

Return STRONGER

S.A.F.E. Plan for 2020-21 School Re-Entry



Student Re-Entry Meeting for Parents
Shelby Oaks Elementary
Dr. Catherine Diezi

Return Stronger 2021 School Entry Plan

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Coronavirus pandemic has changed how we see the world. However, we know that we have to continue to keep our students safe, teach them, and provide social and emotional support through this incredible time. We have decided to re-enter our building and serve our students who have opted for in-person learning while continuing virtual instruction.

Bell Times and Dress Code

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- All school bell times will return to their original times for both in-person and virtual learning.
 - Bell times: *8:15 am to 3:15 pm*
- Virtual Daily Attendance processes will be followed:
 - Teachers will call roll using Microsoft Teams and record attendance in PowerSchool within the first 15 minutes of every class period.
- All parent meetings will take place virtually via Microsoft Teams
- **All in person learners will be required to follow the SCS Board Policy on Uniforms.**

Enhanced Health & Safety Protocols

INCREASED CLEANING

- All common areas will be thoroughly cleaned & disinfected at least twice per day
- Thorough cleaning & disinfection of all frequently touched areas at least four times per day
- Daily restock of all tissue, paper towels, hand soap & hand sanitizer dispensers

SAFEGUARDS TO LIMIT SPREAD OF GERMS

- Temperature & health monitoring for all students, staff & visitors
- Those with a fever or symptoms will not be allowed to remain at school/work; isolation areas designated for individuals with symptoms
- Social distancing markers in all buildings, reduced class transitions & reduced visitor volume
- Limiting class interactions & gatherings
- Hand sanitizer stations in all common areas & hallways
- Frequent opportunities for handwashing

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask requirements for students, staff & visitors will be based on current guidance from the Centers for Disease Control, Shelby County Health Department, and local government ordinances.
- All buildings will be equipped with emergency stock of PPE

HEALTH & SAFETY SIGNAGE IN ALL BUILDINGS

- Social distancing floor decals
- Visitor entry guidelines & mask requirement
- Handwashing, steps to avoid germs & stay home when sick

Masks and Social Distance Protocols

- All students will be required to wear a mask.
- Please send a couple of extra masks in a Ziploc bag in the event their mask breaks.
- If a child has asthma or another condition and cannot wear a mask, we will need a note from the doctor and the child will be required to wear a face shield.
- The mask must cover the mouth and nose.
- Students must maintain 6 feet distance from others.



Temperature Checks



- When car-riders arrive, Dr. Diezi and Ms. Hayes will take temperatures of students before they leave the cars.
- Mr. Murgatroyd will take temperatures of all bus riders as they disembark from the bus.
- Mr. Burtis will take the temperatures of all daycare van riders at Door 6.
- Ms. Keys, Ms. Waheed, or Ms. Major will take the temperatures of all walkers at Door 1.
- PreK assistants will take temperatures and screen all PreK students at Door 2.
- If students are found to have an elevated reading (100.4°) after two checks, they will be escorted to the isolation room and parents will be contacted to pick up their child.

Bus Riders, Car Riders, Walkers, Bike Riders, Day Care Riders, and Students Who Drive Cars - Arrival

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- Parents will check students' temperatures before leaving home.
- **Parents will not be permitted to walk their students to class.**
- Drop off times are between 8:00 and 8:15. Students arriving after 8:15 are considered tardy.
- Students will be required to wear masks at the bus stop and before entering the building.
- Students must stand 6 feet apart at the bus stop and while waiting to enter the building according to school procedures.
- Students will sit in assigned seats on the bus. Siblings will be allowed to sit together.
- Students will unload and enter the building at Door 3 where Mr. Murgatroyd will meet them and take temperatures.
- If students are found to have an elevated reading after two checks, they will be escorted to the isolation room and parents will be contacted to pick up their child.
- Buses will be cleaned and disinfected between morning and afternoon pickup, between routes, and at the end of each day.

Bus Transportation & Drivers

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Bus Transportation

- Students should practice social distancing at the bus stop and wear their masks.
- School begins at 8:15 and ends at 3:15. We will allow students to enter at 8:00.
- School bus routes will remain the same.
- Buses will be cleaned and disinfected between routes and at the end of each day.
- Students who ride the bus will be required to wear a mask.
- We are implementing seating charts for bus drivers to identify bus riders and to help with contact tracing.



