

## Sheridan's Re-Entry Safety Measures Plan

TOPIC	NEW PRACTICE
Arrival	<ul style="list-style-type: none"> <li>• ECC, K, 1<sup>st</sup> will use the front parking lot to drop off.</li> <li>• 2<sup>nd</sup> - 5<sup>th</sup> we will use current car drop off lane.</li> <li>• Staff will not be opening car doors.</li> <li>• Staff will stand on the driver's side, directing traffic and greeting families.</li> <li>• Staff will take temperatures of students (without touching them) before they enter the building.               <ul style="list-style-type: none"> <li>○ If temperature is above 100.4, the staff member will notify the office by walkie-talkie. Office staff/nurse will respond by taking student to isolation room and call parent to pick up student. If a non-walker, try and grab parent before they pull away.</li> </ul> </li> <li>• 4<sup>th</sup> and 5<sup>th</sup> Grades will enter door 5 (Door by Music Room)</li> <li>• 3<sup>rd</sup> Grade will enter door 6 (Boiler Room Door)</li> <li>• 2<sup>nd</sup> Grade will enter door 7 (Kitchen Door)</li> <li>• 1<sup>st</sup> Grade/Bus Door will enter door 1 (Office Door)</li> <li>• Kindergarten/ECC will enter door 2 (Kindergarten Door)</li> <li>• Teachers will be in classrooms at 7:40.               <ul style="list-style-type: none"> <li>○ No instruction will be taking place till 8:00</li> </ul> </li> <li>• At 8:00 all doors will close and students will come through the office.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Fever free for 24 hours without medicine</li> <li>• Doctor's note must be given for staff and students that have been gone for several days.</li> <li>• Remote Assurances Forms and Expectations for attendance and participation must be maintained for remote learners</li> </ul>

Bathroom Expectations	<ul style="list-style-type: none"> <li>• Two in at a time (in different stalls of course)</li> <li>• Student goes in to check if there is anyone in there – if there is, go out and stand on closest horse shoe</li> <li>• Next student will stand on horseshoe 6 feet away</li> <li>• 2 can wait at a time</li> </ul>
Breakfast	<ul style="list-style-type: none"> <li>• Breakfast will be served from 7:40-8:05, instead of starting at 7:30 <ul style="list-style-type: none"> <li>○ 1 milk, 1 juice, 1 bag of food</li> </ul> </li> <li>• All students that are receiving breakfast will eat in classrooms.</li> <li>• Students will wash or sanitize hands after depositing trash into trash can and wipe down desks.</li> <li>• After 8:00, students will receive second chance breakfast from the office</li> </ul>
Building Use	<ul style="list-style-type: none"> <li>• We are unable to allow outside groups to use our facilities after hours.</li> </ul>
Buses	<ul style="list-style-type: none"> <li>• District bus guidelines.</li> <li>• School bus procedures will stay the same.</li> <li>• We will adjust to social distancing in gym for bus students while waiting for school to start and for bus to depart.</li> </ul>
Classroom Environment	<ul style="list-style-type: none"> <li>• Table seating - No more than 4 students per table</li> <li>• Carpet Seating <ul style="list-style-type: none"> <li>○ 50% occupancy, rest of students should remain at desks/table</li> </ul> </li> <li>• Supplies – <ul style="list-style-type: none"> <li>○ Community Supplies will be used</li> <li>○ Math Manipulatives should be stored for individual student use</li> <li>○ Teachers can collect supplies and distribute as needed (ex: Expo Markers can be collected by teacher and given out as needed)</li> </ul> </li> <li>• Small Groups <ul style="list-style-type: none"> <li>○ Supplies should be given to each student, not shared</li> <li>○ Wash hands prior to small group and afterwards, if using laminated materials</li> <li>○ Students should sanitize hands before group begins</li> <li>○</li> </ul> </li> <li>• Procedures</li> </ul>

	<ul style="list-style-type: none"> <li>○ Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer, washing hands, etc.</li> <li>● Cleaning <ul style="list-style-type: none"> <li>○ Regulation area and tools should be sanitized, by the teacher, daily</li> <li>○ Staff and students should sanitize and clean as many areas, as able, everyday, once per hour</li> </ul> </li> <li>● Keep door open, if possible</li> <li>● All unnecessary soft cloth items need to be removed</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>● Supplies will be provided for each classroom sanitization</li> <li>● It will happen on a regular basis throughout the school day</li> <li>● While kids are out of the room, it would be a good time to sanitize and allow it to sit for a minute.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>● <b>Please make sure that your contact information with the district is updated through Skyward! Important notifications will be sent through our system so please help us ensure that you are receiving our messages.</b></li> <li>● Class Dojo will be used</li> <li>● Social Media site (Facebook) will be used</li> </ul>
Computers	<ul style="list-style-type: none"> <li>● Students will be frontloaded information regarding programs and apps we will use especially in the case we go remote.</li> <li>● Computers should be taken home nightly.</li> <li>● Chargers will be kept with computer.</li> <li>● Brick and Mortar students will have the same computers as last year <ul style="list-style-type: none"> <li>○ They need to update upon returning.</li> </ul> </li> <li>● Remote Learners will receive a new computer.</li> <li>● There will be a stock of extra computers for those that cannot be quickly fixed.</li> <li>● Computer bags will be prioritized to remote learners and younger elementary students.</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>● ECC/K- Exit through door 2</li> <li>● 1<sup>st</sup> Grade - Exit through door 1</li> <li>● 2<sup>nd</sup> Grade - Exit through door 7</li> </ul>

