

Daniel Pratt Elementary School

COVID-19 Guidelines

DISCLAIMER

This plan is intended to provide faculty, staff, students, and stakeholders guidance in the operation of the 2020-2021 school year while using best practices in an effort to prevent and slow the spread of COVID19. Adherence to this plan/guidance does not guarantee the prevention and/or spread of the disease.

The Daniel Pratt COVID-19 Guidelines adhere to the *Autauga County Schools Roadmap to Reopening Schools: School Year 2020-2021*.

Parent and Visitors Prevention Protocols

- Administration to Parents: School Messenger, School Website, Facebook, and Notify Me
- Teachers to Parents: Teacher website, Newsletters, ClassDOJO, Email, and Phone calls
- Parents Identifying COVID-19 Symptoms: The principal will utilize the school website and School Messenger to inform parents on how to identify COVID-19 symptoms that indicate students must stay at home, and encourage families to self-report symptoms to health care officials such as their primary care doctor, or our school nurses.
- Stop the Spread of COVID-19 signs will be displayed throughout the building, on the front porch, carpool, and bus line.
- School visits will be limited to necessary meetings only. Virtual meetings are highly encouraged.
- Parents will use a Kiosk machine for checking-in and checking-out their child.
- All visitors must wear a face mask at all times.
- All visitors must use a hand sanitizing station upon entering the building.
- No parent volunteers are allowed.
- No parents, siblings, or visitors will be allowed into the school building without an appointment.
- Parents who enter the building for appointments are required to wear a face mask/covering.

Building Prevention Protocols

- Sanitation supplies that include disinfectants, soap, paper towels, foggers will be inventoried and ordered regularly.
- Sanitation equipment includes restroom power-washing machines, new floor cleaning machine, new fogging machine, disinfectant spray bottles in all classrooms, and regular custodian equipment and supplies.
- Touch-free hand-sanitizing stations are posted in each rotunda area, gymnasium doorway, lunchroom doorway, and at all exterior doorways.

- All restrooms are equipped with new, working soap dispensers, paper towel dispensers, and open trash cans. The sixth grade restrooms have working hand dryers.
- All restrooms, classrooms, and frequently trafficked areas will have either hand soap or hand sanitizer with at least 60% alcohol.
- COVID-19 symptoms and prevention signs are posted in all classrooms, hallways, entrances, restrooms, and workrooms.
- Proper handwashing signs are posted in all restrooms.
- Water fountains will only be used to fill water bottles. They will be disinfected daily. Proper use of water fountain signs will be posted above each water fountain station.
- Custodians will follow their cleaning schedules daily.
- Deep cleaning will be done prior to returning to school from school holidays and breaks.
- Signs will be posted in all workrooms detailing the number of staff allowed. Only two faculty and staff members will be allowed access to each workroom at a time.
- A glass barrier has been installed in the front office.
- Floor signs are posted throughout the building. These signs indicate proper social distancing and directions.
- Red Dots are placed in every hallway, gym, and lunchroom 6 feet apart. Students will sit in designated areas.

Faculty and Staff Prevention Protocols

- All students, faculty, and staff must use hand sanitizer when entering the building.
- All faculty and staff will be provided with face shields, masks, and gloves.
- All faculty and staff will maintain proper social distance throughout the building and also monitor students to ensure proper social distance at all times.
- All lunch/breakfast counts and money, attendance folders, and bookkeeping folders will be placed in carrels outside classroom doors. They will be collected by front office/lunchroom staff.
- All classroom desks are arranged in straight rows.
- Sanitizing of classrooms, desks, and frequently touched areas will be done throughout the school day.

Student Prevention Protocols

- All students, faculty, and staff must use hand sanitizer when entering the building.
- All students are required to wear face masks.
- Students will be allowed to bring their own hand sanitizer and face masks/coverings.
- All student materials, supplies, and textbooks will not be shared and will be kept with each student.
- Students will be allowed to bring their own water bottles from home.
- Students will be trained to follow all social distancing procedures and protocols.

