



A Summary of the Elementary Reopening Plan

- Immaculate Heart Elementary School will provide in-person instruction Monday through Friday for all students grades PreK-6.

Arrival Procedures

*Teachers will arrive by 7:15 am to have temperatures checked and fill out a health questionnaire

*Student temperatures will be taken as students arrive.

*Any student that has a temperature greater than 100 degrees Fahrenheit will not be allowed into the building. We will not keep records of exact temps. We will indicate C for clear, NC for not cleared.

*If a student exhibits a fever upon arrival and isn't accompanied by a parent or guardian, they will wait in an isolation room in the health clinic until they can be picked up.

*Special Area teachers, the school nurse, preschool aides, and our family support coordinator will assist with screening protocol. They will be required to wear appropriate PPE (masks and gloves).

* There will be 3 screening stations-

Busers and Walkers - Parker Street,

Walkers Grades 1-6 Winthrop Street,

PreK Maring and Murray- Left entrance of greystone,

Kindergarten- Middle Entrance of greystone

*Walker's arrival time will be staggered by the first letter of the last name. The purpose of this is to prevent congestion and to promote social distancing.

A-I 7:30 am

J-Q 7:40 am

R-Z 7:50 am

*Markers will be used at the entrances to indicate social distancing (6 ft apart) while students/parents wait to be screened

*If parents arrive early and would like to stay in their parked vehicle until their assigned time that is fine

*Parents may walk their children to the temperature check but may not enter the classroom.

*Parents must be wearing a mask.

*Parents will be asked to complete health questionnaires periodically

- *Students will not be able to assist with morning prayers at the beginning of the year
- *Office staff will come around to collect attendance and lunch count. Students will not be sent down to the office with it at this time.

Face Coverings

- * Students and staff will wear face masks anytime they are unable to socially distance (maintain 6 ft apart) Examples: in the hallways, common areas, entrances & exits, and lobby area.
- *Acceptable face coverings for students include- cloth face masks (handmade), quick cut, bandanas, or surgical masks.
- *Cloth face masks need to be properly cleaned and disinfected between each use.
- *Surgical masks may only be worn once.
- *Face shields aren't considered adequate protection (unless a mask is worn with them)
- *Masks must cover the nose and mouth.
- *Face masks breaks will be provided to students frequently (as long as they are 6 ft apart)
- *Face masks will be supplied for staff and supplemental masks will be available to students who are in need.
- *All students and staff will be educated how to properly wear, take off, dispose of and store their face coverings in the classrooms and during PE classes.
- *Lanyards will be provided to the students for their face masks so that they don't lose them

Classroom Procedures

- *Student desks 6 feet apart
- *Student belongings (lunch boxes, backpacks, coat,etc...) will be kept in a crate next to their desks. Grades 5 & 6 will utilize lockers 6 feet apart. **NO TOYS OR OTHER PERSONAL ITEMS WILL BE ALLOWED AT SCHOOL**
- * The set up of the classrooms will be simplified to limit the amount of furniture and maximize the space (only teachers desk, students desks and one bookshelf will be permitted).
- *Windows and doors will be left open as much as possible to promote ventilation.
- * THERE WILL BE NO COMMUNAL SUPPLIES- Students need to have their own supplies and store them in their own work space.
- *Anytime the students are moving around the room, working in a small group with the teacher, or are unable to maintain 6 ft distance apart, their mask must be on
- *Several hand washing/ sanitizing breaks (At least 3 times a day- snack, lunch after recess)
- *Desks should be cleaned with disinfecting wipes before and after students eat
- *Younger grades- Plexi-glass barriers will be added to the tables. Students will be six feet apart.
- *Maximum classroom capacity
 - Large classrooms in the greystone (PreK 13 students & K 16 students)
 - Grades 1-4 in the main building- 13 students each section
 - Grade 5 in the main building (larger classroom) 19 students
 - Grade 6 in the main building (larger classroom) 23 students
- * Teachers will wear masks. If they are working at their desk and the students are 6 ft away, they may remove it. Teachers' desks should be sanitized daily as well.

Hallway Procedures

Students and teachers must wear masks if moving in the hallway.

Always stay to the right when walking in the hallways. Signs will be posted in the hallways.

Directional arrows will be placed on the floor.

Water Fountains- not available/ closed

Water bottles can be refilled only by the teacher at sinks or water dispensers.

One set of stairs will be restricted to traveling downstairs and one set of stairs will be restricted to traveling upstairs.

Lunch Procedures

Students will be eating in their classrooms.