	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Grade - Exit through door 6</li> <li>• 4<sup>th</sup> and 5<sup>th</sup> Grades - Exit through door 5</li> <li>• Buses: Dismiss to the Gym at 3:10pm</li> <li>• Classroom teachers must exit with students on time and walk their students out, while discouraging loitering.</li> <li>• At 3:20 pm, students who have not been picked up will be taken to front hallway and sit six feet apart while office staff makes phone calls.</li> <li>• Parents should not congregate on sidewalks and need to wait or stand in parking lot (near sidewalk), or along access roads, to pick up students.</li> <li>• Crosswalk will operate as normal but just encourage social distancing.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• There will be no electronic documentation of COVID in attendance or nurse notes.</li> <li>• Logs will be kept by teachers for adults in the room for more than ten minutes</li> <li>• Seating Charts will be kept by teachers</li> <li>• COVID Binder will be kept by nurse</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>• We will limit congregation in the hallway. Students and adults will use horseshoes to ensure safe distance</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Students will be able to check out books!</li> <li>• Books can be taken home.</li> <li>• Students can use district E-Books as well.</li> </ul> <p><u>ECC:</u></p> <ul style="list-style-type: none"> <li>• Check Out: One scheduled time per week, the students will come to the library to check out books from a selection placed on a table. The first one they touch is the one they check out. They will bring it to the circulation desk to be scanned.</li> <li>• Check In: There will be a crate that can be placed near the door that books can be turned into. Mrs. Ryan or Mrs. Hitchcock will empty 1-2 times daily.</li> </ul> <p><u>Kindergarten - 1<sup>st</sup> Grade:</u></p> <ul style="list-style-type: none"> <li>• Check Out: One scheduled time per week they will come to the library. Each student will have a bag with their library card attached. In the shelves at the library entrance will be bundles of 3-5 books. Students will enter the library and stand on a spot marked on the floor. They will choose a bundle. The first one they</li> </ul>

touch is the one they get. They then bring the bundle to the circulation desk to have their card and books scanned and return to class.

- Check In: When students come to the library to check out, they will empty their bag with the previous weeks books into the book quarantine tub for the day then proceed with checking out. Each class will also have a crate that loose books can be placed in throughout the week. Mrs. Hitchcock and Mrs. Ryan will check it 1-2 times daily.

#### 2nd-5th Grade:

- Check Out: Digitally on Destiny. Student Log Ins – Student ID number for Username and Password. Mrs. Ryan and Mrs. Hitchcock will pull the books, scan and deliver 1-2 times daily. Students will be able to check out 3 books at a time. No magazines right now, we will add them 2nd Semester.
- Check In: Each classroom will have a crate for students to drop books. Mrs. Hitchcock and Mrs. Ryan will pick up 1-2 times daily. Crate should be placed right outside or just inside the door so we can pick up without disturbing your instruction.
- Please just make sure students are given some time each day to get on Destiny to “browse” the library.

#### Electronic Resources:

- There are ebooks available on Destiny, but not enough to support all our students. I will spend a portion of my book budget on ebooks, but we do not know what budgets will look like yet. Mrs. Ryan will enter all students into the Kansas eCard Library to have access to tons of ebooks and audiobooks. I will put links for all of the resources on the library Schoology Course. I will also create videos and directions for
- all of the resources they have available if they have a Dorothy Bramlage Library Card. Please encourage students and their families to get an library card to the public library they have a lot of resources.

#### Book Handling:

- When checked in, books will sit untouched for 72 hours before being checked in and re-shelved. When pulling books from the shelf we will be wearing masks and wash hands immediately prior to touching books.

