

## **Barnstable United Elementary School In-Person Educational Safety Plan**

### **Summary Statement:**

The Barnstable United Elementary School in person safety and educational plan has been written in compliance with the Department of Elementary and Secondary Education guidelines. This plan incorporates health and safety measures that allow for **daily student attendance** with optimal social distancing (students 6 feet apart). To reduce the potential risks of exposure and spread of COVID-19; routines and schedules have been added, and in some cases altered, to allow proper distancing among students and staff. Proposed adjustments to dismissal and pick up procedures, recess locations, classroom configurations and new routines are embedded within the in-person plan. Overall, the in-person plan ensures students have equal access to educational opportunities while maintaining a healthy school environment.

Phase	Description	Duration
I	All students begin remote instruction on September 16th	2 weeks
II	Beginning September 28th, students begin a reduced schedule of 4 hours per day (8:00 - 12:00) on Monday, Tuesday, Thursday, and Friday. ALL Wednesdays will be a remote learning day for all while the buildings are deep cleaned.	2 weeks
III	Beginning October 13th, students will attend full school days - schedules to be determined by each student's assigned cohort.	Ongoing

*\*The above assumes positive public health metrics.*

### **Daily Schedule:**

#### **7:50 am - 2:40 pm**

Students enter the building and report to homeroom assignment between 7:50-8:10 am. Individual classroom schedules will be developed by administration.

Students will remain in classrooms for their instructional time. Within their instructional day, students will also have hourly masks breaks, or when deemed necessary by the assigned teacher. Physical movement, and opportunities to be outside, will be embedded within the daily schedule by homeroom.

### **Hygiene and Cleaning**

Students will all be trained to ask themselves the following four questions each time they enter a new space:

1. Is my work surface clean?
2. Are my hands clean?
3. Is my mask on?
4. Am I six feet away from the people next to me?

All student learning spaces (desks, chairs, etc.) will be cleaned and disinfected at the end of each day. Students will be assigned one desk, which will not be shared with others. If, for some reason, a student must use a different desk/learning space or change desks/learning spaces, all spaces will be sanitized prior to another student utilizing the space.

#### **Hand Hygiene**

All homeroom classes are equipped with hand sanitizer. Some classrooms have sinks (soap and water) as well. Students will learn and practice handwashing at the start of the school year, and continue throughout. Students will be required to wash/sanitize hands upon entering the classroom each

morning. Students will be required to wash hands after bathroom breaks, in between transitions and any other time deemed appropriate by supervising staff. If a child is sneezing or coughing, they will be asked to wash their hands. Additionally, to reduce sharing and hand contamination, students should bring their own school supplies such as pens, pencils, markers, etc.

### **Masks**

All students are required to wear masks, unless there is a documented medical or behavioral exception. In the event that a student removes their mask or refuses to wear their mask, a teacher or staff will conference with the student and encourage the student to comply with the expectation. If the student continues to refuse wearing a mask, the teacher will call the office to request assistance from counseling, health, the assistant principal and/or the principal. If the student continues to refuse, the parent will be called to pick up their child. In this case, the student would engage in remote learning for the remainder of the day. Repeated offenses may result in the determination of “remote only” schooling for the student.

### **Mask Breaks**

Students, faculty and staff will be required to wear masks within the school building. During physical movement or during other classes held outdoors, when physical distancing permits, masks may be removed for a break. Additionally, mask breaks will occur for students to eat during lunch and breakfast. Within a classroom, if a student needs a mask break and they are six feet away from others, teachers may allow students to take a mask break. Where this is not possible and a break is needed, teachers may take their class outside for a brief mask break (5 minutes). Students must be supervised at all times during a mask break.

### **Transitions**

#### **Entering the Building**

The school day will begin for students at 7:50am. Buses will hold students until 7:50am when they are given a signal so that only 2 buses unload at a time. Each bus load of students will be assigned a specific door for entry into the school. The recess doors and back entrance will be used. Students will line up at their assigned door, staying 6 feet apart. Students being dropped off by car may not enter the building until 7:50am. Parents may not drop off students prior to 7:50am and need to wait to see a designated school employee outside before dropping off. If a parent arrives with their child prior to 7:50 am, the child must remain in the vehicle until 7:50 am. As students arrive, they will enter through the gym hallway or the main entrance doors. Staff will be given locations (i.e., hallways, classrooms) to monitor students to ensure they maintain proper mask wearing and safety guidelines while entering the building. Paraprofessionals and additional staff without homerooms will be assigned to each door to direct students and maintain safety.

#### **Bus Transitions**

All students riding the bus will adhere to the transportation guidelines issued by DESE. Seat assignments and distancing guidelines will be reviewed and shared with students and families prior to the start of the school year. Upon arrival, students will be released slowly to allow proper distancing when entering through either of the two entrances. Staff will be assigned to greet children, as well as check to make sure students are distanced and wearing masks when exiting the bus. Dismissal will follow similar procedures.

