



**CHANDLER
ELEMENTARY
SCHOOL**

**2021-2022
RETURN-TO-SCHOOL
PLAN**

**PRECAUTIONS AND PROCEDURES IN
RESPONSE TO THE CONTINUED THREAT OF
COVID-19 AND ITS VARIANT STRAIN(S)**

INTRODUCTION

This plan is designed to aid parents, students, and school employees in continuing to maintain a school where employees, students, and families feel safe, while continuing practices which reduce the impact of the transmission and community spread of COVID-19 during the 2021-2022 school year.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and state and local health agencies--specifically, ISDH and WCHD.

The Chandler Elementary School (subsequently often referred to as CES in the Plan) **faculty and staff will do their best to maintain the following safety protocols, with the intent to keep our students--and themselves--safe and healthy during the 2021-2022 School Year. (NOTE: This plan is secondary to the WCSC Plan for the entire district. The “color Levels” in the WCSC Plan will dictate when students are “in-person” at school versus other scenarios.)**

Monitoring factors, community [Warrick County, IN] progress toward changing transmission rates and positivity rates, as well as close contact occurrences and other factors can--and will--contribute to the **enhancement / tightening** or the **relaxation / removal** of restrictions put in place to minimize COVID transmission within WCSC schools, in this case, specifically Chandler Elementary School.

It is the intent of WCSC and LES to keep our students in an “in-person” mode of instruction for the 2021-2022 school year, while also offering extracurricular activities to our students, hosted in a safe and healthy manner. This may mean modifying the terms of this Plan at times during the school year, with laser-focus on continually maintaining a safe and healthy environment for the CES students, faculty, and staff.

General Safety Protocols at CES

- ✓ The use of hand sanitizer and washing hands will be encouraged frequently throughout the day.
- ✓ Field trips and “extra” school programs will be on a case-by-case decision / timeline with strong consideration of current “status” of COVID-19 impact in Warrick County (county trends, metrics, transmission rates, and hospitalization numbers)
- ✓ If parents/guardians pick up their child during the school day, the parent will stay in the designated area (main entrance canopy or lobby vestibule) while the child is called to the office for meeting up with their parent.
 - Student with fever are to be picked up at the Exit 2
 - If students are picked up for any other reason, pick up will be in the foyer area at the main entrance Exit 1. **Please ring the bell by pressing the silver button on the right-most entry door.**

- ✓ No parents/visitors will be allowed into the school unless they are volunteering with PTO or having a teacher conference. PTO volunteers will be screened for health status and must remain in the office/copier area.
- ✓ Parents will be allowed at **after school** events in the gymnasium. Masks will be required for all individuals for at least the first several weeks of school when “under the roof” of CES.
- ✓ If items need to be dropped off or picked up, we will use a table in the vestibule at the main entrance as we did for the 2020-2021 school year.
- ✓ Staff and custodians will work diligently during both the school day and each evening to wipe down door knobs, desktops, chairs, tables, cabinet handles, restroom sinks, cafeteria tables/serving counters, and other high traffic areas.
- ✓ Custodians will sanitize every room in the evening on a daily basis.
- ✓ All classrooms will be equipped with disinfectant spray and hand sanitizer.
- ✓ The buses will have a set protocol for cleaning. **Bus riders are required to wear masks**, putting on their masks as the bus arrives for morning pickup.
- ✓ All staff members (teachers, paraprofessionals, bus drivers, office staff, custodians, cafeteria workers, and nurse’s office staff) will be trained on how to recognize signs and symptoms of COVID-19.
- ✓ When parents call in student absences, office staff or nurse/health aide will inquire about the presence of COVID-19 symptoms and will advise parents of return-to-school guidelines if such symptoms exist with that student.
- ✓ No perfect attendance awards will be given in the 2021-22 School Year--ill children need to stay home.

Handwashing and Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will remind children to do the same.

- Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Posters describing hand washing steps are near sinks.

All children and staff will be instructed to engage in hand hygiene at the following times:

- Arrival to school and after classroom breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication of any type
- After using the toilet
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage

Chandler Elementary School will:

- Teach and reinforce washing hands among students and staff.
- Practice frequent handwashing and advise students to avoid touching their face.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, facial tissues, and no-touch trash cans.
- Install alcohol-based hand sanitizing stations in all classrooms, at the lunch line entrance door, and in common areas of the school.

Face Masks, Cloth Face Coverings, and Plastic (Full-face) Guards

- The use of face coverings will be mandatory for students and adults for the month of August. WCSC superintendent and directors will maintain constant review of the county's "status" described in "**General Safety Protocols**" above.
- We understand that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. When masks are mandated, we will take appropriate "mask-free" breaks outside or at locations where students can maintain standard social-distance without wearing a mask.
- Students are encouraged to have a mask with them in their backpacks, if possible. On rare occasions where a student mask breaks or if they forget to bring a mask from home one day, a mask will be provided for them.
- Individuals will be frequently reminded not to touch their face--and will be reminded to wash their hands frequently.

