

Sharon Elementary School

Safe and Healthy Reopening of School Family Guide Fall 2020

Below is a brief outline of the expectations for staff and students for fall of 2020. Please read this document carefully and know that more details will be provided as needed. Your patience and continued cooperation is appreciated. We are partners in education and we all want what is best for our children, staff and community and understanding that safety always comes first. Note that at any point in time we could move to complete remote learning. We are planning for this possibility and encourage you to be prepared as well.

[SHARON 2020/ 2021 CALENDAR](#)

The first day of school for all students is Tuesday, September 8, 2020.

Please note these plans are based on the latest information available as of 8/25/20. This is subject to change.

CLEANING AND AIR FLOW

All buildings have been assessed and updated to keep with the guidelines regarding movement of air into and out of the buildings. Based on the WRVSU Covid Task Force recommendations the following measures will be implemented to provide for effective cleaning, physical distancing and operation procedures that are carefully monitored daily:

- Desks and tables will be spaced 3-6 feet apart in classrooms.
- Water bottle filling stations will be frequently cleaned during school hours.
- Only hard surface furniture will be used and will be cleaned and sanitized daily and between student use.
- Common spaces such as frequently touched surfaces/bathrooms will be cleaned and sanitized at the beginning, middle and end of each day.
- HVAC systems were cleaned and higher grade filters were installed and shall be replaced 3-4 times per year.

DAILY HEALTH CHECKS

Daily health checks must be conducted at home by parents, for students, and by staff, for themselves, prior to being allowed to attend school. Parents will be required to take their child's temperature at home, and fill out an easy symptom questionnaire online. This is MANDATORY. If any answers are yes, the student or staff member MUST stay home and notify the school. Students will have their temperature taken again before entering the building or their tent site. When dropping off students at the school, they may not be left until the screening is complete.

If a child does not pass the health screening, the child will be sent home and the school nurse will follow up with the family to determine next steps. Symptomatic students who arrived by bus will wait at a designated supervised area, and are NOT to enter the school. **The student needs to be picked up within 30 minutes by the parent or designated caregiver.**

If the student passes the health screening, he/she will then follow the arrival instructions for his/her grade as described below.

FACIAL COVERINGS

All staff and students are required to wear cloth facial coverings of at least 2 layers/CDC Guidelines. Facial coverings must fit snugly around the face covering both the nose and chin. Masks with one way valves are not allowed. Students will be allowed to take supervised mask breaks throughout the day with adult permission while outdoors and only when a distance of more than 6 feet can be ensured. Parents are allowed to send children to school with cloth masks from home. Masks from home MUST meet the above CDC Guidelines. The recommendation is that children come to school with two clean masks each day, and that masks must be washed on a daily basis. If a child does not come to school with a mask, a mask will be provided. Students who are unable to wear a mask will be required to attend the Virtual Academy, per the Superintendent's direction unless an exception is granted by the Superintendent. Information from the VT Health Department:

[Schools, Colleges and Child Care Programs](#)

SOCIAL DISTANCING

Staff and students must follow the social distancing guidelines set forth by the state, both indoors and outdoors in order to minimize exposure. All students and staff shall maintain a safe distance from others of 6 ft throughout the day. Students PreK through Grade 5 should be spaced at least 3 feet apart. To the extent possible, students Grade 6 and up should be spaced 6 feet apart.

OUTDOOR CLASSROOMS

The WRVSU COVID-19 Task Force Recommendations, the Vermont Agency of Education, and Vermont Department of Health Guidelines recommend moving classrooms outdoors and spending as much time outdoors each day as possible as best practices to decrease the transmission of COVID-19. Sharon Elementary School has identified several outdoor classroom locations around the school. These spaces will be assigned to specific classes to reduce cross contamination of these spaces. Staff will attempt to do as much of their instruction outdoors, as possible.

