



Revised 2: 09/23/2020

School Name: Eneida M. Hartner Elementary School

The opening of schools in the midst of the COVID-19 pandemic will require extensive leadership from Principals, Assistant Principals, and all staff at schools. Schools will be required to rethink every routine that has been established and ensure routines are being completed in a way that is as safe as possible for all students, staff, and community members. - Schools play a pivotal role in establishing a sense of routine and normalcy within the broader community. As school administrators, we will be tasked to create systems that mitigate the risk to all stakeholders while maintaining an educational program that prepares students for their role in the future of our community.

When planning for the opening of schools, our goal will be to minimize spontaneity, uncertainty, and ultimately risk on any campus by visibly showing everyone what safety looks like and creating a feeling of health and safety, so that students and staff can continue with learning, which is our primary focus. The following strategies will be taken in steps to reduce risk at six key stages throughout the day:

1. Before students/staff arrive on campus
2. When students/staff arrive on campus
3. When students/staff move about campus
4. When students/staff utilize classroom space
5. When students/staff participate in extracurriculars
6. When students/staff leave campus

The District is aware that every situation is different. School design, capacity, grade level configuration, and community require that principals are provided with the tools to create as safe a learning environment as possible. This guide has been created to assist you, the Principal, with the planning required to create the systems that will mitigate the risk for all stakeholders. Through this school readiness guide, school site leaders will be provided the mandates and suggestions to consider when designing the implementation for your individual school site.

SIGNAGE

Posters and flyers will be provided for all school-sites to remind students and staff of simple and effective measures to prevent the spread of COVID-19. These posters should be placed strategically throughout the building to serve as a constant reinforcement of hygiene and safety protocols.

Signage Checklist: *Please check all measures that are currently in place in your facility.*

- ✓ Signage at the entry to the school, at the entry to the school office, and throughout the school building reinforces this requirement and depicts the proper use of cloth face coverings.
- ✓ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and the importance of handwashing.
- ✓ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19. The signs and symptoms posters from the CDC are appropriate

Signage locations include, but are not limited to:

✓ Entrances	✓ Administrative Offices	✓ Other High Traffic Areas
✓ Common Entry Doors	✓ Cafeteria	✓ Exterior of Elevator
✓ Ends of Hallways	✓ Main Office/Lobby	✓ Top & Bottom of Stairwells
✓ Restrooms	✓ Media Center	✓ Exterior Hallways marked to indicate flow of traffic
✓ Water Fountains (Do Not Use)	✓ Classrooms (Use Hand Sanitizer Upon Entering, Handwashing Station)	✓ PE Hardcourt Morning Line-Up

ARRIVALS

Student Arrival

As a result of research and a risk/benefit analysis, Miami-Dade County Public Schools will not be checking student temperatures upon arrival. Families will be asked to conduct a daily health screening of their child for signs and symptoms of a communicable disease, including COVID-19, prior to sending their child to school. If the student presents any of the signs and symptoms while at home, the parent/guardian is asked to keep their child at home and seek medical attention from their child's health provider. The typical signs and symptoms of a communicable disease, including COVID-19, are persistent cough, difficulty breathing, chills, sore throat, loss of taste or smell, muscle pain, fever (100.4

or higher), runny nose, diarrhea, feeling nauseous, vomiting, feeling tired, headache, and/or poor appetite.

Staff should make continuous visual inspections of students for signs of illness throughout the day. If a student is exhibiting any of the above-mentioned signs and symptoms, the school-site administrator should be notified immediately to coordinate the student being escorted to the school's designated isolation room. Principals should refer to the Principal's Toolkit for guidance on isolation rooms. The school-site administrator will immediately contact the parent/guardian and advise them that their child is ill, needs to be picked up from school immediately, and should see their health provider. In addition, the school-site administrator will also need to immediately submit the In-School Student COVID-19 Advisory Alert to the following email addresses: COVID19-STUDENTS@dadeschools.net; BWilder@dadeschools.net; and designated region director.

Student Arrivals

To minimize exposure among students during arrival to school, each school will need to identify multiple entry points throughout the building in order to best control the entry of students.

Students should enter by themselves; no visitors should enter the building during arrival.

Student Arrival Guiding Questions: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

- Can arrival times be staggered? (parent/guardian drop-off, bus riders, and walkers)
- What areas in the building can be utilized as safe holding areas while maintaining social distance requirements as students wait for the school day to begin?
- What will be the parent/guardian drop-off protocols?
- How will breakfast be distributed?
- To reduce the congregation of students in common areas throughout the school during arrival and dismissal times, can the school create arrival and dismissal hubs?