Cleaning, Disinfecting, and Sanitizing, Defined

- Cleaning is "physically removing dirt, debris, and sticky film by washing, wiping, and rinsing."
- Disinfecting is the "use of an approved chemical to kill nearly all microscopic bacteria and virus germs on a hard, non-porous surface." Prior to disinfecting, cleaning must be completed.
- Note: "Disinfecting" is different from "sanitizing." Sanitizing is the reduction of food-borne bacteria to safe levels as set by public health standards. This procedure is required for any surface that comes in contact with food as per establishments permitted to maintain food service.

The following will be disinfected at least once daily:

- Door and cabinet handles
- Sink handles
- Shared objects (e.g., toys, games, art supplies) should be cleaned in between uses.
- Objects that cannot be cleaned and sanitized will not be used.

- Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another classroom.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.

Arrival

- Students are required to wear masks on the bus per state mandate. If a student refuses to wear a mask, the student's parents will be expected to provide transportation to and from school.
- Students will use the following entrances for arrival:
 - Entrance 1 (main entrance)--Kindergarten, 3rd, 4th, and 5th
 - Entrance 2 1st and 2nd graders
 - Entrance 7 EXCEL students
- Students are allowed into the building at 7:55 to line up for heading to class.
- CES faculty and staff will make every effort to have students practice social distancing upon school arrival until the 8:00 first bell.
- Students will report directly to their assigned classroom and put their belongings at their desk and/or locker
- After the 8:00 entrance bell, teachers will stand at their classroom doors to monitor students in the hallways and students in the classroom.

Breakfast

- Students who eat breakfast at school will be permitted to go to the kitchen at 8:00. Students will eat breakfast in their classrooms.

Classrooms

- Staff will make every effort to use social distancing when seating students but cannot guarantee a full six feet between every desk. Seating charts and proximal groups will be maintained throughout the school day, to minimize "close contact" situations and subsequent contact tracing.
- Students will use hand sanitizer any time they leave their desk/area.
- Students will use their individual school supplies. Sharing of school supplies will not be permitted, nor will teachers have "classroom tubs" of crayons, markers, scissors, etc.
- Students will social distance when lining up in the classroom.
- If the students switch classrooms for resource, speech, etc., surfaces will be wiped down before new groups enter the room. Students will carry their OWN supply bag to the new room with them.

Hallways

- Staff will make every effort to have students social distance while lining up during transitions.
- Staff will make every effort to have students social distance when passing through the hallways.
- Schedules (lunch, recess, art, library, music) have been established to prevent multi-grade traffic in the hallways at the same time.

Restrooms

- Staff will model and teach students proper restroom procedures.
- Students are expected to practice social distancing while in the restrooms.
- When possible, the number of students entering the restroom at one time will be limited.
- Custodians will frequently monitor ongoing cleanliness of our restrooms.

Water Fountains

- Water fountains will not be used at this time. Students are encouraged to bring their own water bottles, labeled with their name, from home. These bottles may be filled at the water coolers or bottle filler-type water fountains in certain hallways. If a student does not have a personal water bottle or he/she forgets theirs for the day, disposable cups will be available by the water cooler devices.

Lunch Locations

- Students will be seated in [socially-distanced] assigned spots which parallel their seating, proximal to students who sit near them in their classroom.
- Students should avoid the sharing of foods and utensils.
- The use of a seating chart and cameras will be used to help contact trace, if needed.

Lunchboxes

- Parents should be mindful of what they pack in students' lunches. Send easy-to-open items, especially for younger students. Students tend to try to use their mouth/teeth to tear hard-to-open packaging. Parents are asked to practice opening packages and lunch items at home.

Lunch Line and Cafeteria Procedures

- All students will go through the lunch line. Students line up by classes, in order of menu choice, lunch boxes first, then daily menu Choice 1, then Choice 2. Students should maintain social distancing as they go through the lunch line.
- Kitchen staff will frequently wash and sanitize all food-contact surfaces.
- Students will not enter their lunch account number on the keypad at the end of the kitchen serving line; the cashier will identify each student and will enter his/her lunch account information on the register computer to enact each lunch transaction / purchase.
- The cashier will also hand each student the appropriate eating utensil(s) needed for lunch that day, as well as any sauce/dip (ketchup, ranch dressing, etc.) or “extra” which the student requests / pays for from their account while at the register.
- Kitchen staff will practice frequent hand washing.
- Kitchen staff will serve food using gloves. Frequent glove changes will be standard practice, required before and after preparing food.
- All kitchen/cafeteria/dining areas will be cleaned and disinfected after each lunch period, prior to a new group of students entering for the next lunch period.
- A teacher or staff member will supervise each lunch area. Staff will, from an appropriate 6-foot distance, engage with students, to offer support when needed.