Safety and PPE Protocol



- Durham employees will be screened each day as they arrive to the work site.
- Durham employees are required to wear disposable or clean, reusable masks.
- Buses will be cleaned inside with disinfectant spray twice daily between each route (AM & PM).
- Hand sanitizer will be available on all buses for student and driver usage.
- Bus drivers will be provided with additional masks for distribution to students as needed.
- Drivers will disinfect high touch surfaces throughout the day.
- Drivers will ensure first row of bus is empty to encourage social distancing.
- Drivers will wear a mask while driving unless it causes a safety concern (glasses fogging).
- Drivers will use gloves when touching surfaces that may be contaminated.
- Use of natural ventilation (i.e., opening windows) to increase outdoor air dilution of indoor air, when environmental conditions allow

Bus Riders, Car Riders, Walkers, Bike Riders and Day Care Riders - Dismissal

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- **Parents will not be allowed to enter the building to pick up their students.**
- Car rider students and walkers will be dismissed from the classroom and depart the school building at Door 1, Daycare riders at Door 6, and PreK students at Door 2. We will be using car numbers this year to call for students.
- Students will be required to wear a mask as they exit the building to their awaiting cars/parents; walkers will walk home.
- Parents will not be allowed to exit their cars or gather in groups while waiting for students to dismiss.
- Bus riders will be dismissed from the classroom and exit Door 3.
- Students' masks must be worn properly before entering the bus, during the bus ride, and upon exiting the bus

Safety Protocols



Health & safety is our top priority.
Thank you for protecting yourself and others.



PLEASE WEAR A FACE MASK
covering the nose and mouth
when in public or around others.

scsk12.org/coronavirusfacts | SCS CDC

Health & safety is our top priority.
Thank you for protecting yourself and others.

STOP THE SPREAD OF GERMS



If you feel unwell or have any of the following symptoms, please stay home.

-  FEVER
-  COUGH
-  SHORTNESS OF BREATH

Remember to contact your supervisor if you are staying home due to illness.

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STOP THE SPREAD OF GERMS



-  **6 ft**
Stay at least 6 feet apart from others.
-  Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
-  When in public or around others, wear a face mask covering the nose and mouth.
-  Avoid touching your face.
-  Clean and disinfect frequently touched objects and surfaces.
-  Stay home when you are sick, except to get medical care.
-  Wash your hands often with soap and water for at least 20 seconds.

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Thank you for protecting yourself and others.

WASH HANDS OFTEN



-  **1** RINSE HANDS
-  **2** WET YOUR HANDS
-  **3** APPLY SOAP
-  **4** RUB PALMS BETWEEN FINGERS
-  **5** DRY

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Recess

- Every effort will be made for students to have recess with their class while engaging in some degree of physical distancing.
- We will have stagger recess times.
- Students will sanitize their hands before and after recess.
- Students will be engaged in individual play

**Playground equipment will be inaccessible.*



School Meals

Expect a combination of grab and go meals, or lunch consumed in the classroom.

Breakfast – Will be in the classroom.

Lunch – Will be in the classroom with the exception of 5th graders who will eat in the cafeteria with social distancing in assigned seats.

Students may bring their own lunch, but parents may not bring lunch during the day if students forgot their lunch. They will get the cafeteria lunch in that case.

Birthday cakes and cupcakes are not permitted.

Virtual parents will still be able to pick up meals at school sites on the designated days.



Classroom Operations Before/After School Activities or Care

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- YCARE programs will resume and follow the CDC and SCHD guidelines.
- Parents will drop off and pick up YCARE students at the cafeteria door.
- Teachers and students will sanitize their hands prior to entering and leaving classroom and practice physical distancing when feasible.
- Small groups should include no more than 2-3 students.
- Teachers and students are required to wear face masks or face shields. All Personal Protective Equipment (PPE) must be always worn properly.
- All YCARE students will have assigned seats in the cafeteria.

