

Northbrook Elementary Safe Return to School Operational Procedures Plan

Please see EMSISD Learning Plan for district specific guidelines:

[Reconnect 2020 Safe Return](#)

General

- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Frequent handwashing reminder breaks will be built in every class schedule. Every elementary classroom has a classroom sink for this purpose.
- Hand sanitizing product will be available as much as possible.
- Shared equipment and devices will be cleaned between usage.
- Each faculty member or district visitor entering a family classroom will immediately wash hands and use hand sanitizer.
- Every faculty member or district visitor entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- Students are encouraged to bring a water bottle and latex-free face shield in addition to a personal mask or gaiter.

Personal Protective Equipment (PPE)

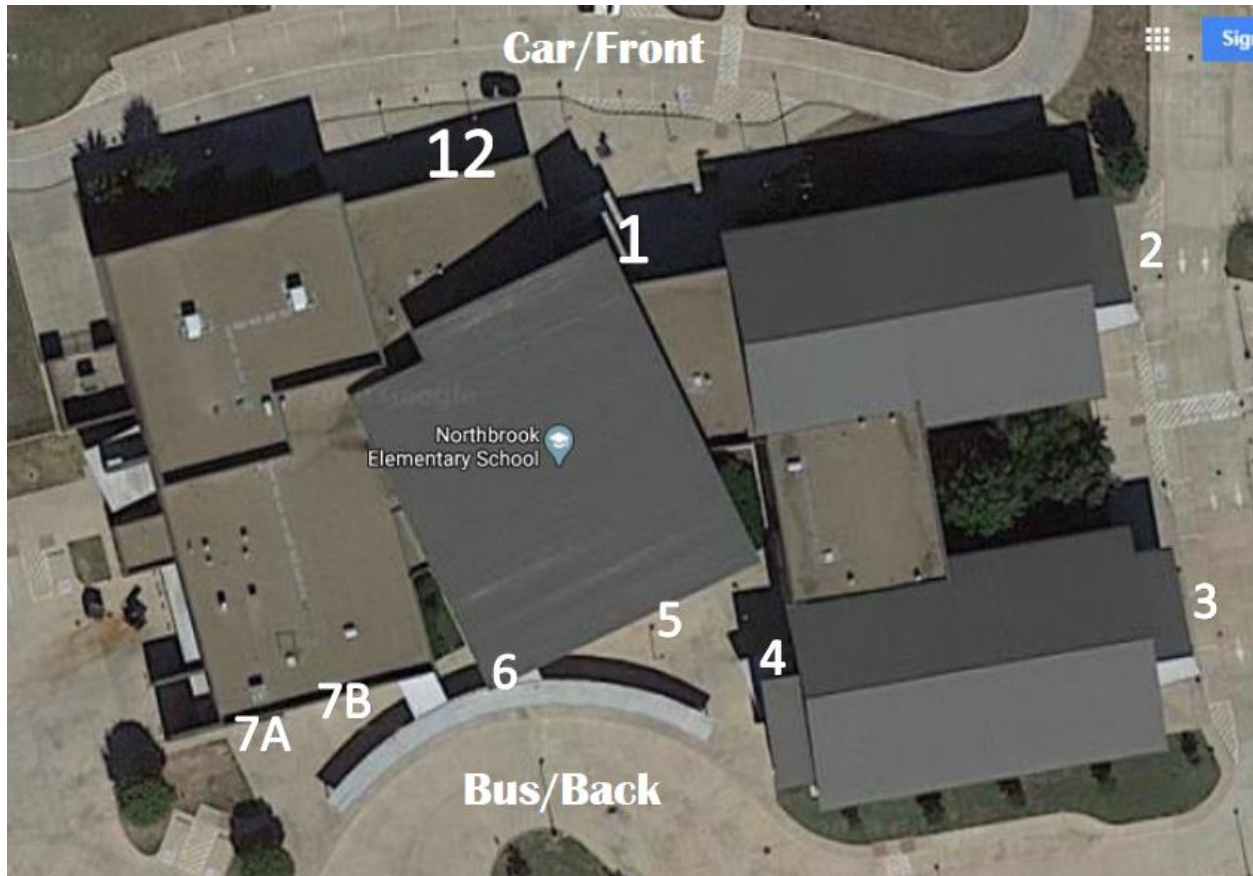
- Students pre-K through grade 12 are asked to bring a face mask as part of basic school supplies. Masks or cloth face coverings will be required to be worn while at school and will be supplied by the campus if a student does not have them. Students may be allowed to wear face shields in addition to masks, but masks will be required as described below.
- All adults will be required to wear a face covering. When working alone with no one in the same room, adults may temporarily remove the face covering. If someone enters the room, employees should put on their face covering. For employees, face coverings must adhere to Board Policy DGA(LOCAL).
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- Students and staff will use face shields and plastic desk dividers during small group guided reading and phonics lessons. Early reading skills are based on sounds combining to make syllables and words, and it is vital for beginning and developing readers to see the teacher's mouth as he/she forms words and syllables. It is just as important for the teachers to see students' mouths to correct sound errors and formations. For this reason, students and teachers will not wear masks during small group guided reading however, additional safety precautions will be put into place during these lessons.