Breakfast Procedures

- Breakfast will be served and eaten in classrooms.

- Teachers will check off the breakfast form as the food is being delivered.

Snack Room Procedures

- Snack times will be staggered to allow for proper social distancing.
- First and second grade snacks will continue to be delivered to each classroom.
- Third, fifth, and sixth grade students will continue to purchase their snacks in the morning before school begins.
- Fourth grade students will purchase their snacks after P.E.
- The Snack Shack is located next to the lunchroom.
- Students will be supervised by faculty and/or staff members to maintain proper social distancing.

Supply Room Procedures

- The Supply Store is located on the yellow hallway across from the nurses' office.
- First and second grade supplies will continue to be delivered to each classroom.
- Third-sixth grade supplies will continue to be purchased in the morning before school begins.
- Students will be supervised by faculty and/or staff members to maintain proper social distancing.

Lunch Procedures

- All tables will be arranged in the lunchroom to ensure proper social distancing.
- All tables will be marked for assigned seating that ensures proper social distancing.
- Entrance and exit signs will be posted in the cafeteria to maintain proper flow and maintain proper social distancing.
- Hand sanitizing stations will be located at the entrance to the lunchroom.
- Students will be served a grab-and-go style lunch. No one will be allowed to serve themselves.

Transition Times

- **PE**
 - PE class sizes are reduced to ensure proper distance between students.
 - Teachers will be spread throughout the hallway while students walk to the designated PE area to ensure students are maintaining proper distance. This same procedure will be followed when returning students back to the classrooms.
 - Students will be allowed to have their own water bottles at PE.
 - Hand Sanitizing stations will be available for students in designated areas.
 - No PE equipment will be used and there will be no contact activities.
- **Bathroom Breaks**
 - Teachers will utilize the red dots located throughout the hallways to maintain proper distance while waiting.
 - One class at a time will be allowed in the hallways for restroom breaks.
 - Three students at a time will be allowed in the restrooms.

- Hand soap, open trash cans, paper towels, and hand sanitizer stations will be located in all restrooms.
- **Class Changes (Grades 3-6)**
 - Grade-levels will adhere to staggered transition times to ensure students maintain proper distance.
 - Students will take all belongings to their next class to ensure no sharing of materials.
 - All desks and computers will be sanitized before the next class enters.
- **Arrival and Dismissal of Students**
 - Faculty and staff name plates have been installed above doorways.
 - We will follow a staggered dismissal schedule to ensure students maintain proper social distance.
 - “Red Dots” are located throughout the hallways, gym, and lunchroom for students to know where to sit in the mornings upon arrival and in the afternoon for dismissal.
 - All hallways have directional arrows on the floor to show proper traffic patterns.
 - Exit and Entrance Signs are posted throughout the building.
 - COVID-19 prevention signs are located in the hallways, bus, and carpool areas to maintain proper social distance.

Nurse/Health Services

- DPES will adhere to the ACBOE COVID-19 Health Protocols for all faculty, staff, and students.
- All faculty, staff, and students will be trained on prevention protocols and procedures at the start of the school year. Reminders will be announced on a regular basis.

Safety Drills

- *Waiting on directions from Central Office*

Substitute Plan

- All faculty and staff will use AESOP and notify Mrs. Lindsey for all absences.
- Scenario 1: All substitute jobs have been picked up and all classrooms are covered.
 - Plan: Continue school day as usual.
- Scenario 2: All sub jobs have not been picked up, but we have enough available support staff to cover individual classrooms.
 - Plan: Available support staff will be used to cover individual classes for the remainder of the school day.
- Scenario 3: Multiple sub jobs have not been picked up, and we do not have enough support staff to cover individual classes.
 - Plan:

- Utilize the media center, gymnasium, music room, red hall technology lab, or green hall technology lab for available support staff to cover as many students at one time as possible.
- The administration will fill in where needed.
- Notify Central Office.