	<p><u>Library Lessons:</u></p> <ul style="list-style-type: none"> <li>• For the first quarter Mrs. Ryan will come to classrooms to do library lessons. We will only come to the library if a lesson requires the added space.</li> <li>• Right now, first priority is Library Orientation (which will also include learning of various digital materials) and Digital Citizenship.</li> </ul> <p><u>Computers and Wonders Materials:</u></p> <ul style="list-style-type: none"> <li>• Brick and Mortar Students: Wonders textbooks must be checked out to each student in Destiny. Mrs. Hitchcock or I will schedule a time with each class to scan the wonders textbooks and computer. We will bring a computer on a cart. Students will need to have their computer and Wonders textbook on their desk. We will just come through and scan each child's Library Barcode, Green District barcode on the bottom of the computer and barcode on the back of the Wonders book.</li> <li>• Virtual Learning Students: We will check out a Wonders book and Computer prior to their arrival to the drive through and drop event. If they already have a computer, we will exchange it and hand them a new one with updates already installed. They will have to stay in the parking lot and log in and shut down 2 times so they will be able to log in at home.</li> </ul> <p><u>William Allen White</u></p> <ul style="list-style-type: none"> <li>• Teacher will collaborate with Librarian to determine which style of delivery is best</li> </ul>
<p>Lunch</p>	<ul style="list-style-type: none"> <li>• One lunch aide will follow class to lunch and recess.</li> <li>• Kindergarten (Recess then Lunch)</li> <li>• 1<sup>st</sup> Grade (Lunch then Recess)</li> <li>• 2<sup>nd</sup> Grade (Recess then Lunch)</li> <li>• 3<sup>rd</sup> Grade (Lunch then Recess)</li> <li>• 4<sup>th</sup> Grade (Lunch then Recess)</li> <li>• 5<sup>th</sup> Grade (Lunch then Recess)</li> <li>• ECC (Lunch then Recess)</li> <li>• All Classes will eat lunch in classroom</li> <li>• Kinder-3<sup>rd</sup> will go out through the kindergarten doors after lunch and then in through recess door when coming in to lunch.</li> </ul>

	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> – 5<sup>th</sup> out through fire door, in through recess door</li> <li>• Lunch aides will report 11:00-1:00</li> <li>• Lunch and Recess Times: <ul style="list-style-type: none"> <li>○ 11:10-11:55 Kinder – 3<sup>rd</sup> Grade</li> <li>○ 12:00-12:40 – 4<sup>th</sup> – 5<sup>th</sup> Grade</li> <li>○ 12:40-1:00 Clean the playground and lunchrooms</li> </ul> </li> <li>• Students who bring nut products from home will eat in an area with an allergy-free classmate.</li> <li>• All students must sanitize their hands before eating and after depositing trash into trash can.</li> <li>• District is only serving prepackaged items</li> <li>• Recess areas will be zoned by grade levels (see below) so only cohort groups are together.</li> </ul>
Masks	<ul style="list-style-type: none"> <li>• Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds, and on school buses.</li> <li>• Face masks must cover nose and mouth.</li> <li>• The only time masks may be removed is when student is eating or otherwise instructed by a school staff member.</li> <li>• Parents are expected to send a <b>clean mask</b> with their child <b>daily</b></li> </ul>
MTSS	<ul style="list-style-type: none"> <li>• Classroom teachers work with own students and <b>all</b> adults on-deck to help with the additional requirements.</li> <li>• We will not switch at this time.</li> <li>• Expectation is 30 minutes of reading, 30 minutes of math.</li> </ul>
Morning Announcements	<ul style="list-style-type: none"> <li>• 8:05 Mrs. Westerhaus will give morning announcements over the intercom.</li> </ul>
Nurse	<ul style="list-style-type: none"> <li>• Students will <b>not</b> be sent to the nurse. Call the office and office staff or nurse will meet student, either inside or outside the classroom.</li> <li>• Classroom teachers have first-aid kits and ice packs in the classrooms.</li> <li>• Room 33 will be the isolation room (Stallion Coral).</li> </ul>

	<ul style="list-style-type: none"> <li>• COVID response team consists of nurse, principal, social worker, head secretary, and instructional coach.</li> </ul>
Parents to Bldg	<ul style="list-style-type: none"> <li>• Parents that are dropping off materials (lunchbox, backpack...) will buzz the office and office staff will go and get materials and then take them to the student.</li> <li>• Staff will walk sick child to car.</li> <li>• Students arriving late to school will be buzzed into the building and office staff will sign students in, parents will not enter the building.</li> <li>• Students leaving for appointments will be walked to their cars and signed out.</li> <li>• Afterschool, late pick-ups, parents can pick students at Door 1</li> </ul>
Opportunity Room	<ul style="list-style-type: none"> <li>• It will only be used according to Levels of Behavior and Code of Conduct direction.</li> <li>• SSM will sign student in and out, along with setting the timer.</li> <li>• This space will be sanitized, by a staff member, after each student.</li> <li>• This will not be used during lunch.</li> </ul>
Recess/Social Connection	<ul style="list-style-type: none"> <li>• <b>Grade level classes will not intermix at this time.</b></li> <li>• The zones will be changed weekly.</li> <li>• <b>Zones:</b> <ul style="list-style-type: none"> <li>○ Zone 1: Big Toy-Swings Playground</li> <li>○ Zone 2: Concrete areas (games/chalk, etc)</li> <li>○ Zone 3: Back Playground Swings/Field (Week Rotation Schedule)</li> <li>○ Zone 4A Soccer Field and 4B: Football Field</li> </ul> </li> <li>• Afternoon Recess for 3<sup>rd</sup>-5<sup>th</sup> Grade <ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> Grade – 5<sup>th</sup> Grade <ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup> Grade – 1:15</li> <li>▪ 4<sup>th</sup> Grade – 1:45</li> <li>▪ 5<sup>th</sup> Grade –</li> </ul> </li> </ul> </li> </ul>
Remote Lunch	<ul style="list-style-type: none"> <li>• Lunch will be served between 10:30 and 11:00 from our kitchen door.</li> <li>• Student must be present.</li> <li>• Lunch will be bagged and will include breakfast for the next day</li> <li>• Student accounts will be charged for each meal.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

