



SILBERNAGEL ELEMENTARY COVID-19 CAMPUS PLAN

GENERAL CAMPUS PROCEDURES

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and common areas throughout the building.
- Custodial staff will disinfect classrooms, restrooms, gym, library and additional areas.
- Students will wear masks while in the building. Mask breaks will be provided throughout the day for students to safely remove their masks.
- **Face shields may be worn with a mask.**
- **Face shields may not be worn as a substitute for masks.**
- When students are outside, masks are not required if two criteria are met: (1) the student is engaged in physical activity and (2) students are able to maintain a 6 foot physical distance from others.

ARRIVAL

STAFF ARRIVAL

CAMPUS PROCEDURES:

- All staff will self-screen for COVID-19 symptoms daily, and individuals with symptoms will be isolated and sent home.
- Staff will be required to complete a self-screener prior to entering the building.
- Staff should not enter the building if any of the following apply. The individual:
 - Has been sick with symptoms of COVID-19 within the past 10 days.
 - Has a confirmed case of COVID-19, regardless of whether or not symptoms are present, within the past 10 days.
 - Has been in close contact with a person with symptoms of or a confirmed case of COVID-19.
- Staff are required to have masks on when entering the building and throughout the school day. Staff will ensure that students are wearing masks in the hallways and in classrooms.

STUDENT ARRIVAL - BUS

CAMPUS PROCEDURES:

- Buses will unload one at a time. Students will enter the back doors near the bus circle. Pre-K, Kinder and first grade students will go to the cafeteria.
- Second through fourth grade will go to their pods.

STUDENT EXPECTATIONS:

- Students should not receive fever reducing medication before coming to school in the morning. If a student has fever, he/she should remain at home.
- Parents will need to complete the health screener for their student(s) every morning before leaving the house.
- Students will continue wearing masks as they exit the bus.
- Students will receive hand sanitizer as they exit the bus.
- Students' temperature will be taken before entering the building.

STUDENT ARRIVAL - CAR RIDER

CAMPUS PROCEDURES:

- At 8:00, the campus will allow students to enter the building
- Students who arrive before 8:00 must wait in their car.
- Parents must remain in their vehicle.

STUDENT EXPECTATIONS:

- Students should not receive fever reducing medication before coming to school in the morning. If a student has a fever, he/she should remain at home.
- Parents will need to complete the health screener for their student(s) every morning before leaving the house.
- Students must wear masks as they exit the car.
- Students will receive hand sanitizer as they exit the vehicle.
- Students' temperature will be taken before they enter the building.
- Students will not congregate with other students when walking into school.
- Pre-K, Kindergarten and first grade students will report to the cafeteria.
- Second through fourth grade students will report to their pods.

TEACHER EXPECTATIONS:

- Staff members will be assigned to supervise students for morning arrival.
- Staff members will wear disposable gloves to open car doors while assisting students out of their cars.

VISITORS**CAMPUS PROCEDURES:**

- All individuals entering the building will be required to wear a face mask.
- All individuals will complete a health screener using a QR code before entering the front office.
- All individuals who have COVID-19 symptoms, or are lab confirmed with COVID-19, must remain off campus until the criteria for re-entry is met.
- Outside deliveries of food, school supplies, cupcakes, cookies, etc. will not be permitted. Only essential deliveries such as student medication will be allowed.
- Visitors will not be allowed to join students for breakfast and/or lunch.
- Volunteers are not allowed on campus.

MEAL TIME**BREAKFAST****CAMPUS PROCEDURES:**

- Students will eat breakfast in the classroom.
- All students eat breakfast free of charge.

STUDENT EXPECTATIONS:

- Students will be expected to follow breakfast procedures - sanitizing hands before/after eating, cleaning their area and putting mask on when finished eating
- Visitors are not allowed to eat breakfast with their child.

TEACHER EXPECTATIONS:

- Teachers will monitor students during breakfast.

