



Greenfield Elementary Safe Return to School Operational Procedures Plan



Please see EMSISD Learning Plan for district specific guidelines:

<https://www.emsisd.com/domain/7428>

General

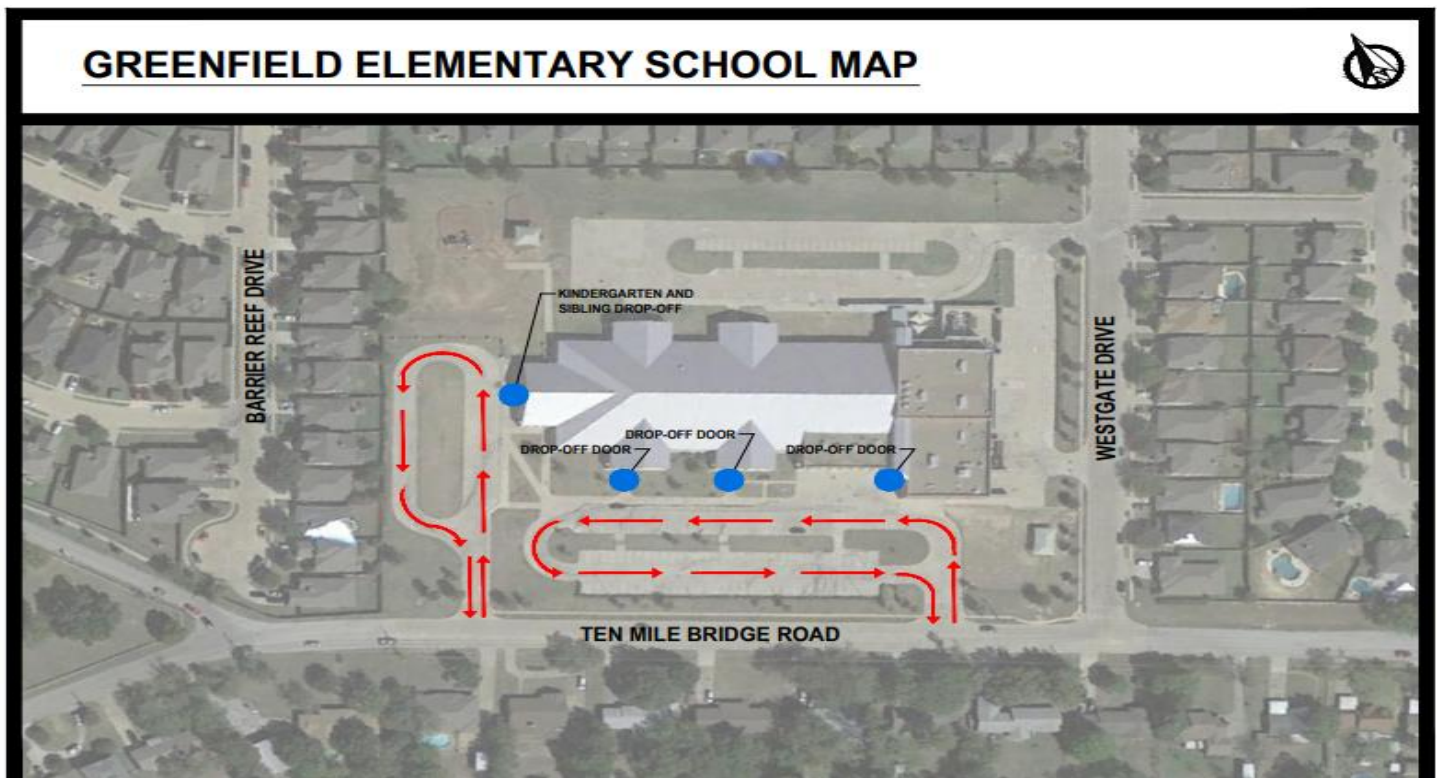
- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Frequent handwashing reminder breaks will be built in every class schedule. Every elementary classroom has a classroom or hallway sink for this purpose.
- Hand sanitizing products 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 a 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.

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, employees 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 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.
- 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.