School Plan:

Arrival (7:30 a.m. – 8:35 a.m.)

- Students (walkers and parent drop-off) will enter the building using the entrance doors on 30th Street. Mr. Cotton will be there to direct them to the cafeteria for breakfast and/or to the hardcourt for morning line up.
- Students arriving by bus will enter using the main entrance on 29th Street. Ms. A. Gonzalez will receive students and direct them to the cafeteria for breakfast and/or to the hardcourt for morning line up.

PE Hardcourt Lineup (7:30 a.m. – 8:20 a.m.)

- The location for morning lineup is outside on the basketball court/PE area. Each class will have a designated lineup area. Markers will be used to identify where students are to sit while waiting to ensure social distancing.
- Supervision will be provided by Ms. V. Agosto and Ms. Delgado.
- Teachers will be encouraged to pick-up their students as early as possible.

Breakfast

- Breakfast will be served from 7:30 a.m. - 8:20 a.m. in the cafeteria.
- The cafeteria has been arranged with staggered one directional seating (all facing forward).
- Sit Here signage has been placed on all cafeteria tables and markers affixed to the floor to help maintain social distancing.
- Directional signage has been posted to indicate entry and exit doors to manage the flow of traffic.
- The cafeteria will be supervised by Mr. Covington and Ms. De Leon.

Employee Arrival

Employee arrivals will need to be coordinated to minimize congregation and maximize social distancing. Employees will be required to sign in via the District mobile app or portal.

Employee Arrival Guiding Questions : *Please reflect on the following considerations to add to your school site plan.*

- Can you stagger employee schedules to allow for them to assist during arrival/dismissal? Refer below to contractually required times:

Employee Group	Title	Workday
Instructional	Elementary	7 hours and 5 minutes
	Secondary	7 hours and 20 minutes
Paraprofessional, Associate Educator, School Support Employees	Elementary	7 hours and 5 minutes
	Secondary	7 hours and 20 minutes
Security Monitors		8 hours
Office Employees		7.5 hours Excludes lunch
Custodians		8 hours Excludes Lunch

- Which employees will be asked to supervise the different areas of student arrival and dismissal? Have you identified employees to substitute/cover for an employee who is designated to supervise a specific area of the school when they are not available or are absent for the day?

School Plan:

Employee Arrival

- Select employees' schedules (Ms. Woods, Ms. Delgado, Ms. Gonzalez, Mr. Cruz) have been altered to assist with morning arrivals.
- All employees must check-in at front entrance security desk upon arrival and show Screening App upon entry.

Arrival Supervision Team:

- Instructional Staff: Mr. Cruz, Ms. Delgado, Ms. C. Gonzalez, Ms. Woods
- Support Staff: Mr. Cotton, Mr. Covington, Ms. De Leon, Ms. A. Gonzalez

Dismissal Supervision Team:

- Grades 4-5 @ 3:05 pm: NW Corner (5th Ave & 30th Street)
Walkers/Parents: Mr. Cruz, Mr. Randle
Vehicles: Mr. Dauphin, Ms. Algarin, Ms. Jorge, Ms. Nino,
- Grades K-1 @ 2:05 pm: NE Corner (4th Ave & Staff Parking lot on 30th Street)
Walkers/Parents: Ms. Selesnak, Ms. Azuola
Vehicles: Ms. Hampton, Ms. Garcia
- Grades 2-3 @ 3:05 pm: NE Corner (4th Ave & Staff Parking lot on 30th Street)
Walkers/Parents: Ms. Barry, Ms. Todd-Mole
Vehicles: Ms. Burnett, Ms. Delgado, Coach Donnarumma, Ms. Woods, Ms. Gonzalez, Ms. Scott (*TWR), Ms. Felipe (*TWF)
- Prekindergarten @ 2:05 pm: SE Corner (29th Street/PE Access Gate)
(Ms. Holmes and Ms. Leslie)
- Bus @ 2:05 pm & 3:05 pm (NW 29th Street main entrance)
(2:05 p.m. - Ms. V. Agosto) (3:05 p.m. – Ms. V. Agosto, Ms. Mesa, Ms. Diaz)

CLASSROOMS

Classroom Layout and Usage

Classroom space should be organized in such a way that the maximum amount of social distancing is maintained. Desks should be in rows and facing the same direction. As recommended by the CDC, schools will utilize six feet social distancing guidelines. When six feet of social distancing is not feasible, the requirements of the World Health Organization guideline will be implemented. Students should not be facing each other or sharing equipment. In the case where equipment must be shared, students should be provided with germicide and paper towels to wipe off the equipment prior to and after use.

