



OCTOBER 20TH
RETURN TO SCHOOL- KRAMER

Talawanda School District



As we plan for our return to school, we recognize the need for new procedures throughout the building based on the following guiding principles:

Guiding Principles for Schools During the COVID-19 Pandemic

- **Distance:** As much social distancing as possible.
- **Time:** Spend as little time close together as possible. Visitors are not allowed.
- **Hygiene:** Keep hands clean with frequent washing and hand sanitizer
- **Cleaning:** Clean surfaces often, between people.
- **Face Coverings:** Keep nose and mouth secretions to yourself by wearing face coverings
- **Screen:** Students (with parental assistance) and staff should screen and check themselves daily before coming to school.

We also understand that these new procedures will need to be learned and practiced by all students and staff. Many of the procedures will require additional time to accomplish, so patience will be an important part of our return to school. In addition, we recognize that no plan will perfectly meet the needs of providing the best instructional setting while also providing the safest setting for the pandemic - this is our plan to balance these two ideas.

Arrival

Parents/Guardians may not enter the building in order to limit the number of people in the building. Students will arrive via Walking, Car or Bus.

Car Drop Off

Students arriving between 9:10-9:20 will enter at the main entrance. From 9:20-9:30 parents can drop off in the bus loop. We know that we will have additional parents dropping off and picking up from school.

If you are transporting your child in your car and your child is eating breakfast, please use the 9:10-9:20 time.

9:10-9:20

If you are entering the main entrance between 9:10-9:20, please enter from the east on Sycamore Street (similar to after school pick up). This will allow for Locust Street not to back up and will keep students safe. Please do not let your child out on Sycamore Street. Please have your child exit at the main entrance. We will have staff available to point students in the right direction.

9:20-9:30

From 9:20-9:30 the bus loop is available to drop off students. With the increased vehicle traffic, we need multiple drop off points. We will keep staff outside. Students arriving at 9:20 may head straight to their classroom.

Bus Drop Off

Please note- Peterman Transportation will only allow one pickup and one dropoff location. Students are able to get on the bus at one location and go home to a different location, but they have to do this every day. Parent notes requesting dismissal changes will not be allowed.

Students need to enter and head to breakfast or head to their classroom. We will not hold students on the bus. Students will be dismissed from the bus when they arrive and may enter the building.

Doors will be propped open and monitored by staff members to reduce touch. Students will walk directly to their classroom or eat breakfast.

Breakfast

Breakfast will be served in the cafeteria

Students will be directed to a table and will sit with spaces in between them. We will use the entire cafeteria for breakfast.

Dismissal

Parents/Guardians may not enter the building to limit the number of people in the building. Students will be picked up via Car or Bus - Car riders need to be on the permanent pickup list or a note must be sent to school with the student in the morning - Students will need to wash hands or use hand sanitizer before leaving the classroom

Car Pick Up

PM Student Pick-up:

Pick-up time is 4:15pm.

Cars may enter the Kramer property, ONLY FROM SYCAMORE STREET, starting at 4:00 pm. You will enter at the main entrance and drive toward the preschool sidewalk. Please form a single file line. Do not double stack cars. Students will be loaded into cars by staff members. Students must enter the passenger side of the vehicle so they remain clear of traffic

Bus Dismissal

Students riding the bus will immediately board the bus at dismissal time.

Please note- Peterman Transportation will only allow one pickup and one dropoff location. Students are able to get on the bus at one location and go home to a different location, but they have to do this every day. Parent notes requesting dismissal changes will not be allowed.

Walkers/Foot Pick Up

Parents who escort students on foot will wait outside the front door and students will exit the building.

Lunch

Lunch will be served in the Cafeteria

Students will report to their assigned cafeteria tables

Students will not use the pin pad for lunch codes. Scan cards will be used

Entrees served to students, fruits/vegetables cupped or prepackaged and spaced for easy pick up, prepackaged utensils.

Students must take any tray, cup, or package they touch

Students who pack a lunch will keep their lunch in their locker until lunch time. When they go to recess they will set it down in their assigned playground area. We will not have students place lunch bags together in one basket.

Recess

Recess will be held outside when possible. The playground area will be divided into 4 play zones - 1 zone for each classroom to allow students to interact only with students who they have already been grouped with during the day. Classrooms need to stay in their assigned play zone for that recess.

We will teach socially distant games to reduce interactions and students need to be vigilant about keeping their hands away from their face, eyes, nose, and mouth. Since students will potentially be closer than 6 feet away from each other, mask will be required at recess

Classroom Setup/Spacing

Classrooms will be set up to allow as much spacing as possible between students

In classrooms with individual desk students will be placed approximately 2 feet apart - more than 2 feet of space may be possible for smaller classes

In classrooms with tables - students will remain at their assigned tables to limit contact with others students and seated to create as much space between students as possible - dividers will be placed on the table to create separation

Students will need to have their own materials - There will be no sharing of materials
Handwashing stations and sanitizer stations will be available in classrooms

Class Changes/Specials/Hallways

Students will walk in single file lines near the wall on the right side of the hallway, hands at side, 3-6 tiles between students

The Art Room, Music Room, and Gym will be sanitized between classes. Classes may be held outside as much as possible.