Safety Drills	<ol style="list-style-type: none"> <li>1) Each building will conduct one (1) Fire Drill prior to September 30. This will be conducted by class.</li> <li>2) Each building will conduct a Secure in Place drill prior to September 30. This will be conducted by class.</li> <li>3) Based on the KSFM guidance, we will count completion of the following for one of our required Crisis Drills: <ol style="list-style-type: none"> <li>a. The building has achieved 100% ALICE basic or advanced training certification among all assigned staff, verified by the USD 475 Director of Emergency Management.</li> <li>b. The training has been reviewed at a building staff meeting to cover building specific concerns/concepts.</li> </ol> </li> </ol> <p>This plan will leave the following to accomplish in the second semester:</p> <ol style="list-style-type: none"> <li>1) One Tornado Drill in March.</li> <li>2) Three Fire Drills.</li> <li>3) One Crisis Drill. If possible, we will schedule a district-led ALICE Drill with emergency responders present.</li> </ol>
Snack Time	<ul style="list-style-type: none"> <li>• Students do not share snack items, and must sanitize after eating.</li> <li>• Snacks must be pre-packaged</li> </ul>
Specials	<ul style="list-style-type: none"> <li>• Transportation – <ul style="list-style-type: none"> <li>○ When transitioning music to PE and vice versa – Kids going from music to PE will use the hallway, and students going from PE to Music will go outside and enter through music doors.</li> </ul> </li> <li>• Para will walk students to the classroom when possible, otherwise a plan will be put in place when that cannot occur.</li> <li>• PE and Music will sanitize between classes.</li> <li>• Classroom teachers will pick up their own class.</li> <li>• Weather permitting, P.E. classes are encouraged to hold class outdoors</li> <li>• Second Step will be in classrooms.</li> </ul>

Staff Safety	<ul style="list-style-type: none"> <li>• Staff members will submit the COVID Form weekly prior to entering the building on Monday morning.</li> <li>• Staff members will take their temps each day prior to the start of work.</li> <li>• Staff members experiencing fever/other symptoms will notify their supervisor and stay home.</li> </ul>
SPED Pull Out	<ul style="list-style-type: none"> <li>• District Guidance regarding Paraeducator Workplaces</li> <li>• IEP's will be followed</li> </ul>
TA Time	<ul style="list-style-type: none"> <li>• TA will go to classrooms</li> <li>• 1 hour/week</li> </ul>
Visitors to Bldg.	<ul style="list-style-type: none"> <li>• No Visitors.....students and staff ONLY</li> </ul>

### Changes in Activities and Events for 1<sup>st</sup> Semester 2020-2021

ACTIVITY/EVENT	ACTION/PROCEDURE
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision
Birthday Breakfast	Canceled for 1 <sup>st</sup> Semester
Book Buddies	Canceled for 1 <sup>st</sup> Semester
Book Fair	Held Virtually for now
Boys and Girls Club	Not Allowed, District Decision
Field Trips	Not Allowed, District Decision
Freedom Walk	Wait for district guidance
Halloween Costumes and Parade	Canceled
Have a Heart	Canceled for 2nd Semester
Holiday Sing Along	Canceled
Home Visits	Canceled
Girls on the Run	Canceled for 1st Semester
Make It Take It Night	Canceled
Music Program	Canceled for the year

Open House/Back to School Meet and Greet	Outside Car drop off supplies and greet teachers from afar
Orientation	Zoom Meetings: Video and post as well
PTO	Zoom Meetings
Recognitions	Held in classrooms, no guests. Librarian can video if requested.
Planet Protector	Canceled for 1st Semester
STUCO	Need to think of an idea
Sheridan Singers	Not this year
Swimming (4 <sup>th</sup> Grade)	Waiting on district guidance
Turkey Bingo	Canceled
Walk a Mile	Waiting for district guidance