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Classroom Instruction



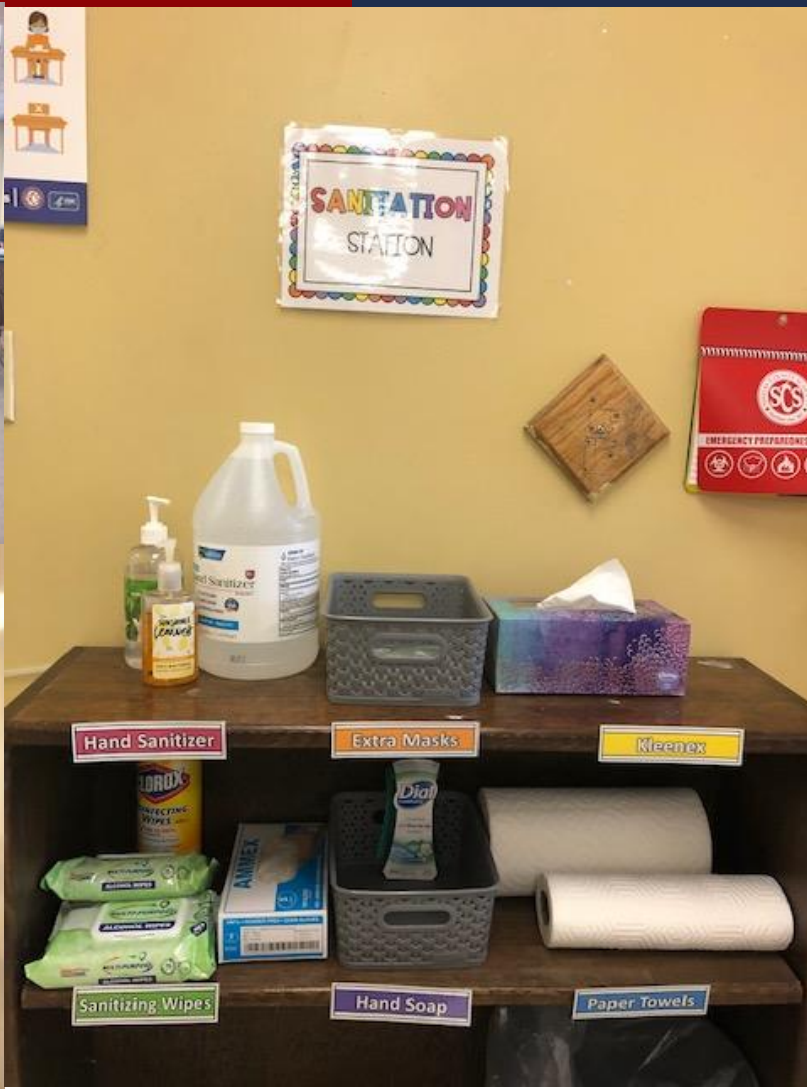
All PreK to 12 Students will engage in asynchronous learning on **February 22nd through 26th**.

Students will engage in asynchronous learning on the following days as teachers help in-person students learn routines and procedures at school:

- **March 1-2** will be asynchronous days for Pre-K -5.

Classroom Arrangement

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Student Devices & Classroom Instruction

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- Students will bring their fully-charged SCS devices and power cords, daily.
- Students will bring their cleaned and disinfected headsets daily.
- Instructional content and curriculum will remain the same.
- Students with individual instructional technology needs will be assisted as needed.



Sharing of Supplies

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Shared school supplies and shared storage space will be discouraged to the extent possible. Students will need their own school supply box.

It is suggested that students bring their own materials for recess in individual bags or tubs. (For example: jacks, small ball, jump rope)

Instructional Components

(Delivery)



- Regular instruction will occur parallel to distance and in-person learning, with social distancing when feasible.
- Teachers will use TEAMS.
- Quarantined and sick students will receive distance-learning instruction.

Classroom Monitors & Subs



- The primary task of classroom monitors and subs is to support students in the classroom. However, they will be prepared to perform other duties as assigned by the principal.
- Teacher-specific and schoolwide support include, but are not limited to:
 - Assisting with monitoring and supervising students during school opening, throughout the school day and during dismissal
 - Helping students troubleshoot issues with devices
 - Helping to monitor students during breaks
 - Answering students' questions
 - Observing and reporting behaviors of students that would impact the well-being of others.
 - Informing the appropriate school administrator when emergencies or questions arise.