- Students and staff may use face shields during instruction that necessitates instructional modeling in areas other than guided reading. Students may need practice with articulation, fluency, and modeling on how to make proper sounds. Face shields provide staff and students the opportunity to more accurately demonstrate movement of the lips, mouth, and tongue to make sounds. This also may include delivery of specialized therapies such as speech, occupational therapy, physical therapy, and dyslexia.
- Students will not be required to wear face coverings at recess or when actively exercising in PE/athletics. Students will be encouraged to maintain social distancing when possible during these activities. Students will wear masks in transition to/from these areas.
- Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing.
- Lanyards will be provided for elementary students to attach masks when not in use.
- Teachers and staff may wear face shields when outdoors and performing work that would be problematic to accomplish with a face mask, such as greeting students and families during morning drop-off and afternoon pickup. Staff should remain socially distanced from others and should put their mask on before going back inside the building.
- Plastic desk partitions will be used in classrooms to provide additional separation of students. Where partitions are not feasible, additional precautions to maximize distancing will be made.

Arrival and Dismissal

- Students will be dropped off in car lanes, by buses, biking or walking between 7:05 – 7:25. Cars may drop off at the front entrance as usual.
- Students may enter the following doors (see attached map):
 - Kinder, First and Second grade students may enter Door 1
 - Third, Fourth and Fifth grade students may enter Door 12
 - If eating breakfast, they will go straight to cafeteria
 - If not eating breakfast, they will go straight to class
 - Bus students not eating breakfast will enter the back doors by the library or stairwell and go straight to class
 - Second, Fourth and Fifth grade students may enter Door 4
 - Kinder, First and Third grade students may enter Door 5
 - Bus students eating breakfast will enter through assigned doors
 - Buses 204, 205 and 206 will enter Door 7A
 - Buses 557, 571 and 573 will enter Door 7B

- Buses 575, 599 and 600 will enter Door 6
- All students will wear a face covering when arriving and when dismissing.
- Upon arrival, students will be greeted by an employee with hand sanitizer.
- All students will go straight to their classroom rather than congregating in the gym, cafeteria, or hallway. In the classroom, they will read, eat, complete a warmup activity, work with the teacher, or quietly visit until 7:30 bell.
- Breakfast eaters will go to cafeteria to pick up a sack breakfast to take to their classroom for consumption.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.**
- Students will follow a staggered dismissal schedule to limit the number of students in the hallways:
 - Walkers (walking off campus to meet parents or home) dismiss at 2:30
 - Kinder through Second Grade students will dismiss with car riders and sit with their class to wait for older sibling to pick up.
 - Third and Fourth Grade students will dismiss with designated teacher through Door 2.
 - Fifth Grade students will dismiss with designated teacher through Door 3.
 - Bus Riders students dismiss at 2:35 to bus area.
 - Day care students dismiss at 2:35 to cafeteria.
 - Car Riders dismiss at 2:40. Car pick-up will be in the following assigned areas:
 - Kinder, First and Second grade dismiss at the front of the building (Door 1).
 - Third, Fourth and Fifth will dismiss at side of building by the Kinder and Second grade hallways (Door 2).
- **To encourage social distancing and mitigate congestions, no parent or family member may walk-up to student pick up at the campus.**
 - All walkers will be escorted to the crosswalk and parents may meet their student across from campus.