#### **Parent Drop Off/Pick up**

Students being dropped off by parents/guardians will enter by the gym hallway or main building entrance. This is to minimize student contact and potential bottlenecks. The car line will begin unloading at 7:50am. No children will be dropped off prior to that time. Parents must stay in their vehicle at all times. Staff will be outside at drop off locations to help students enter the building safely.

Parents/guardians will pick up children in the same locations as they drop off. Parents/guardians will be issued a color coordinated label to be displayed on the driver-side dash. The color label will have Last Name and Color of Entrance/Exit. This will allow staff to identify students by last name and location to prepare them for pick up. Parents must remain in their car at all times.

Early dismissal and late drop off are highly discouraged, as extra safety precautions need to be maintained.

If early dismissal is requested by a parent/guardian, they should write a note. When they, or their approved emergency contact arrives, they will need to come in the front door and sign in at the main office. The adult must present a photo ID to confirm the identity of the adult picking up the student.

The school nurse may be dismissing students/staff early if ill or injured.

During regular dismissal times, picking up students will occur outdoors. If the parent/guardian gets out of the vehicle, they must wear a mask and social distance.

If necessary, the schools may determine specific times for early dismissal, so they can best monitor who is leaving the school safely, and who is picking them up.

To best support the health and safety of all, students should be in school for the full day, arriving on time and staying until dismissal. If patterns of frequent tardies, and/or early dismissals, are noted, parents will be addressed by administration.

\* The following pictures represent where the school entrance and exits are located and also include the color that represents each entrance and exit.

Aerial View of Barnstable United Elementary School





**BUES - Front Entrance - Door A/Yellow & Door B/Light Blue**



**BUES - Gym Entrance/Green**



**BUES - Recess Entrance - Door A/Red & Door B/Black**



**BUES - Back Entrance - #8 (Past the cafeteria Doors)/Orange**



**Passing/Transition Time**

Students will remain in the classroom until a designated time for transitions such as leaving the classroom, physical movement, specialized services, and dismissal. They will leave the classroom in a single file line, and remain on the right side of the hallway, following the guiding arrows and floor decals to ensure appropriate distancing.

**Lockers**

Students will not be issued lockers at this time.

**Snack/Breakfast**

Snacks and breakfast will be eaten in the classroom. Students will maintain 6 feet of distance from others while eating.

**Lunch**

Lunch will be eaten in the classroom. Students will maintain 6 feet of distance from others while eating lunch.

**Bathroom Breaks**

Each classroom will be given a bathroom break schedule to prevent overcrowding of bathrooms in specific areas.

**Assemblies**

INDOOR assemblies are prohibited. OUTDOOR assemblies may be permitted by grade level.



## Classroom Size and Location

### Size and Assignment

**BUES Room 132 - Pic #1**



**BUES Room 132 - Pic #2**





**BUES Room 130 - Pic #1**



**BUES Room 130 - Pic #2**



Room assignments are as follows:

<b>Grade/Teacher</b>	<b>Room Number</b>	<b>Number of Desks/Students</b>	<b># Feet apart</b>
5/Byrd	115	15	6
5 Mendl	121	12	6
5/Boyle	130	12	6
5/Tindall	132	12	6
5/Sullivan	131	15	6
5/Davis	133	15	6
5/Ohlson	231	14	6
5/Berkowitz	230	14	6
5/Raye	244	12	6
5/Brigham	246	12	6
5/Batson-Heath	247	12	6
5/McPartland	249	12	6
5/McGuinness	251	12	6
5/Hazard	223	12	6
5/Crowley	221	12	6
5/Ewald	207	18	6
5/Clark	205	17	6
4/Kerr	209	12	6
4/Carey	208	12	6
4/Turcotte	210	12	6
4/Leigh	215	12	6
4/Thulander	217	17	6
4/Cannistraro	220	12	6
4/Feltes	224	12	6
4/Turner	227	12	6
4/Caputo	225	12	6

4/Silva	235	12	6
4/Merrill	234	12	6
4/Carpenter	237	12	6
4/Pratt-Gorrill	236	12	6
4/Kelly	239	12	6
4/Pedini	241	12	6
SPED/Salvatore	102	9	6
SPED/Wolfe	245	6	6
SPED/Hayward	213	9	6
SPED/Martin	214	4	6
SPED/Colwell	212	4	6
SPED/Vozzella	232	6	6
SPED/Murphy	238	6	6
SPED/Robichaud	240	6	6
SPED/Britton	243	9	6
SPED/Cordiero	120	6	6
ELL/Murphy	233	12	6
ELL/Adachi	222	12	6
ELL/Kennedy	219	12	6

Students may not work in hallways or utilize other building space for classroom activities, unless the entire class is being moved to a new and approved area.