LUNCH**CAMPUS PROCEDURES:**

- **Lunch may be served in classrooms for the first two weeks of school.** This could possibly be longer if the number of cases in our area are still high.
- Students are expected to follow social distancing when we return to the cafeteria for lunch.
- Food items will not be delivered to students. If a student forgets their lunch, they will receive a tray from the cafeteria.
- Time will be allotted for the cleaning of tables in the cafeteria.

STUDENT EXPECTATIONS:

- All students will have their temperature checked before lunch.
- All students are expected to wash hands or use hand sanitizer before and after eating lunch. Students will put their masks on when finished eating.

- All students are expected to follow cafeteria procedures.
- Students bringing a lunch from home should bring it in a disposable sack....no lunch kits.

TEACHER EXPECTATIONS:

- Assigned staff will monitor students when eating in the classroom.
- When we move to the cafeteria:
 - Assigned staff will supervise students in cafeteria lines, direct students to available seats, and ensure social distancing.

BUILDING

RESTROOMS

CAMPUS PROCEDURES:

- Class restroom breaks will be scheduled and followed.
- Proper handwashing techniques will be taught to students the first week of school.

STUDENT EXPECTATIONS:

- Students must wash hands after using the restroom.
- One student at a time will be allowed in the restroom. Students should wait at the door or return to class if someone is in the restroom.
- Students should follow restroom rules.

TEACHER EXPECTATIONS:

- Staff will supervise students during restroom breaks.

HALLWAY

CAMPUS PROCEDURES:

- Minimized movement throughout the building.
- Water fountains are shut off. **Students need to bring a clear water bottle**, with their name on it, every day. It will go home every afternoon to be washed. Water bottle refilling stations are available.
- Classes will follow the traffic pattern when moving throughout the building.
- Social distancing will be followed when moving throughout the building.
- All staff and students will sanitize hands before exiting and entering a room.

STUDENT EXPECTATIONS:

- Students will follow the posted signs to ensure social distancing.
- Students will follow campus guidelines for hallway behavior.

TEACHER EXPECTATIONS:

- Teachers will make sure all students are wearing a mask and maintaining social distancing.

CLASSROOM

CAMPUS PROCEDURES:

- School supplies will not be shared by students.

- Follow procedures for hand sanitizing throughout the day.
- High-touch areas in the classroom are wiped between activities.
- Visual reminders of social distancing will be posted.
- Hand sanitizer in every classroom and pod.
- Technology will be used and sanitized.
- Frequent hand washing/sanitizing throughout the day.
- Outdoor space may be used for learning.

STUDENT EXPECTATIONS:

- Students will wash/sanitize hands before entering the classroom.
- Students will receive training in proper hygiene procedures.
- Parents are expected to check their child's temperature every morning before sending them to school.
- Parents are expected to complete the health screener every morning before the student leaves the house.
- Students will not share materials.
- If backpacks are brought to school, they should be sanitized and disinfected each evening.

TEACHER EXPECTATIONS:

- Teachers will limit student movement within the classroom.
- Teachers will create assigned seating charts and desks will face the same direction.
- Second through fourth grade teachers will move to classrooms.
- Classroom doors will remain open.

QUARANTINE ROOM

CAMPUS PROCEDURES:

- If a student exhibits symptoms of COVID-19, the student will be taken to the quarantine room and be assessed by the school nurse.
- If an individual who has been in school is lab-confirmed to have COVID-19, the school must notify the local health department. Case investigation and contact tracing will be conducted. If an infected individual was on campus during the infectious period, school personnel will provide information.
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, staff) until the non-porous surfaces in those areas can be disinfected, unless more than seven days have passed since that person was on campus.
- Parents of students who were in class with a person who has been lab-confirmed to have COVID-19 will be notified.
- Students who are ill will be taken to the quarantine room. Parents will be contacted and are expected to pick up their student within 30 minutes.
- Students and staff who tested positive for COVID-19 will be permitted to return to school when they have documented the following requirements:
 - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications)
 - The individual has improvement in symptoms
 - At least ten days have passed since symptoms first appeared*(A medical release from a physician will be required to return to school.)*
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical

professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location that comes back negative for COVID-19.