Ensure that every classroom has access to hand hygiene products (hand sanitizer, soap, paper towels). Each classroom should have an accessible disinfecting station for student use which includes all of the hygiene products. This station should be readily available for use.

Non-essential items should be removed from the classroom. Personal items that are frequently touched and cannot be cleaned easily, such as upholstered furniture, pillows, rugs, stuffed animals, or puppets,

must be removed from the classroom. Non-essential furniture should also be removed or marked as restricted use to allow for more social distancing.

Classroom Assignments

Efforts should be made to minimize student movement throughout the school day. In elementary schools, students should remain with their cohorts and in the same classroom all day. If a teacher change is required, the teacher should travel as opposed to the class. In secondary schools, student schedules require more flexibility. Consideration should be given to schedule grade level cohorts in close proximity to limit exposure to other cohorts in the building. Students should also be placed in classes that become a cohort. If a group of students can follow the same schedule throughout the day, this allows for easier transition of teachers and limits the interaction among large numbers of individuals. It is acknowledged that specialized classrooms will need to remain in their current location, but all other classes should be scheduled accordingly. Classes should be arranged in such a manner that maximizes social distancing.

Teachers should maintain a seating chart of their classroom and/or classroom period. The seating chart will assist the school-site administrator with contact tracing in the event that a student, faculty member, or staff member presents with COVID-19-like signs and symptoms.

Classroom Checklist: *Please check all measures that are currently in place in your facility.*

- ✓ As recommended by the CDC, schools will utilize six feet social distancing guidelines. When six feet of social distancing is not feasible, the requirements of the World Health Organization guideline will be implemented.
- ✓ The school has undertaken additional measures to ensure physical distancing.
 - Removal of non-essential furniture
 - Limiting the sharing of books, materials, and computer equipment, unless sanitized between uses.

TRANSITIONS

One of the most critical components to consider when developing school-based procedures to mitigate the risk of COVID-19 is hallway transitions. The school day will require various transitions. Each transition plan is unique and must be developed based on school site capacity, number of students, and grade-level configurations (elementary, middle, and high school).

Campus plans should be reviewed with all stakeholders (students, faculty, staff, and parents) so that everyone understands what the expectations are when moving around the campus. It is important to establish and communicate protocols for transitions when creating the plan.

Priority 1: Ensure that the plan and expectations are shared with parents.

Priority 2: Ensure that all teachers take the time to review the expectations with students.

Transitions Guiding Questions: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

- Will the school utilize one-way traffic in hallways, or will there be two lanes to ensure consistent traffic flow?
- To minimize hallway transitions and decrease potential contact, can the school consider teacher transitions in lieu of student transitions?
- Can the school consider a staggered release time by class to minimize physical hallway interactions and congestion?
- Can the school close bathrooms during hallway transitions (for possible cleaning) and only allow bathroom breaks during class time?
- How will the school monitor or address situations where there is overcrowding?
- Is there a way to utilize outside space for walkways?
- What is the plan to teach and model for students the expectations for hallway etiquette?
- Can staff be positioned and consistently spread along hallways to support continued movement/traffic flow and enforce all schoolwide expectations and procedures?

School-Level Recommendations

Elementary

- Students should remain in the classroom while teachers transition for subjects.
- When in the hallways, students should be in single file lines while maintaining social distancing and wearing face coverings/masks.
- Schools should develop lunch schedules to allow for maximum social distancing utilizing cafeterias, outside areas, classrooms, etc.

Secondary

- Restrooms should be closed during class transitions.
- Common areas should be closed off during classroom transitions.
- Office visits must be prescheduled with student services/counselors unless it's an emergency.
- Students should sanitize their hands prior to leaving the classroom.

Teacher/Student Transitions

Whenever possible, students should stay in the same classroom for the school day. If possible, the teachers should move into the classroom that the students are in. This would help limit the number of physical interactions that occur.

Hallways should be clearly identified as one directional and still allow for efficient travel. In hallways that cannot be one directional, a center line should be marked in order to maintain the traffic on either side of the line, thereby allowing for less interaction during transitions.

Staff members should monitor class changes in order to remind students of the need to keep their masks on and practice social distancing. Some questions to consider are:

Teacher/Student Transitions: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

- Can I stagger the release from classes to allow for fewer students in the hallways?
- Where should I station staff to ensure all areas are supervised?

