

# Three Chopt Elementary School 21-22 Health and Safety Plan

(Updated 9/30/2021)



## Arrival

### Bus & Walkers:

- Walkers will enter in the front door and proceed directly to their classroom or cafeteria.
- Busses will be unloaded as they arrive.
- Pre-K students will go directly to the cafeteria to meet their teachers/IAs/and classmates.
- KG-5th grade students will participate in a "Grab & Go" style breakfast before heading to class.

### Car Riders:

- Parents will pull up in the carloop as they always have.
- Students will wait in their cars until directed to exit by a staff member on duty.
- Students will then proceed to their classroom/breakfast.

### Additional Notes:

- Staff stationed at both entrances to the school (the car door & bus entrance) will ensure all students have an appropriate mask. Masks will be available at each entrance if needed.
- Classroom teachers will be standing at their doors as well to greet students and provide additional support/direction for students as they enter their classrooms and to ensure appropriate distancing.
- All students will use hand sanitizer or wash their hands using soap at the sink before starting their daily routine.
- Teachers will provide alternative non-touch greetings.
- All classroom doors will remain open (but locked) during arrival.
- The students will have a designated area for their belongings in the classroom

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<b>Bathroom</b>	<p><u>Student Hallway Bathrooms</u></p> <ul style="list-style-type: none"><li>● Only 2 students will be permitted in each bathroom at a time.</li><li>● There will be 2 command hooks outside of each restroom; as students enter the restroom, they will hang their bathroom pass on the hook; if the hooks are both taken, students will wait on colored dots that are spaced 6 ft apart outside of the restroom. Upon return to the classroom, these students will be required to wash their hands an additional time with soap and water.</li><li>● Additional signage is posted to remind students of appropriate hand washing.</li><li>● Students will be “taught” these procedures the first week of school and reminded daily when using the restroom.</li><li>● Student hallway bathrooms will be cleaned and sanitized periodically throughout the day.</li></ul> <p><u>Classroom Bathrooms</u></p> <ul style="list-style-type: none"><li>● Teachers will permit students to use the classroom bathroom as needed based on Covid-19 protocols.</li><li>● Students will wash their hands with soap and water when finished.</li><li>● Classroom bathrooms will be cleaned periodically throughout the day.</li></ul>
<b>Breakfast</b>	<ul style="list-style-type: none"><li>● Breakfast will be available to all students.</li><li>● Pre-K students will eat in the cafeteria with their class.</li><li>● KG-5th grade will go through the line and participate in a “Grab and Go” style breakfast.</li><li>● KG-5th Grade Students will eat breakfast in their classrooms.</li></ul>
<b>Bus Dismissal</b>	<ul style="list-style-type: none"><li>● Students will remain in their classroom</li><li>● Busses will be dismissed one at a time</li><li>● Pre-K students will be escorted to the busses when their bus is called</li><li>● Staff will monitor the hallways to ensure a one way traffic flow to buses and social distancing.</li><li>● Once all of the busses have loaded, they will be dismissed.</li></ul>

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<b>Car Rider Dismissal</b>	<ul style="list-style-type: none"><li>● Cars will enter in the carloop and stop at the designated area for pick-up.</li><li>● Each family will be assigned a car pass with a Family Number written on the pass.</li><li>● The family number will be projected into classrooms via promethean boards. When students see their number, they will be dismissed to the car pick-up area.</li><li>● Staff will be positioned in the hallway to ensure social distancing.</li></ul>
<b>Classroom Layout</b>	<ul style="list-style-type: none"><li>● Student desks/tables will be placed 3ft apart from midline to midline to the greatest extent possible.</li><li>● All flexible seating that cannot be cleaned such as bean bags, carpet squares, and other soft seating will be removed from the classroom.</li><li>● Plexiglass dividers will be available to all students and staff upon request.</li></ul>
<b>Cleaning</b>	<ul style="list-style-type: none"><li>● Cleaning is a shared community responsibility. Everyone will need to participate in cleaning activities throughout the day.</li><li>● Each classroom will have hand sanitizing wipes and hand sanitizer.</li><li>● Teachers will establish a hand washing schedule to be completed throughout the day.</li><li>● Students will wipe down chairs and desks and wash hands throughout the day as needed and before leaving for the day.</li><li>● Custodians will wipe down everything again when they clean rooms in the evening.</li><li>● Custodial staff will clean and sanitize all bathrooms periodically throughout the day.</li></ul>