HAND WASHING AND SANITIZATION ROUTINES

Staff and students will wash hands and sanitize throughout the day. Students will be asked to bring only the minimum required personal belongings to the school; masks, backpack and water bottle are essential. Toys, extra books, and personal electronic devices are to be left at home.

Hand washing/sanitizing will happen frequently throughout the school day. Students and staff will be required to wash or sanitize their hands prior to entering a classroom and before and after recess, snack and lunch and after touching their face. At a minimum, classroom areas will be sanitized three times throughout the school day as well as a nightly cleaning.

Hand hygiene will include the following times:

- Arrival at school
- After breaks
- Before and after preparing food or drinks (staff)
- Before and after eating, handling food or feeding students
- Before and after administering medications (health office only)
- After using the bathroom or helping a child use the bathroom
- After coming into contact with bodily fluids
- Before and after handling facial coverings
- After playing outdoors

- Before and after playing with sensory play
- After handling trash
- Before and after cleaning
- Prior to switching rooms or locations
- After touching face

IN THE EVENT OF ILLNESS OR EXPOSURE

A student is required to stay home when sick or presenting any of the symptoms as listed by the VT Department of Health Guidelines or has had exposure. Such symptoms may include but are not limited to the following:

- Fever of 100.4 or greater
- Cough or shortness of breath
- Headache
- Loss of taste or smell
- Sore throat
- Nasal congestion/runny nose (unless only clear nasal discharge with a known, to the school, underlying diagnosis of allergies)
- Loose stools/diarrhea
- Chills
- Fatigue
- Muscle aches
- Exposure/Travel: had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large number of cases of COVID-19
<https://accd.vermont.gov/covid-19/restart/cross-state-travel>

If the above symptoms begin while at school the student or staff member will be moved to our isolation area and must be sent home immediately until the above symptoms have been evaluated by a medical provider and the student has a return to school plan consistent with return to school guidelines from the state.

VISITORS/ VOLUNTEERS

No parents, volunteers or visitors will be permitted in the elementary school building at this time. Service providers and for the purpose of special education or required support services, and essential vendors as authorized by the school or district may enter the building after a satisfactory health check. These persons will follow the same procedures as all staff when entering the school. All school meetings must be scheduled virtually with parents.

Although parents, volunteers and visitors will not be allowed in the building during COVID, the staff are thinking creatively about how we can connect our school and our students with the greater community. Virtual meetings with parents, volunteers, and visitors will be encouraged and supported.

STUDENTS RETURNING TO SCHOOL AFTER APPOINTMENTS

Parents are encouraged to schedule all appointments outside of school hours or at the end of the day. If a student has to leave school mid-day for a recurring appointment, he/she may return to school after the health check is completed at the main lobby entrance.

TRANSPORTATION

All families are encouraged to provide their own transportation to and from school.

Social distancing is required at bus stops. Parents/ guardians are required to complete and submit the daily health screening prior to their child getting on the bus each day. Failure to do so will result in one warning and then the child will not be permitted to ride the bus. All students riding the bus will have assigned seats, and must wear a mask the entire time they are on the bus. Family members may sit together.

FAMILY AND STAFF TRAVEL

Our guidelines will follow state guidelines as specified below:

- You may travel to certain counties with low rates of active cases.
- If you make your trip in a personal vehicle, you do not need to quarantine when you return to Vermont. When you travel, only stop when necessary. When you stop, wear a face mask or

covering, keep a 6-foot distance from others and wash your hands often. Stay home and do not travel if you are sick.

