Music/Library/Computer Lab/Additional Electives:**

- Students will participate in typical specials classrooms (i.e, music room, gym, library)
- Universal precautions will be taught/reviewed prior to entering the specials classroom.
- All students will wash/sanitize hands prior to entering a specials classroom.
- Students who need to use the restroom will first ask the specials teacher. One student per restroom may be excused from the specialist's classroom at a time.
- Specials instruction may occur in classrooms, if instructional objectives can be met, in order to minimize students in hallways and other areas of the school.

**Device Management:**

- **Responsible Use Agreement Link:** <https://www.westada.org/Page/78713>
- **Parent/Student Device Handbook Link:** <https://www.westada.org/Page/78608>

**Parents**

**Arrival and Dismissal:**

- Parents and visitors are not allowed to enter the building, past the front office/meeting room areas, until further notice
- Volunteers are not allowed into the building until further notice

**Office/Check-In-Out Areas:**

- Parents and visitors are not allowed to enter the building, past the office/meeting room areas, until further notice
- Parents/Guardians will only be allowed to wait with/for students during arrival/dismissal at designated locations.

**Cafeteria:**

- Having lunch at the school with their child will not be permitted during the 2020-2021 school year.

**Playground:**

- Parents/guardians will not be allowed to wait with/for students on playground/arrival/dismissal/staging locations

**Staff**

**General:**

- Staff are expected to wear masks in all areas of the school.
- Universal precautions will be reviewed with staff prior to the start of the school year.

**Arrival/Dismissal:**

- Staff will assist in the supervision of students during arrival/dismissal.
- Staff will reteach expectations for universal precautions during arrival/dismissal.

**Office/Check in-Out Areas:**

- Office staff will utilize signage, physical distancing, floor signs, and mobile plexiglass barriers.
- Staff will reteach universal precautions during student check-in processes.
- Staff will prompt students to wear masks when entering the building
- Staff will prompt students to take home and wash masks when checking out

**Transitions/Hallways/Walkways:**

- Staff will observe visual markers and signage that directs traffic flow in walkways/hallways.
- Staff will avoid congregating and/or stopping in walkways/hallways.

**Restrooms:**

- All staff will wash hands after using the restroom
- Staff restrooms will be limited to 2 staff members at a time.
- Expectations and universal precaution signage will be posted at staff restrooms entry/exit

**Classrooms:**

- Staff will handwash/sanitize hands before entering the classroom.
- Staff will teach and reteach expectations for universal precautions that are to be followed in the classroom.
- Staff will remind students to wear masks and handwash/sanitize upon entering the classroom.
- Staff will teach and reteach procedures to keep student's personal supplies separate during the school day.
- Staff will remind students to not share supplies and to keep personal supplies separate from classmate and/or classroom supplies.
- Staff may direct students to store backpacks on seatbacks to minimize contact with and traffic flow in cubby areas.

**Cafeteria:**

- Staff will handwash/sanitize before entering cafeteria and re-entering the classroom.
- Staff will eat lunch in a sanitized, designated areas and will socially distance if eating in a shared location.
- Staff will consume only their meal and/or food provided for themselves.
- Staff will separate lunches/food brought from home in clearly marked bags/containers.

**Playground:**

- Staff will remind students to handwash/sanitize before entering the classroom from the playground.

**Specials (PE/Health/Music/Library/Computer Lab/Additional Electives)**

- Staff will remind students to wash/sanitize before entering the classroom.
- Specialist classrooms will utilize non-porous, non -fabric- based materials and equipment.

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**Other Considerations:**

- Meetings
- Staff Gatherings
- MDT
- PLC
- Professional Development
- Positive COVID Testing:
- How to help:

**Use of Masks/Face Shields:**

- Within Ada and Valley Counties, the Central District Health public health orders require every person to wear a face covering that completely covers the person's nose and mouth when the person is in a public place, or on the property of a public or private or charter school, or technical school or college or university, and others are present and physical distancing of 6 feet cannot be maintained. A face covering may be taken off when a person is alone in an office with the door shut, or a teacher could take their mask off while instructing students if they are more than 10 feet away. These measures are in place because the use of masks or face shields has been shown to reduce to spread of COVID-19.  
CDH understands the need for people to be able to see mouth formations, read lips, especially when it comes to educational settings, and in particular, early learners. Face shields should go at or below the chin and wrap around the sides of the face to offer extra protection. Similar to cloth masks, face shields should be cleaned routinely. Both cloth masks and face shields meet CDH's mask requirement for Ada and Valley Counties.

**Student Strategies:**

- Students will practice universal precaution expectations during school gatherings/events.

**Parent Strategies:**

- Parents/guardians including visitors are not allowed to enter the building, past the front office/meeting room areas, until further notice.
- Meeting attendees will practice universal precaution procedures in place.

- Parents/guardians will not be allowed to wait with or for students

**Staff Strategies:**

- 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.
- 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.

**COVID Testing & Reporting:**

- 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 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.

**How to help:**

- Continue to monitor your child's physical condition.
- If your child is sick, please keep them home.
- Similar to the school environment, it is imperative that the home is kept as clean as possible and proper hygiene protocols are followed.

Up-dated: October 15, 2020