Transitions Checklist: *Please check all measures that are currently in place in your facility.*

- ✓ Breaks are staggered to ensure that physical distancing can be maintained in break rooms and other common areas used by students and staff in the school, and these areas are disinfected frequently throughout the school day.
- ✓ Staff members have been assigned to school entry points, hallways, or other common areas to reinforce physical distancing and remind students of expectations regarding cloth face coverings.
- ✓ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

School Plan:

- All classes have been self-contained to alleviate mixing of cohorts.
- Art and music special area teachers will travel to the classrooms to provide instruction.
- Physical Education class will remain outdoors on the PE field and hardcourt.
- Directional markers have been strategically placed in the hallways to direct the flow of traffic.
- Students will walk in a single file line throughout the hallway.
- One-way stairwells have been designated to distinguish between going up and down.
- Group bathrooms will be closed. Students will utilize the bathrooms inside of their classrooms.

DISMISSAL

Student dismissal should be performed in a systematic fashion in order to minimize potential student congregation in large groups.

Dismissal Guiding Questions : *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

Some questions to consider are:

- Can I stagger dismissals for different groups (bus, parent/guardian pick-up, after-care, walkers)?
- What are the parent pick-up protocols? Include early parent pick up.
- Can I use multiple exits for different groups of students?
- What areas will be utilized to house students that are not picked up on time?
- Can you stagger employee schedules to assist with dismissal? (See Employee Arrival section within this document for employee contractual times)
- Do I have a plan to ensure no students are lingering around campus unsupervised?

School Plan:

Dismissal

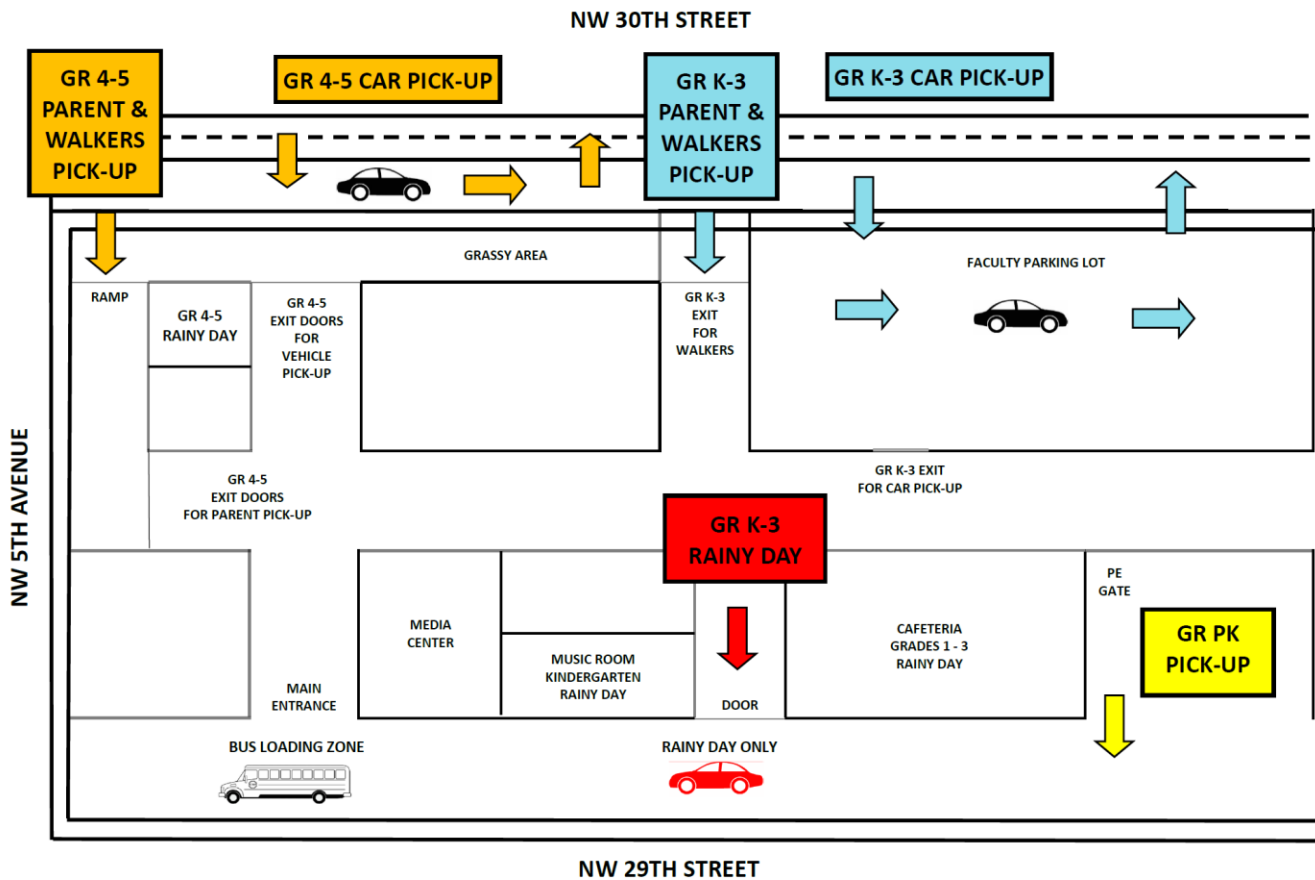
- Three dismissal areas have been designated by grade level to facilitate social distancing:
 - Grades 4-5: NW corner of the building (5th Avenue & 30th Street)
 - Grades K-3: NE corner of the building (4th Avenue & Staff Parking Lot/30th Street)
 - PK: SE corner/same as last year (29th Street/PE area access gate)
- Within the designated dismissal areas students will be separated by walkers and vehicle pickup to further facilitate social distancing.
- Teachers and support personal will be stationed to assist with social distancing and dismissal.