Students will maintain the same spacing as in their regular classroom.

Restroom Breaks

If a class is in the restroom, a teacher will not bring another class to the area.

Hand Washing/Sanitizing

Staff will teach handwashing and the use of hand sanitizer

Students will wash hands in the classroom upon entry, before lunch, and after recess. Hand washing or the use of hand sanitizer will be used before eating, at dismissal, after restroom use, soiled hands, after sneezing, coughing, blowing nose

Masks

Mask will be required of all students and staff. If you have a medical exemption from a doctor, we will need a copy of that from the doctor's office.

Water Fountains

Water fountains will be unavailable for use. Students will need to bring a water bottle from home. It can be refilled from the classroom sink.

Cleaning Procedures

In addition to normal cleaning:

High touch areas will be disinfected 2-3 times per day while school is in session

Door Knobs and Handles

Classroom desktops and chairs will be disinfected by students throughout the day in addition to during the lunch time and after school cleaning

Rooms in which students transition in and out of will be disinfected between each class

Supplies/Materials

Classroom supplies and materials will be for individual students use only

Sharing of supplies/materials should not occur.

If it is necessary for supplies/materials to be used by multiple students they will be disinfected between each use

Locker Visits

Students will be taught to keep distance while at their locker

To create space between students, locker visits will be completed using a six student rotation - this will create 2 lockers of space between students and only 4-5 students from the classroom at their locker at one time

Health Screening

Student Health Screening

Families need to check the temperature of their children before leaving for school each day.

Families will also monitor the general health of their children.

If any of your children are not feeling well or has any of the following symptoms:

- Temperature

- Cough

- Shortness of breath for unknown reasons

- Sore throat

- Chills

- Body aches for unknown reasons

- Loss of smell

- Loss of taste

Please do not send your children to school and call the school office to report the absence. We want to be able to remain face to face and your help in not sending children to school when they are not feeling well will help.

Staff Health Screening

Staff will check their temperature before leaving for school each day. Staff will also monitor the same symptoms listed above.

What is the plan for when exposure to positive cases occurs in a school building?

Parents must inform us if they know first. We will report any symptoms to the health department.

The health department is the only entity that can quarantine or isolate individuals. All people are expected to follow the health department's orders. The health department contacts the

individuals who have been in direct contact and therefore need to be quarantined or isolated. *If we know that information from the Health Department, we will share with the family.

Anyone with low-to-no risk, but a possibility of exposure, will be sent a letter. This letter just lets the student(s) and family know there is a possible exposure or case at the school. We also have been updating our dashboard at our website ([COVID-19 Information](#)) under “Resources” as we are required to report this data.

If we choose to go back and cases spike (given that is what every health expert has been saying is in store for the fall and winter) do we have the individualized option to immediately go remote at any time?

No, you would commit for the quarter. However, if cases spike and there is spread in our schools, our district or building could move those students in that building or district back to remote. The Governor or health department could also require us to go online too.

Could individuals, class, grade level, building or district be closed or quarantined?

We could close grade levels, schools or buildings for a day to 14 days or more pending what would be needed. Individuals who are quarantined or isolated by the health department MUST stay home and not come to school. We need our families to partner with us so that we can keep our classes, grade levels, buildings and the district open. Families must have a plan in place in case your child, class, grade level, school, or district is closed for any amount of time.

What happens if my child is sick and quarantined?

Contact the school. The staff will work with the student and family to make up the work. Sometimes, the student is not ill or is asymptomatic and can work from home. If not, additional time will be provided to the student. A student could not join a remote online option during this time (if in the face-to-face option) as we need to ensure the curriculum is followed and taught.

Small Group Reading Instruction/Intervention Services/Gifted Services

Small Group Reading teachers will work with students from 1-2 homerooms (K, 1, 2, 3) at a time to limit the number of student/staff contacts. Students will be escorted to and from the reading room and while in the room will maintain the same distance as in the classroom. Students will remain on one side of the room with only students from their homeroom and maintaining the same distance as in the classroom. Students will bring their divider with them to their small group setting.

Students with an IEP will be grouped into 1-2 homerooms where possible. Intervention Specialists and Educational Assistants will be assigned to limit the number of student/staff contacts. Students will be escorted to and from the resource room. While in the resource room, students will remain on one side of the room with only students from their homeroom and maintaining the same distance as in the classroom. Students with related services will have those services provided in 1-1 or small group settings maintaining the same distancing as in other classrooms. Students will bring their divider with them to their small group setting.

The Gifted teacher will work with students from 2 homerooms (3,4,5) at a time to limit the number of student/staff contacts. Students will be escorted to and from the ETC room. While in the ETC room, students will remain on one side of the room with only students from their homeroom and maintaining the same distance as in the classroom. Students will bring their divider with them to their small group setting.

Visitors

Talawanda School District will not allow visitors, volunteers, lunches with students, and parties. Principals and administration will make all final decisions.

Visitors are discouraged from being in school district facilities. However, we know there will be times where a visitor will need to come for an IEP or 504 meeting.

Safety protocols such as taking temperatures will be implemented for all visitors.

For additional guidelines, please refer to the [Talawanda School District School Reopening Guidelines July 2020](#). We will continually evaluate these procedures and modify them to improve safety and/or operations.