- Custodial staff will disinfect the building throughout the day.

STUDENT EXPECTATIONS:

- Students will be escorted to the quarantine room by an adult.
- Students will be screened for COVID-19 symptoms before entering the clinic.

TEACHER EXPECTATIONS:

- Teachers will monitor students and contact administrators if symptoms are present.
- Staff members exhibiting COVID-19 symptoms will follow district protocols.

RECESS/AUXILIARY CLASSES

RECESS

CAMPUS PROCEDURES:

- Masks are not required when students are outside as long as the student is involved in physical activity and are able to maintain a 6 foot physical distance from others.
- All students will sanitize hands before and after recess.

MUSIC, ART, TECHNOLOGY & LIBRARY

CAMPUS PROCEDURES:

- Teachers will go to the classroom.
- Teachers and students will sanitize hands before class begins and when it ends.
- Equipment will be sanitized after use.
- Students will wear masks.
- Students will follow social distancing.

P.E./TECHNOLOGY

CAMPUS PROCEDURES:

P.E.

- When possible, classes will be held outside.
- Masks are not required when students are outside as long as the student is involved in physical activity and are able to maintain a 6 foot physical distance from others.
- Activities requiring students to be in close proximity will be avoided.
- When in the gym, masks will be removed as long as students maintain a 6 foot physical distance.
- Equipment will be sanitized.
- Students will sanitize their hands before/after class.

TECHNOLOGY

- Masks will be worn at all times in the computer lab.
- Students are spaced apart while in the computer lab.
- Area and equipment will be sanitized.

DISMISSAL

BUS RIDERS & DAYCARE

CAMPUS PROCEDURES:

- Bus riders will remain in their classroom until their bus is called. Staff members will escort students to their bus.
- Students will exit through the back cafeteria doors.
- Daycare students will wait in the cafeteria.
- Daycare students will be escorted by staff through the back cafeteria doors to the daycare van.

STUDENT EXPECTATIONS:

- Students will maintain social distancing while walking to the bus.
- Students will sanitize their hands before leaving the classroom.
- Students will wear their mask.
- Student temperatures will be taken before students leave the classroom.

TEACHER EXPECTATIONS:

- Teachers will be at designated areas to ensure students follow social distancing while walking to their bus/daycare.

WALKERS

CAMPUS PROCEDURES:

- Walkers will exit the door near the gym.
- Staff members will escort the students down the sidewalk and across the street.
- Parents must show their walker sign, with their student's name, to staff members prior to students being released.
- Parents should not congregate while waiting for students.

STUDENT EXPECTATIONS:

- Students will sanitize their hands before leaving the classroom.
- Students will wear masks until they are released to their parents.

TEACHER EXPECTATIONS:

- Staff will escort students.
- Staff will ensure that students wear their masks.
- Staff will ensure social distancing of students as they exit the building.
- Student temperatures will be taken before students leave the classroom.

CAR RIDERS

CAMPUS PROCEDURES:

- Parents are expected to follow car rider procedures.
- Parents are expected to remain in their vehicle.
- Students will follow social distancing while waiting to be dismissed.
- Staff will supervise students and assist them with getting into their vehicle.
- Staff will wear gloves.

STUDENT EXPECTATIONS:

- Students will sanitize their hands before leaving the classroom.
- Students will maintain social distancing while waiting to be called.
- Students will wear their mask during dismissal.

TEACHER EXPECTATIONS:

- Staff will supervise dismissal.
- Staff will ensure that students are wearing masks.
- Student temperatures will be taken before they leave the classroom.
- All radios used during dismissal will be sanitized every afternoon.