- If you travel out of state to a location other than those certain counties with low rates of active cases whether for a day trip or longer, there are quarantine requirements. You must either quarantine in Vermont when you return or, if you plan to travel to Vermont in a personal vehicle, you may complete either a 14-day quarantine or a 7-day quarantine followed by a negative PCR test in the state where you are visiting, and then enter Vermont without further quarantine restrictions. Continue to quarantine from when you receive your test result until you travel to Vermont.
- If you plan to travel to Vermont by public transportation (plane, train, bus), you must quarantine in Vermont.
- Vermonters who live near a border and regularly travel to and from a neighboring state may make day trips to that state for work, health care, and other essential needs like groceries or visitation for parental shared custody, without quarantining.
- If you are hosting travelers under quarantine in your home or lodging, you do not also need to quarantine. If you are sharing space, stay at least six feet from the people under quarantine. People under quarantine should wear a mask in common spaces. Disinfect commonly touched surfaces and check for symptoms for 14 days.
- Vermonters must follow travel restrictions and quarantine requirements for the states they plan to visit. These recommendations are subject to change and that people should check with VDH webpage on travel for the most up-to-date information.

ELEMENTARY

Elementary Daily Schedule

7:45 - 8:00	Teacher Arrival/ Health Screenings
8:00 - 8:30	Student Arrival/ Health Screenings/ Breakfast
8:30 - 9:00	Morning Meetings
9:00	Classes Start
11:00 - 12:00	Lunch/ Recess
1:30	Classes End (Optional parent pick-up)
1:30 - 3:00	Enrichment/ Gap Programming hosted by One Planet for all remaining Students (K-6) (No fee required)
3:00 - 4:30	Buses home/ One Planet After School Program (K-6) (Fee required)

ARRIVAL Preschool and K-6

Early Drop Off: Based on COVID guidance students we will NOT be able to accommodate early drop off this year. Drop off time is 8:00 - 8:30.

PARENT INSTRUCTIONS FOR ARRIVAL (Pre-K All day):

1. Pull into the parking lot and immediately enter the screening line, pull up to the first available screening table. **STUDENTS MAY BE DROPPED OFF BETWEEN 8-8:30 AM. NO EARLY DROP OFFS PERMITTED.**
2. The screener will ask if the online screener form has been completed and if the child has passed. The screener will then perform a temperature check on your child. (You and your child must be fully masked.)
3. Once the temperature check is completed you may park in one of the Pre-K designated parking spots. When possible, only the adult dropping off the student, and the Pre-K student should exit the vehicle and proceed to the ramp, you will be greeted at the ramp by one of your child's teachers.
4. One family per classroom will be permitted to enter the center at one time. There will be cones layed out for you to idle at until you are permitted to enter.
5. Once you are cleared for entry, you and your child will need to use hand sanitizer before entering the building.
6. You will proceed to your child's designated cubby area to drop off their belongings. You will then enter the classroom where your child can go to the predetermined "goodbye window".
7. Parents will need to exit through the classroom emergency exit.

PARENT INSTRUCTIONS FOR ARRIVAL (Pre-K Afternoon/ 11:30 Drop Off):

