



ELKINS ELEMENTARY

home of the elks

Safe Return to School Operational Procedures Plan

Please see EMSISD Learning Plan for district specific guidelines: <https://www.emsisd.com/domain/7428>

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 reminders breaks will be built in every class schedule. Every elementary classroom has a classroom or hallway 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 or 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.
- Water Fountains Usage –
 - Students should bring their own water bottles.
 - Water fountains will be used to refill water bottles only. Students without water bottles will be given a cup to use.
 - Staff will supervise the refilling of water bottles.
 - Campuses will post a sign at the water fountains stating that the water fountain is for refilling containers only.

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. Car drop off may be in the front driveway of the school or the horseshoe driveway by the cafeteria.
- Students may enter from the front doors of the school and from the doors at the horseshoe driveway by the cafeteria.
- 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 hallway or cafeteria. In the classroom, they will read, eat, complete a warmup activity, work with the teacher, or quietly visit until the 7:30 bell.
- Students eating breakfast will go to the 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 inside the school.**
- Students will follow a staggered dismissal schedule to limit the number of students in the hallways:
 - Pre-K will dismiss at 2:25pm to the north side of the building (where the bus lanes are). All pre-k older siblings will meet and leave the building from this side of the building.
 - Walkers (walking off campus to meet parents or home) dismiss at 2:30pm from the gymnasium doors.
 - YMCA and Bus Daycare students dismiss at 2:30pm to the gymnasium.
 - Bus Riders dismiss at 2:35pm out designated doors.
 - Car Riders dismiss at 2:40pm. Car pick up will be in the front driveway (Kindergarten, 1st Grade, & 2nd Grade, Older Siblings) or Horseshoe Driveway (3rd Grade, 4th Grade, 5th Grade).
 - ***Car Rider students will be dismissed from their classroom instead of waiting in groups outside.***
 - ***PLEASE NOTE - Older siblings (3rd – 5th grade) will go to front driveway for pick up with their younger sibling this year.***
- To encourage social distancing and mitigate congestions, no parent or family member may do walk-up student pick up at the campus. Parents must stay in their vehicle and wait in the car rider line or meet their child off campus.

Classrooms

- Students will be grouped in homeroom classes called “families/teams”.
- Teachers should remove unneeded furniture and rugs to allow for maximum distance between students 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 multiple teachers (3rd, 4th & 5th Grade), the teachers will rotate and the students will remain in their homeroom classroom.
- Students will not share supplies but will use their own supply box/pouch and school supplies. (Notebook paper, manila paper, and construction paper will be merged into the classroom supply.)
- Students will take recesses with their “families/teams” in separate outdoor areas.
- 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 the 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.
- Teachers are encouraged to use outdoor learning spaces 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/teams” in the cafeteria with distancing between “families/teams” as much as possible.
- “Families/teams” will take recess breaks outside as weather permits. “Families/teams” will be assigned to an outdoor area for each recess to ensure distancing between families. Students will wash or sanitize 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 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 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.
- 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.

- Students will walk on the right side of the hallway.
- Lost and found items will be taken to the custodial office 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.
- Water Fountains Usage - Students should bring their own water bottles. Water fountains to be used to refill water bottles only. Students without water bottles will be given a cup to use. Staff will supervise refilling of water bottles. Campuses will post a sign at water fountains stating that fountain is for refilling containers only.

Specials/Block

- The makerspace lab will be used when adequate time is allowed between classes for thorough equipment sanitization.
- The computer lab will be used when adequate time is allowed between classes for thorough equipment sanitization.
- 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 unless otherwise specified by the teacher according to activity and distancing.
- 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 held 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.
- 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 Special Education ARD, 504 parent meeting, or other school required meeting, parents may attend in-person meetings while wearing a face covering. At this time, all ARD meetings and 504 meetings will be held virtually.
- PTA Board meetings will be held virtually 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. 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.**