Dismissal Supervision Team:

- Grades 4-5 @ 3:05 pm: NW Corner (5th Ave & 30th Street)
Walkers/Parents: Mr. Cruz, Mr. Randle
Vehicles: Mr. Dauphin, Ms. Algarin, Ms. Jorge, Ms. Nino,
- Grades K-1 @ 2:05 pm: NE Corner (4th Ave & Staff Parking lot on 30th Street)
Walkers/Parents: Ms. Selesnak, Ms. Azuola
Vehicles: Ms. Hampton, Ms. Garcia
- Grades 2-3 @ 3:05 pm: NE Corner (4th Ave & Staff Parking lot on 30th Street)
Walkers/Parents: Ms. Barry, Ms. Todd-Mole
Vehicles: Ms. Burnett, Ms. Delgado, Coach Donnarumma, Ms. Woods, Ms. Gonzalez, Ms. Scott (*TWR), Ms. Felipe (*TWF)
- Prekindergarten @ 2:05 pm: SE Corner (29th Street/PE Access Gate)
(Ms. Holmes and Ms. Leslie)
- Bus @ 2:05 pm & 3:05 pm (NW 29th Street main entrance)
(2:05 p.m. - Ms. V. Agosto) (3:05 p.m. – Ms. V. Agosto, Ms. Mesa, Ms. Diaz)
- Car tags will be provided to display on the dashboard to facilitate identifying students quickly and to avoid a traffic jam.
- Below is a map of the designated dismissal areas.



2020-21 ENEIDA M. HARTNER ELEMENTARY DISMISSAL



ADMINISTRATIVE FUNCTIONS

Administrative Functions

- Virtual meetings should be scheduled whenever possible.
- Physical barriers should be placed in high contact areas.
- Hand sanitizer should be placed next to parent/guardian sign-in sheets.
- For parent/guardian sign-in/sign-out, have a separate supply of clean pens and used pens and mark their receptacles accordingly. Used pens should be disinfected periodically throughout the day.
- Have a procedure in place to manage student early release. Parents/guardians should be notified of the procedures in writing.
- Have a procedure in place to identify students who are under the supervision of the Department of Children and Families (DCF) to review and ensure that both the District Student

Information System (DSIS) Student and Parent Information Screens are current and updated as needed.

- Review the enrollment, transfer, and withdrawal procedures for student who are under the supervision of DCF.

School Plan:

Faculty and Other School Meetings

- All school meetings will be conducted virtually.
- No activities have been planned or scheduled at this time.
- Teachers will be advised that any proposed field trips must be conducted virtually.

Visitor/Main Entrance and Office

- Hand sanitizer and a supply of pens will be at the entrance for all visitors to utilize.
- Plexiglass has been installed throughout the main office and social distancing signage has been posted.

Early Parent Pick Up Protocol

- Parents will be encouraged to phone the school within ten minutes of their estimated time of arrival when picking up students early. Parents will check-in with security upon arrival and remain in the front waiting area until directed to the office. Security will notify the office, and office staff will inform front desk security when the parent can proceed to the office to show their ID and sign-out the student. This procedure will minimize wait times and reduce congestion in the office.