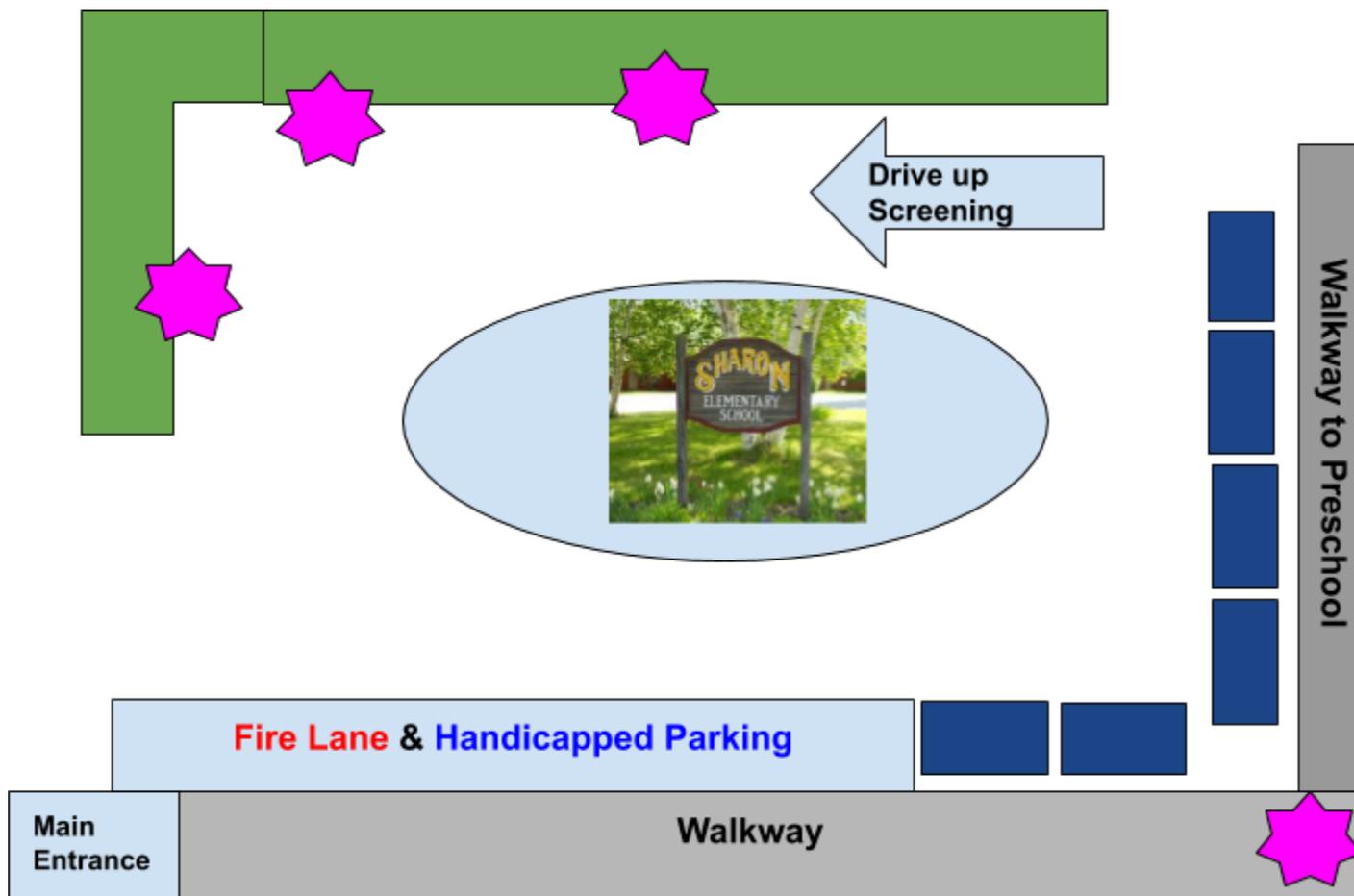
1. Pull into the parking lot and proceed to the designated Pre-K parking spots.
2. When possible, only the adult dropping off the student, and the Pre-K student should exit the vehicle and proceed to the ramp, you will be greeted at the ramp by one of your child's teachers.
3. The screener will ask if the online screener form has been completed and if the child has passed. The screener will then perform a temperature check on your child. (You and your child must be fully masked.) There will be cones layed out for you to idle at.
4. Once you are cleared for entry, you and your child will need to use hand sanitizer before entering the building.
5. You will proceed to your child's designated cubby area to drop off their belongings. You will then enter the classroom where your child can go to the predetermined "goodbye window".
6. Parents will need to exit through the classroom emergency exit.

PARENT INSTRUCTIONS FOR ARRIVAL (K-6):

1. Pull into the parking lot and immediately enter the screening line and pull up to the first available screening table. **Do not park or exit your vehicle. STUDENTS MAY BE DROPPED OFF BETWEEN 8-8:30 AM. NO EARLY DROP OFFS PERMITTED.**
2. All individuals in the vehicle must be masked, and then you can roll down your windows and the screener will ask if the online screener form has been completed and if the child has passed. The screener will then perform a temperature check on each child.
3. Upon successful completion of the screening, your child/children will exit the vehicle and be escorted to one of the building entrances based on their grade level..
4. You must depart as soon as your child/ children exit the vehicle.