Classrooms that have students with allergies will be peanut free zones

Students will not be allowed to share food or beverages

Students must wear masks if moving around the classroom to throw things away, etc...

Lunch monitors may be available, however, they will be temperature screened and answer health questionnaires before they are allowed in the building. They will be provided with appropriate PPE and must be virtus trained.

Our cafeteria assistant will be delivering school lunches to the classroom. She will be wearing appropriate PPE (mask and gloves).

Lunches will be pre packaged and labeled with students' names.

There will still be a scheduled time for your class to eat lunch.

Recess/ Free Periods

*Recess may take place in the backyard and the front yard. Equipment will be provided to the students, however, every attempt will be made to prevent them from sharing and all equipment will be disinfected after use.

* There will be a scheduled recess time for your class so that there will be small cohorts of students outside at one time.

*Students must attempt to maintain social distancing and wear masks when unable to do so.

*Public use of our playground will not be allowed.

*The playground will routinely be disinfected. Each grade will have a scheduled time at least once a week to utilize it.

Dismissal Procedures

*Closing prayers will need to begin promptly at 1:45 pm.

*Busers will begin to be dismissed at 1:50 am in groups (PreK-3 first, 4-6 last) They will be supervised in the gym until their bus arrives while maintaining social distancing and wearing masks.

*Walkers will begin to be dismissed at 2:00 pm in intervals based on the first letter of their last name (2:00- A-I, 2:05- J-Q , 2:10-R-Z)

*ASC students in grades PreK-3 will be dismissed at 2:15 and 4H students will be dismissed at 2:20

*Any students who are attending extracurricular activities after school (if they are allowed) will be dismissed last

- *Teachers will remain in their classrooms with their students until the last child is dismissed.
- *Special area teachers, Preschool aides and family support coordinator will assist with dismissal.
- * Students and teachers must wear their mask.

Special Area Classes

- *Art will be held in the students homeroom. The teacher will move to the students.
- *During Music class, when students are singing, they will be socially distanced (12 feet apart)
- *Large classes will need to be taught in smaller cohorts
- *Library will take place once a week. Students will be allowed to go down in small groups to check out a book. The books will not be going home with them. They will keep them in their classroom to read during their free time. Library books will be set aside for several days before they are able to be loaned out again. Students will maintain social distancing and wear masks.
- *Computer class will take place in the students homeroom. We have a plan that will limit the number of students that will be using a particular device. They will be cleaned and disinfected after each use.
- *PE will be held outside (weather permitting) or in the gymnasium. The students will wear masks anytime they can't maintain social distancing.
- *When involved in aerobic activity, students will be socially distanced (12 feet)
- *Students will not be changing for PE classes. Grades 4-6 will be allowed to wear a gym uniform on their assigned day. That consists of a plain white or navy t-shirt, navy or gray shorts, and navy or gray athletic pants.
- *Proper hand and respiratory hygiene and wellness education will become a part of PE curriculum.

Health & Wellness Education and Signage

- * At the start of the school year classroom teachers will instruct students concerning proper use of face covering, hand and respiratory hygiene, and social distancing.
- *Health and hygiene education will be incorporated into weekly PE classes as well
- *With the help of the nursing staff, appropriate signage will be posted around the school to remind students of safe and healthy practices (hand washing, social distancing, wearing of face coverings, etc...)

Bathrooms/ Hand Sanitizing Stations

- *Limit the number of students in the bathroom at one time- 2 students at once
- *Disposable passes will be given to the students from teachers. There will be hooks on the walls outside the bathrooms for them to place their pass on. This will allow students to know if they can enter. Also, tape lines will be placed six feet apart in the hallway outside the restrooms for those who are waiting.
- *Some urinals and sinks will be blocked off to promote social distancing.

- *Reminder posters will be placed in the bathroom to wash hands before returning to class.
- *Hand Sanitizing Stations will be set up in each hallway and at every entryway.
- **Note- Parents can request that their child not use hand sanitizer by sending in a written notice

Afterschool Care and 4H

- *After care for grades PreK-3 will be provided from 2pm-5pm. It will consist of small groups of no more than 12 students per group each day. These groups will not intermingle. They will be held in separate locations.
- *Parents will need to sign up and they will be expected to adhere to the schedule they provide at the beginning of the school year.
- *There will be no last minute additions to the after school care roster as has been allowed in the past. This is due to the social distancing restraints.
- *The 4H program will also be provided. The 4H students will be divided into two small groups as well. No more than 15 students will be allowed per group each day. They too will be in separate locations. No last minute additions to the rosters will be permitted.