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<b>Clinic and Isolation Room</b>	<ul style="list-style-type: none"><li>• The clinic will be used for distribution of medication, injuries and non sick visits only.</li><li>• An isolation room has been designated for students having COVID-19 symptoms.</li><li>• If a teacher notices symptoms in a student, the teacher should use his/her walkie talkie to call the office. The student will then be escorted to the isolation room for evaluation by the nurse.</li></ul>
<b>Contact Tracing</b>	<ul style="list-style-type: none"><li>• Students participating in in-person learning will be required to complete the HCPS Covid-19 Student Screening form prior to attending school.</li><li>• Please notify the school as soon as possible if a student has been exposed to someone with Covid-19 or tests positive for Covid-19.</li><li>• Once notified, the school will initiate contact tracing.</li></ul>
<b>Daycare Dismissal</b>	<ul style="list-style-type: none"><li>• Students who ride a daycare van, will remain in their classrooms.</li><li>• Once busses are dismissed, the daycare vans will enter the bus loop</li><li>• When students see their daycare name projected on classroom promethean board, they will be dismissed by their teacher to the bus loop</li><li>• Staff will be on duty in the hallway to ensure social distancing.</li></ul>
<b>Exceptional Education</b>	<ul style="list-style-type: none"><li>• Parents will have the option of either in-person or virtual meetings for all IEP, Child Find. Eligibility meetings, etc.</li><li>• Parents or guardians attending in-person meetings will wear a mask and be socially distanced.</li></ul>
<b>Field Trips</b>	<ul style="list-style-type: none"><li>• As of Aug. 2021, outside or virtual Field Trips will be permitted. Students and staff will follow all HCPS Covid-19 Guidelines</li></ul>

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<b>Lunch</b>	<ul style="list-style-type: none"><li>● Students will eat in the cafeteria with their class.</li><li>● Students will sit in limited numbers at each table and daily seating charts will be kept.</li><li>● No outside visitors or visitors bringing meals to the office will be permitted.</li><li>● As soon as each student finishes lunch, he or she will put his/her mask back on.</li><li>● Tables and chairs will be sanitized between use.</li><li>● The school nurse will work with teachers to identify students with allergy plans or 504s to address needs related to seating for allergies.</li><li>● All meals will be free for the 2021-2022 school year and available to all students.</li></ul>
<b>Masks</b>	<ul style="list-style-type: none"><li>● Students and staff will wear masks while indoors.</li><li>● Masks must cover the mouth and nose.</li><li>● Parents are encouraged to pack an extra mask in students' backpacks.</li><li>● Masks are encouraged for all students and staff who are not vaccinated when outside but not required.</li><li>● If eating a snack, having lunch, or drinking water, the mask may be removed momentarily while inside.</li><li>● If a student forgets his or her mask, the school will provide each student with one.</li><li>● See the HCPS website for more information on mask guidelines.</li></ul>
<b>Materials for Learning</b>	<ul style="list-style-type: none"><li>● Student belongings will be kept at his or her desk or in an assigned cubby.</li><li>● Extra supplies should be maintained at home to avoid having to go back and forth from school each day.</li><li>● Students must use hand sanitizer prior to and after touching any shared materials.</li><li>● Students will use only their own laptop, iPad, or device.</li></ul>

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<b>Meetings</b>	<ul style="list-style-type: none"><li>● Parents will have the option of virtual or in-person meetings this year.</li><li>● Parents or guardians attending in-person meetings will wear a mask and be socially distanced.</li></ul>
<b>Recess</b>	<ul style="list-style-type: none"><li>● Students must hand wash or use hand sanitizer before and after recess.</li><li>● Students are permitted to use recess equipment such as balls and jump ropes that are only used by each class; this equipment will be sanitized daily.</li><li>● Playground equipment may be used.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>● Each student will be issued either a computer or ipad and a charger.</li><li>● Students are responsible for their own device.</li><li>● Students must follow the HCPS Acceptable Use policy at all times.</li></ul>
<b>Volunteers and Visitors</b>	<ul style="list-style-type: none"><li>● At this time, volunteers are permitted to work outside of the building.</li><li>● Volunteers and Visitors will be asked to check-in with the office for appropriate protocols.</li><li>● Any additional information will be shared as soon as available.</li></ul>
<b>Water Fountains</b>	<ul style="list-style-type: none"><li>● Water fountains are available for use daily; however, students are still encouraged to bring a water bottle from home to limit the use of water fountains.</li><li>● Students may drink water throughout the day by removing their mask anytime they need to take a</li></ul>

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	sip of water; the mask must be put on after drink.
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