Classrooms

- Students will be grouped in homeroom classes called “families”.
- Teachers should remove unneeded furniture and rugs to allow for maximum distance between student’s seating. Personal items should be taken home to allow for thorough cleaning of classrooms.
- Students are assigned a desk or table area in the classroom for at least one week. Students will sit in their assigned space while in the classroom.
- Students remain in the classroom for all academic content areas. For students with two or three teachers (ELA/SS, Math/Science or Science/S.S combination), the teachers will move into the homerooms classrooms while the students stay.
- Students will not share supplies but will use their own supply box/pouch and school supplies. (Manila paper and construction paper will be merged into the classroom supply.)
- Students will take recesses with their “families” in separate outdoor areas.
- When working in groups or in close proximity, all students will be asked to wear face covering or face shields. When working independently and socially distant, students may go uncovered.
- Teachers are encouraged to use outdoors for instruction as much as weather permits.

- Teachers will have cleaning supplies for use in the classroom. Cleaning supplies should be kept out of reach of children.

Common Areas

- Students will eat with their “families” in the cafeteria with distancing between “families” as much as possible.
- “Families” take recess breaks outside as weather permits. “Families” will be assigned to an outdoor area for each recess to ensure distancing between families. Students will wash hands upon reentering the building.
- Recess equipment may be used if governmental guidelines allow usage.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- All adults must wear face coverings in common areas.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- If transitioning to recess is out a nearby door, masks are not required.
- Lanyards will be provided for students to attach masks when not in use. Students with a gaiter will not need a lanyard.
- The library will be used only if adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Teachers may store lunches in lounge refrigerators or heat up food in lounge area but should eat in an area that allows social distancing between colleagues.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to common areas.
- Lost and found items will be taken to the Lost and Found area in the Fine Arts Hallway at the end of the day by adults who find items. The custodian will place them in a large plastic bag marked "Lost and Found". Every three weeks, at progress report time, the lost and found items will be displayed for the next three weeks. After three weeks, items not claimed will be donated to a charitable organization and the next lost and found bag items will be displayed.

Specials/Block

- Maker Space areas will be used when adequate time is allowed between classes for thorough equipment sanitization. When possible, Maker Space activities may be done in homeroom classes.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.

- Gyms will be used for PE with social distancing as much as possible. Outdoor areas may be used for PE when weather permits. Activities chosen for PE should use little shared equipment. If equipment is used, it should be sanitized between “family” usage.
- Music/Art classes may be in the Music/Art room or may be in the classrooms. Music classes will focus on music theory, use of percussion instruments, listening, and music memory with limited singing or use of wind instruments.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to specials/block areas.

Visitors and Deliveries

- To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) allowed in the school, cafeteria, or classrooms.
- In the case of a school required meeting, parents may attend in-person meetings while wearing face covering. At this time, all ARD meetings and 504 meetings will be held virtually.
- PTA Board meetings will be held via TEAMS set up by the principal and PTA president.
- To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement.
- For school related deliveries, items will be delivered to the front office while wearing a face covering and maintaining social distancing. Please label the items with the student’s name, grade and teacher. Delivering outside food and drink is strongly discouraged.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will come to front office while wearing a face covering and maintaining social distancing.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class.**