Cleaning and Sanitizing

- *Custodial staff will maintain logs of cleaning frequency that include date and time and detail the extent of the disinfecting.
- *Teachers will be provided with safe disinfectant and wipes to frequently clean high touch surfaces during the school day.
- *High touch surfaces will be disinfected every evening (desk tops, table tops, countertops, door knobs, light switches, handrails, toilet handles and faucet knobs, smartboards, and lockers)
- *We will be purchasing fog machines- classrooms will be fogged/ sanitized regularly each week.
- *Wherever possible touch free amenities will be made available (soap, hand sanitizer, paper towel dispensers, trash cans, etc..)
- *High touch surfaces will be disinfected in between different cohorts usage
- *Restrooms will be disinfected frequently throughout the day.

Health Clinic Protocol

- *Nursing staff will be provided with appropriate PPE (face shields, masks, gloves and gowns)
- *Students will be sent to the nurse only when necessary.
- *Maximum number of students allowed in the health office at once will be 3.
- *Students and nurses must wear masks while in the health office.
- *Floor markings will indicate appropriate social distancing in the hallway outside the office for students who are waiting.
- *In the case of a student who is exhibiting fever or symptoms of severe illness- the back room off the clinic will be used as an isolation area. the student.
- *Students who are ill are to remain in the health office until their parents/ guardians can pick them up. The parents/ guardians will pick up their student at the side entrance in front of the building closest to the health clinic. At that time they will sign them out in the register.
- *Office staff will assist with obtaining personal belongings of students who are ill. Other students will not be allowed to bring them to the health clinic.
- *Isolation area will be thoroughly disinfected and sanitized after each use.

*Students who test positive will not be allowed to return to school until their symptoms have resolved, they have been screened by their health care provider who has provided the appropriate documentation and have tested negative for COVID.

*Nursing staff will be responsible for alerting the state and local health departments of any positive COVID diagnosis in students or staff and we will follow any and all guidance they provide.

School Visitors

* Deliveries will be retrieved at the main entrance by office staff. Delivery personnel will not be allowed to enter the building. Office staff will wear appropriate PPE.

*Parents picking students up for early dismissal will call the office upon arrival and the student will then be called out of class and delivered to the parents. At that time, the parent can sign them out in the register.

*Any volunteers or visitors allowed to enter the building will have their temperature screened and will answer health questionnaire

*If you have any business in the office, please call ahead to notify them you need to come in.

Social and emotional support for students

* Family support coordinator will continue lunch bunch discussions (while practicing social distancing) to allow students the opportunity to share their feelings, worries or questions concerning the changes they are experiencing due to COVID.

*Teachers will continue to incorporate morning meetings into their daily routine to provide additional opportunities for students to share their thoughts, feelings, and concerns.

*Teachers will do their best to provide recess and / or opportunities for safe physical activities throughout the school day.

*PE classes will also incorporate SEL practices and allow students safe opportunities for physical exertion.

Possible School Closure

* In the event of another extended school closure, teachers will continue to provide instruction using google classroom, zoom meetings, videos and live instruction via technology.

*Students will be taught how to use google classroom upon their return in the Fall, in the hopes that they become more comfortable and familiar with this technology.

*Teachers will be provided with professional development to enhance their knowledge and success while utilizing this technology.

*Teachers system wide will consistently use the same platforms for virtual learning to make things less complicated for students and their parents.

*Teachers will be expected to be available during the typical school day.

*Teachers will be expected to post tasks, activities, assignments and projects in a timely manner.

In School Events (Assemblies, Prayer Services, Mass, etc...)

*At this time any in school events that require large gatherings will not be allowed.

*Any after school activities that encourage large gatherings will not be allowed.

*Fr. Demo will still hold monthly mass for students in grades 3-6. He is saying a separate mass for them on the first Friday of every month at 10:30 am. This mass will not be open to parishioners or parents. The church will be disinfected and cleaned before the students arrive. After January, 2nd graders will be included in monthly mass as well.

*Fr. Demo will assist with monthly prayer services in the gymnasium for our students in grades PreK-2. Students will be socially distanced and will assist with the prayers services when it is appropriate and safe

*Classroom celebrations will consist of students and their teachers only. Parents will still be welcome to provide snacks and supplies, however, they will not be allowed to attend.

*If social distancing guidelines change, we will revisit these procedures

Field Trips

* Field Trips will not be allowed at this time

Safety Drills

*Required fire drills and lock down drills will still be conducted. However, only a few grade levels will be participating at one time.

* Lock down drills will not consist of students huddling together. They will be more focused on reviewing and discussing the procedures of the drill.