ACTIVITIES

Upon entering Stage 2, temporary guidelines will be implemented regarding school-wide events as well as on-campus and off-campus activities.

School-Wide Events

Until further notice, please note that schools may not plan large events. This includes:

- School Assemblies
- Social Events
- Pep rallies
- Events that bring groups of more than 10 individuals together

To discourage large gatherings on school grounds, all school-wide events will be held virtually, including:

- Awards assemblies
- Fundraising events
- Schoolwide performances

Administration will follow all District and state guidelines regarding athletic practices and sporting events.

On-Campus Activities

Until further notice:

- There will be no in-person assemblies or gatherings for students or staff.
- Open house and parent conferences will be held remotely.
- Performances will be held remotely.
- After-school clubs and activities will continue via remote platforms.
- Community-based Organizations and PTSA events will be held remotely.

Off-Campus Activities

- In-person, off-campus field trips are not allowed until further notice.
- Student participation in academic contests (STEM events, science fair, etc.) will only be attended if the organizing entity provides clear guidance regarding health and safety measures aligned with District guidance and protocols.
- Virtual field trips are recommended.

COMMON AREAS

Elevators	Restrooms
<ul style="list-style-type: none">○ Limit the number of people in an elevator (maximum 2) to maintain social distancing.○ Place appropriate signage in the area to remind people of maximum capacity.○ Use physical barriers or signage to mark pathways to help people travel in one direction and stay as far apart as possible while waiting for access to the elevator.	<ul style="list-style-type: none">○ Schedule custodians to check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, etc.), and do a thorough cleaning once students leave for the day.○ Limit the number of students that can access the restrooms at any one time and post appropriate signage outside.○ Post signage to indicate where people should wait while maintaining social distancing.

EMERGENCY DRILLS

Florida Statutes require schools to conduct emergency drills to ensure students and staff know how to safely and expeditiously react to the threat of an active assailant, fire, or severe weather. Due to the ongoing COVID-19 pandemic, school staff must enforce additional health and safety measures during emergency drills.

Emergency Drills Considerations: Please reflect on the following considerations to add to your school site plan.

These are things you should consider when making decisions as it relates to your building. Some things to consider are:

- Ensure the following during emergency drills:
 - Maximum physical distancing is maintained whenever practicable.
 - Masks/face coverings are required for all staff and students.
 - Record all drills in the computer when complete.
- As a reminder, doors must be closed and locked at all times.
- One-way hallways are to be temporarily suspended for emergency evacuation drills as the closest exit should always be used.
- In the event of an active assailant, fire, or severe weather event, staff will take necessary actions to protect students from the threat without regard to social distancing. The immediate danger outweighs the risk of COVID-19 exposure

School Plan:

Emergency Drills:

- Fire drills will be conducted monthly. During evacuation all existing stairwells will be utilized to exit the second floor irrespective of the directional arrows. Classes have been assigned to utilize their nearest stairwells to exit the second floor and alleviate congestion.
- Evacuation routes have been reviewed to ensure that classes remain socially distant when they have exited the building.
- Code Red Emergency drills will be conducted monthly. Teachers will review Code Red drill with all students but will not be required to gather in the identified hard corner during practice drills. In the event of a true emergency, teachers will gather students in the hard corner to further ensure physical safety.
- A code word/phrase will be used so that teachers can distinguish between a practice drill and real emergency.

AFTER-SCHOOL CARE PROGRAM

If your school has an operating After-School Care Program, please take the following recommendations into consideration:

Parent Drop-Off and Pick-Up	Classroom Environment and After-Care Activities
<ul style="list-style-type: none">• Identify one central entry point for screening, receiving, and dismissing students.• Consider staggering arrival and drop-off times and/or have child-care providers come outside the facility to pick up the children as they arrive.• The central point of entry should have hand sanitizer, disinfecting wipes, soap and water, or	<ul style="list-style-type: none">• To the extent possible, try to prevent groups from crossing paths.• Remember to supervise young children when they use hand sanitizer to ensure appropriate use and prevent swallowing of the alcohol product.• Clean and disinfect frequently touched surfaces.