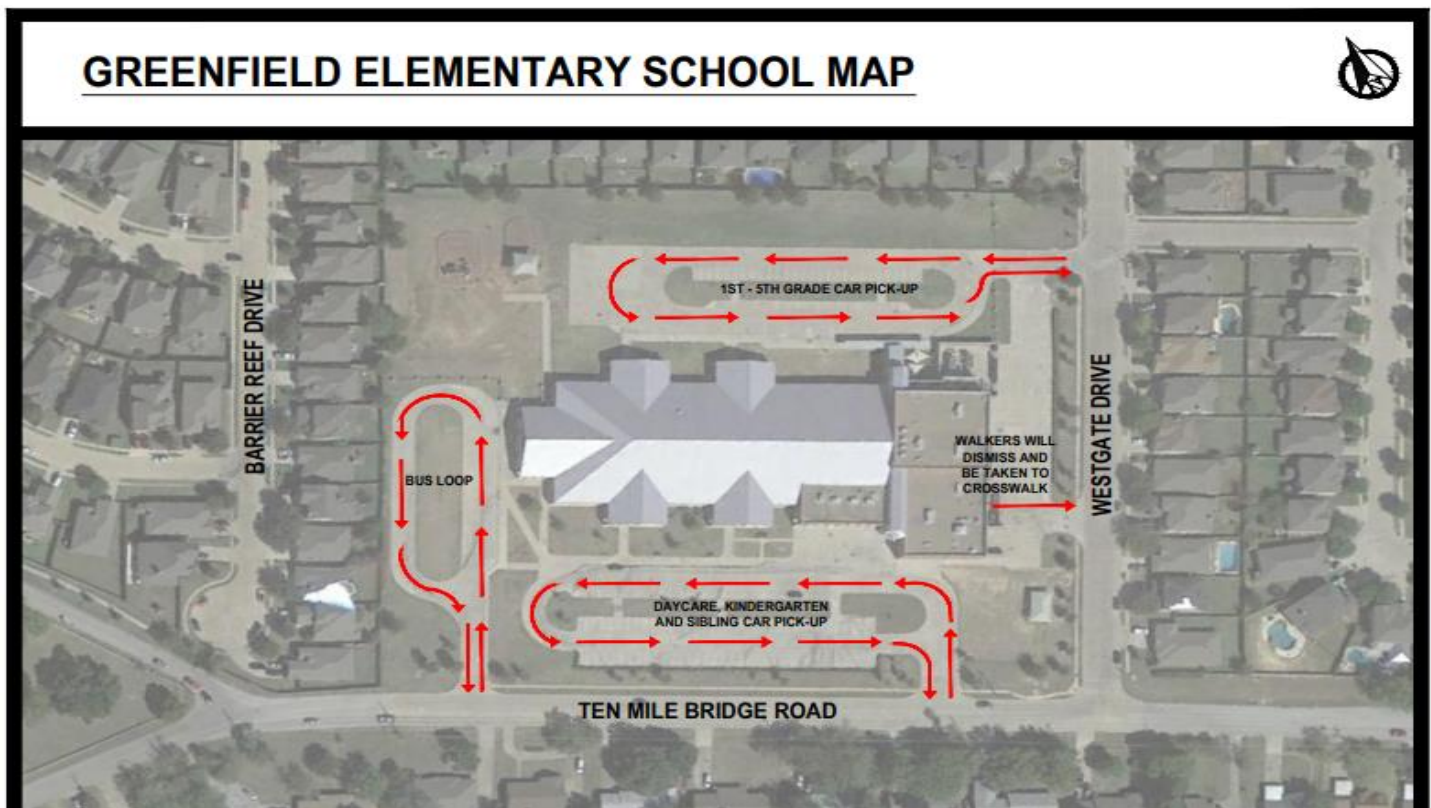
Arrival



- Students will be dropped off in car lanes, by buses, biking or walking between 7:05 – 7:25.
- 1st – 5th grade car drop off may be at any door in the front of the school. All doors will be open. Please pull all the way down to help with the flow of traffic.
- Kindergarten and their siblings will drop off in the bus loop and enter through the side doors. (access from Ten Mile Bridge Road).
- Please do not park and walk your student across the cross walk. All students must be dropped off in one of the car rider lines.
- Walkers will need to be dropped off with crossing guard on Westgate.
- All students will wear a face covering when arriving.
- 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 or cafeteria. In the classroom, they will read, eat, complete a warmup activity, work with the teacher, or quietly visit until 7:30 bell.
- In 1st- 5th grade, breakfast eaters will go to the cafeteria to pick up a sack breakfast and take to their classroom for consumption.
- In Kindergarten, a sack breakfast will be delivered to the classroom for any students that order a breakfast.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students in the school or to class.

Dismissal



- Students will follow a staggered dismissal schedule to limit the number of students in the hallways:
- All students will wear a face covering when dismissing.
 - 2:30: Day care, including YMCA After-School Care, dismiss from their designated classroom. Day care will dismiss to the front of the school and YMCA will go to the cafeteria.
 - 2:30: Walkers (walking off campus to meet parents or home) will dismiss from their designated classroom. The students will exit through the gym doors and a faculty member will accompany them to the crosswalk (off Westgate the side of the school).
 - To encourage social distancing and mitigate congestion, no parent or family member may do walk-up student pick up at the campus. Please meet your child at the cross walk on Westgate.

- 2:35: Car Riders will dismiss from their designated classroom. Car pick up will be at the front of the school (Ten Mile Bridge Road) for Kindergarten and Kindergarten siblings. 1st-5th graders will dismiss at the back of the school (Westgate Drive). Parents must have the student school issued car tag visible (Tags will be sent home the 1st day of in-person learning).
- 2:40: Bus Riders will dismiss to the bus loop from their designated classroom.
- Students will all have a dismissal lanyard. The lanyard will be collected by the dismissal teacher each day. The dismissal teacher will hang the lanyards in the grade level closet and sanitize their set of tags.

Classrooms

- Students will be grouped in homeroom classes called “families”.
- Teachers should remove unneeded furniture and rugs to allow for maximum distance between student 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 teachers (ELA/SS and Math/Science), the teachers will move into the homeroom classroom 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.
- Students must wear their mask while in the classroom.
- 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 will 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 classroom.
- Recess equipment may be used if governmental guidelines allow usage.
- All adults and students will wear face coverings while transitioning, in common areas, and in classrooms.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- Lanyards will be provided for students to attach masks when not in use.
- 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 main hallway down by the gym 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 one week. After that week, items not claimed will be donated to a charitable organization and the next lost and found bag items will be displayed. These items will be shared by photo to parents.
- Halls will be traveled on the right side.

Specials/Block

- 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 be in the classroom. 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 with social distancing as much as possible. The tables and circulation desk will be sanitized between "family" usage.
- 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.
- In the case of a school required meeting, parents may attend in-person meetings while wearing face covering. At this time, all meetings including ARD 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. 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 the front office while wearing a face covering and maintaining social distancing.
- When coming into the office, visitors must answer the required visitor screening questions and provide a picture ID
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class.