SEL 2020-21 Implementation

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Virtual SEL Supports

- SRT & virtual check-ins, with Tier II students & parents, and staff, classroom guidance
- Virtual meetings w/the Mental Health Clinician/Social Worker, Bright Bytes referrals, individual and group counseling
- Provide virtual student behavior interventions at the tier-1 and early tier-2 levels. / Investigating Cyber-bullying complaints and state process.
- Social-Emotional Support Lines and Tele-therapy, grief, crisis counseling
- Virtual services with parental consent to new and existing student and new Tier III students
- Providing registration & enrollment, homeless, truancy, discipline/behavior, restorative practices, chronic absenteeism, homebound, custody and POA support
- Last 15 minutes of class will consist of a SEL Meeting

In-Person Supports

- Resume In-person SRT check-ins, with Tier II students & parents, and staff
- Meetings w/the Mental Health Clinician/Social Worker, Bright Bytes referrals, Group and individual counseling for students.
- Provide virtual behavior interventions at the tier-1 and early tier-2 levels. / Investigating bullying complaints and state process.
- Social-Emotional Support Lines and in-person and tele-therapy, grief, crisis counseling
- Reconvening Tier II and III services with parental consent to new and existing student and new Tier III students
- Providing registration & enrollment, homeless, truancy, discipline/behavior, restorative practices, chronic absenteeism, homebound, custody and POA support
- Last 15 minutes of class will consist of a SEL Meeting



REPORTING CASES OF COVID-19

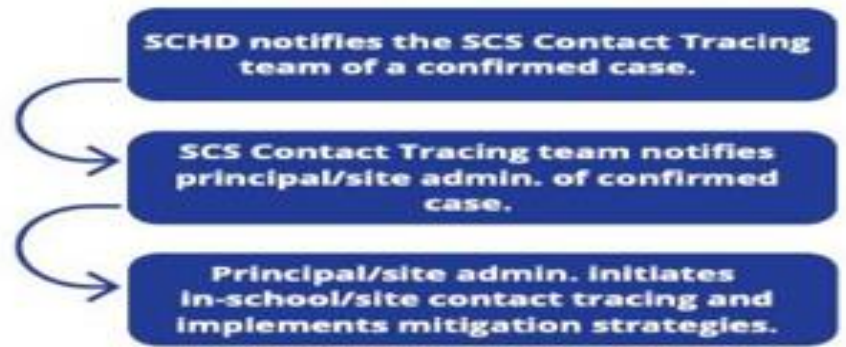
PROTOCOLS & PROCEDURES

In preparation for the reopening of schools for in-person learning, Shelby County Schools (SCS) has implemented extensive procedures to address positive cases of COVID-19. This process includes investigating schools and mitigating a plan of action to protect students and employees. SCS follows all appropriate protocols for reporting cases based on Shelby County Health Department (SCHD) guidance.

SELF REPORTING FOR FAMILIES/STAFF



SCHD NOTIFIES SCS OF A CONFIRMED CASE



To report a case or ask questions about contact tracing, parents should contact their child's school during regular hours.

SCS Return Stronger to In-Person Learning Form

March 1 (Grades K-5)

[Students with disabilities or in self-contained classrooms will return within their grade bands.]

Student Name: _____

PowerSchool Number: _____ School Name: _____

Please complete the following information if changing student learning option.
DO NOT complete the form if you do not wish to change your original selection.

Does your child receive Special Ed services (IEP)? Yes _____ No _____

Is your child eligible for transportation services? Yes _____ No _____

Updated Learning Option Choice:

Option 1: IN-SCHOOL

Option 2: VIRTUAL

I understand by selecting the above learning option, my child will remain either in-person or virtual for the remainder of the 2020-21 school year.

(If parent is completing this process by phone, the school staff must read this statement to the parent.)

Parent's Signature: _____

(If the parent is completing this form by phone, then please print the parent's name.)

If needed, school staff will have a full day to complete the data entry process and plan for the student's return to in-person learning. The parent will be informed of the date the student can attend in-person.