#### **Air Flow**

Because BUES has automated HVAC, BUES will operate with open dampers to provide as much air in as possible without affecting recommended humidity (generally 40%-60%) and temperature levels (generally 68-77). Air handlers will run consistently starting August 26th and windows will be opened for the day two hours prior to building occupancy and for 2 hours after building occupancy.

#### **Food and Beverage**

Food may be consumed during supervised meal times where students are 6 feet apart at their desk. Students should bring their own full water bottle to school each day and can refill during the day if needed.

### **The Library**

The librarian will be visiting classrooms to read books and deliver library lessons. The library space will be repurposed.

### **Nurses Facilities and Covid Space**

All students, faculty and staff should remain home if, at any time, they are exhibiting COVID-19 symptoms.

### **Protocols for Sending Students to the Nurse**

The teacher will call the nurse to notify that a student needs to be seen. The student may go to the nurses' office, but only with the nurse's verbal consent. In the case of an emergency, the teacher will call the nurses' office and send the student immediately and/or call 911, depending on the injury.

### **Covid 19-Protocols**

- If a student or staff member becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others.
- The staff member who suspects a student is ill should call the nurses' office immediately and the nurse will determine whether they will go to the classroom or have the student go to the nurses' office. The student should have a face covering/mask on.
- The student with suspected COVID-19 should wear a mask and be brought by a nurse to the COVID-19 Medical Waiting room (sick/isolation) room for assessment, or outside as per nurse's judgement (weather dependent).
- The nurse will don required PPE as needed. The ill student or staff member will be assessed in the sick/isolation room.
- A nurse will complete an assessment of illness to determine if isolation or an immediate call to 911 is required. If rescue is called, a nurse will stay with the student or staff member providing support until EMS arrives.
- If a child exhibits symptoms of illness, the nurse will call the parent to inform them of assessment findings, and ask the parent if there have been any known exposure to illness.
- The parent/guardian or designee will need to pick up the child immediately.
- The ill student's parent/guardian or staff member should call their healthcare provider for further directions.
- Custodial staff should wait 24 hours before cleaning and disinfecting the isolation room to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, they should wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](#) for cleaning the exposed area.
- The School Nurse will call the local public health department to determine close contacts within the school as needed for contact tracing for strongly suspected cases of COVID-19. She will work with them regarding any other guidance regarding possible exposures and who, within the building, may need to self-quarantine.
- Students or staff members will need a medical note stating they are cleared to return to school if they test positive for COVID-19 or if they are strongly suspected of having it.
- BPS nursing and administration should follow the [Public Health Recommendations for Community-Related Exposure](#).
- Parents/Guardians should follow [CDC-recommended steps](#) for return to school. Students should not return to school until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- If a student or staff member is confirmed to have COVID-19, BPS nursing and administration should inform close contacts of their possible exposure to COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act.



- If a student or staff member calls out ill and notifies the school that they are ill at home and have COVID-19 symptoms, the nurse will instruct them to call their health care provider and take guidance from the local public health department.

### **Student Office Access and Appointments**

#### **The Office**

Teachers who have students who require access to the office for dismissal slips, paperwork etc., should call ahead to the office. Do not send children unescorted to the office without calling the office first to receive verbal approval. A student may only proceed to the office when approval is given over the phone.

#### **Counseling**

Teacher will call the school counseling office before any student can go to the school counseling office. A student may only proceed to the school counseling office when approval is given over the phone. Students will not proceed to school counseling unless they have received prior approval.

#### **Copying and Supplies**

Teachers may use the copier in the teacher work room. At all times, physical distance requirements (6') must be met. Therefore, no more than two people may be in the teacher work room at one time. Physical distancing guidelines must be followed in the staff room as well. Teachers will use hand sanitizer before and after using the copy machine(s). The office copier and school counseling office copier will be utilized by office personnel only.

#### **Visitors**

Visitors to any school building should first call the school at 508-420-2272 to notify the office of the reason for their visit.

If parents/guardians are dropping off a personal item for their child(ren), they will need to call the school first. Upon arrival, there will be a container located near the front entrance in which the item can be left. Buzz the outside door to let us know the item is there. The item will be taken into the school by a staff member and the student called to the main office to pick up item(s).

All visitors who are given permission to enter the building will need to follow all of the safety guidelines set forth below, which are posted at the entrances:

- Face masks are ***required for all visitors***
  - Social distancing of 6 feet must be maintained at all times
  - Hand sanitizer should be used upon entering the school
  - Do not enter if you are not feeling well
- Any visitor entering a school will be required to sign in/out at the main office, so there is a record of entry and exit for safety reasons and in case contact tracing is necessary. In addition, they will need to present a picture ID.