<p>similar disinfectant readily available to employees, students, and visitors.</p> <ul style="list-style-type: none"> • On-campus access for parents, guardians, or visitors during after-care should not be allowed unless it is deemed necessary or warranted. • Limit visitor entry into the building. Students should be dropped off and received at an outside entrance if possible. • If possible, have staff escort children to their parent/guardian when they are signed out. • Encourage the same parent or designated person to drop off and pick up the child every day. • Identify areas for a central point of exit and curbside drop-off and pick-up. These areas should limit direct contact between parents and staff members and adhere to social distancing recommendations. 	<ul style="list-style-type: none"> • If possible, child-care classes should include the same group each day, and the same child-care providers should remain with the same group each day. • If possible, always keep your group of children in a separate room (9-to-1 ratio). Also, try to build classroom cohorts of students that have the same class together during the day. • Limit the mixing of children by staggering playground times and keeping groups separate for special activities, such as art, music, and exercising. • If possible, ensure that children’s naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart, during naptime • Consider placing children head-to-toe in order to further reduce the potential for viral spread. • Consider serving after-school meals in classrooms only.
---	--

<p>School Plan:</p> <ul style="list-style-type: none"> • Students participating in after-school care will be grouped in cohorts, maintaining the ratio of 1:12. • After care groups will assigned to different classrooms and/or locations and will not mingle or engage with other groups. • Hand sanitizer will be available in all after-care classrooms and social distancing signage will be displayed. • Students will utilize the bathrooms in the after-care classroom only. • Snacks will be served in the classrooms. • Playgrounds will be closed during Phase 2. • Parent pick-up protocol: To minimize contact between parents and staff members and to adhere to social distancing recommendations, curbside pick-up will be provided. ID will be shown at the security desk and students will be called to the front.

<p style="text-align: center;">Considerations for Students That Feel Ill or Are COVID-Positive</p>	
<ul style="list-style-type: none"> • Plan to have an isolation room or area that can be used to isolate a sick child. • If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home. • If COVID-19 is confirmed in a child or staff member: <ul style="list-style-type: none"> ○ Close off areas used by the person who is sick. ○ Open outside doors and windows to increase air circulation in the areas. ○ Immediately deep clean affected classroom(s) and follow COVID-19 Contact Tracing Procedures. ○ Do not utilize the impacted classroom(s) until advised to do so by appropriate District staff. 	

School Plan:

- Room 34 is the designated Isolation Room and is centrally located near the office. The room is equipped with a bathroom and will be staffed by Nurse Subryan.
- A telephone line is available to facilitate communication with families.
- The Isolation Room will be cleaned and disinfected daily by custodial staff.

COMMUNICATIONS

Promoting everyday protective measures is critical to maintaining safety. In alignment with District communications, schools must devise active communication measures with key stakeholders that detail school policies and expectations and support a safe return to the schoolhouse.

District-Approved Signage

Banners, posters, signs etc. should be posted in highly visible locations. Such locations include:

- Main entrances
- Hallways
- Restrooms
- Main/administrative offices
- Cafeteria
- Media center
- Other high-traffic areas

Messaging

A variety of communication methods should be used to consistently convey important safety-related information to all stakeholders. Methods to utilize include: **School Messenger, email, text, website, social media accounts, closed circuit television, and the Public Address (PA) system.**

Content for these stakeholder messages should include, but not be limited to, information regarding:

- Personal protective equipment (PPE)
- Daily health screening protocol prior to schoolhouse arrival
- Social distancing protocols
- Handwashing
- Arrival procedures
- Dismissal procedures
- Transition procedures
- After-school procedures
- Transportation procedures
- Athletics and activities

MESSAGING

Develop plans to include messages about behaviors that prevent the spread of communicable diseases, including COVID-19, when communicating with faculty, staff, students, and parents/guardians.

Faculty, Staff, and Parents/Guardians:

- PA announcements
- Websites
- Email
- Social media

Students: (Reinforcing daily hygiene and healthy practices such as handwashing, sneezing & coughing etiquette, social distancing, etc.)

- Morning Announcements
 - Play quick videos during morning announcements
 - Model proper hygiene and healthy practices
- PA announcements during transition of classes
- Quick daily (1-2) mini lessons prior to the beginning of the school day
- Playing videos related to hygiene and healthy practices on closed circuit television during lunch
- Other activities

School Plan:

Communications and Messaging

- Morning and afternoon announcements will include hygiene and social distancing reminders.
- All correspondence will be accessible in both English and Spanish.
- Class Dojo has been identified as the school wide classroom communication application.
- A weekly faculty bulletin will highlight information that teachers should relay to students and/or their families regarding messages and communications sent home.
- School Messenger will be used to communicate important information and updates to parents.
- Important and relative parent information will be posted on all social media platforms.

ABSENTEEISM

Knowing about and reporting communicable diseases, including COVID-19, in a timely manner can make the difference between disease control or an outbreak.