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Safe Room Protocols



Saferoom Protocols

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- Individuals who present infectious symptoms will need to be evaluated and isolated for a short period of time in the school's designated Safe Room until the person has been dismissed.
- The school Safe Room checklist is a list of recommended measures on how to approach possibly infected faculty, staff, and students during the COVID-19 pandemic

Saferoom Protocols

- Allow symptomatic faculty, staff and/or student to wait in the Safe Room.
- Ensure that anyone entering the Safe Room maintains and uses appropriate Personal Protective Equipment (PPE) and follows safety guidelines.
- Complete the appropriate incident forms for anyone entering the Saferoom and maintain an electronic log.
- The parent/guardian will be immediately notified of the status of a symptomatic student upon the student's entry into the Safe Room.
- Ask the parent/guardian to immediately pick up their student from school and seek medical attention. Follow emergency medical protocol if conditions warrant.
- Parent/guardian will be required to provide medical clearance from a provider before the student returns to school.
- Do not place face coverings or surgical masks on anyone who is unconscious or has trouble breathing, who is incapacitated or otherwise unable to remove the face covering without assistance, or who cannot tolerate a face covering due to developmental, medical, or behavioral health needs.

Disinfecting the Saferoom

Principal or designee monitors symptoms and follows these action steps after an individual is admitted to the Safe room:

- Notify the custodial staff once faculty, staff, and/or student has vacated the area/room.
- Custodial staff will clean and disinfect the area/room once faculty, staff and/or student has vacated the area/room.



If additional guidance is needed, please contact the Department of Exceptional Children and Health Services (DECHS) at (901)-416-2424. They will provide specific health guidelines and follow-up instructions, including approved parent communication (when necessary) based on the Shelby County Health Department's recommendations and/or our own Communications team.

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Exceptional Children and Health Services Re-entry Plan

Virtual IEP Support

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- SPED Managers and Advisors have served as LEAs during virtual IEP Meetings and consistently monitored the progress of students with IEPs.
- A Virtual IEP Meeting Guide was developed and shared with SPED Teachers receiving training.
- DECHS acquired a DocuSign contract to provide All staff with an account to obtain signatures for virtual IEP Meetings.
- School nurses have participated in IEP meetings and provided virtual services for students with disabilities who have Individual Health Care Plans.



Questions?

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Pre- K (Early Childhood)

Pre-K Parent Drop-Off and Pick-Up

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- Due to health checks and the questionnaire that must be completed daily, students must be dropped off and picked up by an adult.
- Drop-off and pick-up location for Pre-K students will be at Door 2 with parents parking in the front parking lot.
- Social Distance markers (white lines) will be outside for parents waiting to drop off and/or pick up students.
- **Parents will not be allowed to enter the building.**

Pre-K Parent Drop-Off and Pick-Up

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- Teachers will scan students in and out of class using the Raptor System.
- Parents and students should wear masks upon arrival and dismissal.
- Teachers will have pre-populated forms with health questions & a space for a parent's signature during sign-in each day.
- Student Temperature/Health Checks must be performed before parents leave the premises.
- A teacher or assistant will check off students' arrival and verify their completion of the pre-populated health questionnaire.
- All students will wash or sanitize hands before entering the classroom.

Pre-K Cleaning and Sanitizing

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- Early Childhood Staff will continue to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Toys that cannot be cleaned and sanitized will not be used.
- Machine washable, cloth toys will be removed.
- Students will not share toys with other children unless they are washed and sanitized before being moved from one group to the other.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are hand-washed by someone wearing gloves. Specially-marked sanitizing buckets will be used for soiled toys and kept out of reach from children to prevent reuse.
- The cleaning process for toys will include washing with water and a cleansing solution followed by rinsing and sanitizing with an EPA-registered disinfectant. The items will be rinsed again, and air-dried.

Pre-K Meals

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- Early Childhood staff will continue to clean, sanitize, and disinfect surfaces for mealtimes.
- Students will eat all meals in the classrooms.
- While eating, students will place their masks in labeled storage bags to limit exposure.

Pre-K In Person Learning



Whole Group

- All large carpets have been removed.
- Students will be divided into two groups A and B. Teachers will conduct lessons (Big Experience 1 or 2) with each group or the TAs can lead another group simultaneously.
- When available, teachers will utilize outdoor courtyards/areas for whole group experiences.
- Teachers will mark social distance seating areas.
- During story time (mostly Big Experience 3), students will be spaced throughout the room to listen or continue with group A and B format.

Centers

- Teachers will design and establish rules to accommodate no more than two students at a time.
- Directional markings will be placed on floor/walls to outline the traffic flow.
- Students will alternate in groups of ten in centers. Remaining students will be placed in small groups of two or they will participate in individual activities.



Questions?