Lunch Periods

- There will again be four lunch periods at CES for 2021-2022. This will allow us the room to provide adequate physical distance between students during lunch.

Recess

- Students will wash or sanitize their hands before heading to recess and immediately after they come back into the school building.
- Students are to take lunch boxes back to their lockers, or place them, separated, along the edge of the designated exterior wall on the playground.
- Students will have “assigned” areas of the playground, by grade, in order to minimize cross-contact at recess.

Indoor Recess

- Students will go back into their classrooms and/or the gym and will maintain social distance as much as possible.
- Classes MAY go to the gym on a rotational basis while using social distancing. Teachers may allow students to rotate days for playing hallway games, provided this is done in areas where other grade levels are at lunch or otherwise not disrupted by hallway noise.

Dismissal

- Staff will make every effort to have students maintain social distance while exiting the school building.
- Students will use the following exits for dismissal:
 - Exit 1--kindergarten at 2:45. An adult must come to the door to pick up.
 - Exit 1--Grades 3-5
 - Exit 2-Grades 1-2
 - Please place your name tag in the top right corner of your dashboard.

Students who have a fever or symptoms of COVID / if a student becomes ill while at school

Students who are symptomatic (fever of 100.4+, etc.) will be supervised in a conference room / clinic away from the other children until their parent or guardian arrives to pick them up. At CES, the nurses will again be used for this purpose this school year. A Chandler Elementary staff member will contact the student's parent/guardian to pick up the student as soon as possible at EXIT 2 . A Chandler staff member, wearing PPE, will stay with the student while awaiting the parent's / guardian's arrival.

- The school health aide or school nurse will be available for consultation to assist in guiding classroom staff with appropriate decision making.
- If a teacher or school-based staff member notes a concern, the teacher will call the nurse's office. The school nurse or designee will come to the classroom to assess and escort the ill student back to the nurses office, if needed.
- All temperatures will be taken using a no-contact thermometer.
- If a student is found to be unwell and needs to utilize the separate clinic, parents/guardians will be called and expected to pick up their child as soon as possible. ***Students who are not well will not be sent back to class, will not be transported home on the school bus, nor sent to after school Y-Care.***
- The nurses office will be monitored at all times when a student is present. Staff assigned to monitor the room (if not the school nurse) will be provided with education on PPE and signs that further assistance is needed by the nurse.
- CES will, as soon as possible, notify local health officials, school staff, and school families if an active case of COVID-19 was present at CES or students or staff were present during a possible time of virus transmission. Of course, no personal information (name, symptoms, etc.) will ever be given, in our heavy focus in maintaining confidentiality primarily as a matter of dignity, but as also required by the Health Insurance Portability and Accountability Act (HIPAA), the Americans with Disabilities Act (ADA), and the Family Education Rights and Privacy Act (FERPA).
- Sick children and staff will not return to school until they have met the criteria to discontinue home isolation. This information will be provided to the parent at time of student pickup from the school clinic.

- Those students with a fever due a Dr. verified non COVID diagnosis cannot return to school until they have been fever-free for 24 hours.
- Random temperature checks may be administered.

Library (follows the Indiana Library Federation recommendations)

- Staff will make every effort to have students social distance while in the library.
- Hand sanitizer stations will be used upon entering and exiting the library.
- Libraries will create a contactless return system (book drop).
- When books are returned, the books will be quarantined for 24 hours **or** books with plastic coverings may be wiped down and recirculated immediately.

Moving to Other Classrooms: Computer Lab, Art, Music, Library

- Students will sanitize their hands as they enter the room.
- Students will have assigned seating which parallels their placement in their homeroom classroom, to minimize “close contact” situations.
- Students have individual Music folders, and Art supplies are not shared.
- Staff will wipe down desks after each class leaves, and staff or students will sanitize each computer mouse and keyboard before exiting the computer lab.
- Students will sanitize their hands as they exit these special-subject classrooms.

Athletics and After-school Activities

- Parents are invited to attend after school sports and extracurricular activities. **Masks will be required for all spectators who attend such events**, for at least the first several weeks of the 2021-2022 school year. Further determination of this requirement will be reviewed weekly after this initial time period.
- Students not “in play” during games will wear masks while on the bench or in the bleachers.
- Constant efforts will be made to disinfect shared sports equipment used in practices and games.
- During athletic events, hand sanitizer will be available at the entry / ticket desk, at the scorer’s bench, and at the concession stand.

Communication Methods (to provide updates, as situations warrant)

- School website and WCSC website
- CES parent email group
- Auto-call system pre-recorded message
- WCSC parent email sent via ParentVUE
- Social Media
- Teacher email to parents
- Parents may call the school office at 812-922-3828