- Reviewing the absenteeism patterns of your school among both students and staff can be a way of mitigating the spread of communicable disease, including COVID-19. One of the best predictors that a student or an employee may be experiencing signs or symptoms of a communicable disease or may have contracted a communicable disease, including COVID-19, is that they have accrued three (3) or more consecutive days of absences.
- When an employee or student accrues three or more consecutive absences, the school-site administrator should attempt to ascertain the reason why the student or employee has missed school or work. If the student or employee is exhibiting signs or symptoms of a communicable disease, including COVID-19, school-site administrators will follow the District-outlined procedures for reporting students or employees with COVID-19.

School Plan:

Absenteeism

- Our H.E.R.O attendance interventionist, Ms. Tarride, along with our school counselor, Ms. Algarin, will assist in reaching out to those families of students who have accrued 3 or more consecutive absences to initiate any necessary support.

FOOD & NUTRITION

The following describes the three models of student meal service that school sites can utilize based on the needs of their individual schools. Principals should review the considerations outlined with each service model to determine which one best meets the needs of their school population.

Cafeteria

- Ideally, each school will be able to utilize their kitchen area and equipment while providing for adequate spacing.
- In-cafeteria meal service will require marked and adequate spacing for students to enter the dining room, use the the service line, and sit in the dining area. Spacing shall be marked and indicated.
- Meal schedules will be planned to ensure only the appropriate number of students are allowed in the cafeteria at one time. In-cafeteria service may require the addition of plexiglass barriers on the serving line as an additional safety measure. All meal service items remain single use.
- Students entering the cafeteria will follow marked directional signs (one-way flow) to enter and exit the dining room and serving line. Marked spaces on the floor will indicate where to stand to maintain distancing protocols.

Classroom Delivery Model

Elementary School Model

- Grades PK-2: Students may receive meal deliveries to the classroom and teachers will complete meal accountability.

- Grades 3-5: Students may pick up meals through the cafeteria serving line and take them to the classroom or eat in the dining room.
- For meals delivered to the classroom and/or consumed in the classroom, custodial services will be required to remove waste from the room and maintain sanitary areas.
- A responsible adult may be required to complete classroom surface sanitation by wiping down desks and tables before and after meals are eaten in the classroom.

Secondary School Model

- Students may pick up Grab N Go meals in the cafeteria, as space permits.
- Additional sanitizing of all eating spaces will be required before and after meals (both in classrooms and in dining room). Traffic flow for entering and exiting cafeteria will be marked, and signage for social distancing will be posted as appropriate.
- Starting January 2021, all meal accountability will be touchless (student ID scanning) and cashless.

Food & Nutrition Considerations: *Please reflect on the following considerations to add to your school site plan.*

- Which teachers are willing to forgo their duty-free lunch and leaving when students dismiss?
- Will lunch be delivered to classrooms?
- How many students can be accommodated in the cafeteria?
- Is cafeteria traffic flow marked?
- Are garbage bags available in the classrooms in order to dispose of waste?
- Are garbage cans available throughout the building for waste disposal?
- Will you use the dining room or alternate areas?
- Do you have alternate areas in your building where students can eat while social distancing?
- Who is available to supervise these areas?
- How many lunch periods do you need to utilize in order to accommodate the social distancing requirements?

School Plan:

- Cafeteria tables have been arranged facing forward and Sit Here signage has been placed on all available seats. Markers have been affixed to the floor to help maintain social distancing.
- Directional signage has been posted to indicate entry and exit doors to manage the flow of traffic.
- A seating chart has been created per class identifying the table and the seat for each student assigned to that class.
- Lunches will be delivered (by assigned cafeteria staff) to those classrooms of teachers who have opted to eat with students. A custodian will be assigned to assist in disposing of all garbage following lunch.
- ID number lunch cards have been generated so that the lunch line can be contactless and move relatively quickly.
- Extra time has been allotted between table usage to allow for proper cleaning and disinfecting before the next class is seated.

Cafeteria Lunch Supervision

- Staff members will assist with the supervision of students during lunch to ensure students are following social distancing guidelines.
10:30 a.m. – 11:00 a.m. (Ms. V. Agosto, Ms. De Leon)
11:00 a.m. – 11:30 a.m. (Ms. V. Agosto, Security/TBA)
11:30 a.m. – 12:15 p.m. (Security/TBA, Ms. A. Gonzalez) ‘
*Instructional support personnel will be utilized to assist as needed.