WALKERS: Students who arrive at school by walking should go to the screening station at the front entrance. Screeners will check the online screening form to see if it has been completed at home.

Parking Lot Map:



Key:

 **Health Screening Stations:** Screeners will be located on the outer edge of the driveway circle.

 **Parking for Preschool Families** at drop-off and pick up.

Departure Pre-K

PARENT INSTRUCTIONS FOR DEPARTURE at 3:00 pm

1. Your child will be outside with their belongings either on the playground or in the surrounding area. (Weather permitting). If weather does not permit, you will proceed to your child's classroom emergency exit door, where a teacher will greet you with your child and their belongings.

PARENT INSTRUCTION FOR DEPARTURE (Aftercare)

1. The center's main door will be locked, you will need to ring the doorbell. You will be greeted by one of our aftercare staff. They will then bring your child and their belongings to you.
2. **ALL CHILDREN NEED TO BE PICKED UP BY 4:30.**

DEPARTURE K-6

PARENT INSTRUCTIONS FOR DEPARTURE at 1:30 pm or at 2:50 -3:00 pm

Parent Pick Up Prek-6:

If you decide to pick up your child, or have them walk, at 1:30pm you **MUST** notify the school in advance. At 1:30pm, students who are leaving will be escorted to the front of the school to meet their parent/guardian who will be waiting in their car.

Students who are bussed will begin loading at 2:45pm.

There will be a staggered departure starting at 2:50pm. Students will be released by grades. Once all students have entered their car, and cars have left the circle, the next group will be released. If families have multiple children, in multiple grades, they will wait to leave until all of their children have been dismissed.

Walkers will be released at 2:50pm. Remember, walkers need a note from parents indicating that they can walk home.

3:00 After School Program - Families with students in grades K-6 can participate in the One Planet after school program. One Planet staff will pick up students at each classroom (interior classroom doors) and bring them to the after school program site.

1:30 -3:00 Enrichment Program: The instructional day will end for students at 1:30. Parents have the option to pick up their children at this time. Enrichment opportunities, intervention, and special education services will occur from 1:30 - 3:00 pm for those students remaining at school in grades K-6.

Breakfast/Lunch: Our Food Service program will be offering breakfast and lunch each day. Food will be delivered to classrooms based on an established schedule. Students will be able to sign up for breakfast and lunch on a daily basis. The cost for breakfast will be \$2.00. Lunch will be \$2.95. Snack milk will be \$0.50. Parents can still choose to pack and send their child's meals/snacks. Please be aware that because students will be eating in classrooms or outside, reheating of food is not an option so please do not send in any food that needs to be put in a microwave.

Recess: Each classroom will be assigned a location outdoors for lunch and/or recess and a schedule will be created in order to make sure that the areas are not crowded. This will ensure adequate social distancing.

Other Elementary Specific Topics

Playground equipment: At this time structures are off limits and each classroom will have a classroom set of toys (balls, jump ropes, etc) that they will bring out for recess play.

Bringing items to school: Students will only be allowed to bring essential items to school. These items may include lunch, water bottles, or outdoor gear based on the weather. Toys and electronic devices are not permitted.

Classroom Considerations: Our classrooms are being set up to accommodate the recommended social distancing guidelines and to mitigate risks. Each classroom will be staffed with a minimum of two adults. Students will be required to stay within their grade-level pods/ cohorts and will not visit other classrooms. Specials/ essentials teachers will travel between classrooms. Outdoor "classrooms" and spaces will be used to the greatest extent possible by all teachers and specialists. Learning spaces will be equipped with hand sanitizer or hand-washing stations and cleaning and disinfecting supplies. Staff members will clean surfaces before and after meals and at least three times a day. The custodial staff will thoroughly clean and disinfect each space of the building each evening and selected spaces throughout the day.