

## ***Edison Elementary Return to Learn Building Plan***

**Name of School:** Edison Elementary School

**Principal:** Amy Yoos

### **Arrival Procedures:**

The building will open at 8:45 a.m. All K-5 students will enter through Door C. An administrator will remain outside from 8:45-9:10 a.m. to ensure students remain socially distant while entering the building. Staff members stationed in the gym and cafeteria will assist students to their designated areas in the gym and cafeteria.

K-2nd grade students will be housed in the cafeteria and 3rd-5th grade students will be housed in the gymnasium as they wait for their teacher to pick them up. Students are required to wear their mask at all times while they wait to be picked up by their teachers. Teachers will begin to pick up their students from the gym between 9:00-9:05 a.m. All preschool students will enter through their individual classroom doors. Head Start students will enter through Door B.

### **Protocols for dropoff/pick up:**

- Designated entrances for classes/groups of students
- Signage at doorways regarding physical distance and hand hygiene at entry
- Physical distancing markers in areas that generally become crowded
- One way flow in entries and hallways (with floor markings)
- Limited time for entry to reduce congregation - Doors open at 8:45am
- Parents will not enter the buildings at drop off/pick-up times
- Staggered dismissal times to promote social distancing
  - 3:05 p.m. Kgn. -2nd
  - 3:15 p.m. 3rd - 5th

### **Door Entrances:**

<b><u>Teacher or Grade Level</u></b>	<b><u>Door Entrance</u></b>
K-5 Students	Door C
Preschool Students from Ms. Del Rio's Class and Mrs. Trueblood's Class	Individual Classroom Doors
Preschool Students from Mrs. Johnson's Class	Door B
Headstart Students	Door B

**Dismissal Procedures:**

<b><u>Teacher or Grade Level</u></b>	<b><u>Dismissal Door</u></b>
Headstart	Classroom Door
Preschool	Classroom Doors
Kindergarten	Individual Classroom Doors
1st Grade	Door A
2nd Grade	Pod Door K
3rd Grade	Pod Door F
4th Grade	Pod Door I
5th Grade	Pod Door H

**Breakfast and Clean Up Procedures:**

**Breakfast will be eaten in the classrooms daily.** As students enter the building through Door C, they will pick up their breakfast in the cafeteria. After students receive their food, they will wait in their designated location for pick up by their teacher. Students will eat breakfast in the classroom and also be expected to clean their eating area. Each pod will be given one large garbage cart (not cans) for food disposal after breakfast.

**Lunch Procedures and Location(s):**

Edison will utilize an A Lunch and B Lunch schedule. No more than three students will be allowed at each table. We currently have 45 available tables in the cafeteria. Table dividers will be in place at each table and EZ Tags will identify student table and seating assignments. **Students will sit in the same seat every day for lunch.**

We will have a 15 minute sanitization time between A Lunch and B Lunch. Three chairs will be placed at each table. Student table assignments are listed here: [Table Assignments](#).

<b># of Students</b>	<b>Grade Level</b>	<b>Lunch Time</b>
106	3rd, 4th, 5th (A Lunch)	10:50-11:20
Sanitize		
90	Kindergarten, 1st, 2nd (B Lunch)	11:35-12:05

### **Recess Procedures and Expectations:**

Individual teachers will provide a 15 minutes recess for students at their discretion. Recess can be done in the classroom socially distanced, in the pod area, or teachers can take students outside during their designated recess time. Students will be expected to maintain social distancing while participating in recess. Hand sanitizing stations will be available upon re-entry of the building after recess and walkies will be available. Students will be permitted to remove their masks during outdoor recess, but must wear their mask for indoor recess.

[Recess Schedule Link](#)

[Indoor Recess Ideas Link](#)

### **Restroom Procedures and Locations:**

Classrooms will have scheduled bathroom breaks throughout the day. The bathroom schedule will be available for all staff to have access: [Bathroom Schedule Link](#). Teachers will schedule for 2-3 bathroom breaks per day. One boy and one girl student will be permitted in the bathroom at a time during classroom bathroom breaks.

Emergency Bathroom Procedure: If a student has a bathroom emergency, they will be permitted to use the bathroom in their pod. They will be required to flip the sign outside of the bathroom to "in use" to identify to other classes and students that the bathroom is unavailable.

Sanitizing and Social Distance for the Bathroom:

- Clear signage will be posted for distancing outside of bathroom so that students remain six feet apart
- Clear signage for hand washing will be posted
- Sanitizer will be placed on sinks in the event the soap station is empty
- Bathrooms will be sanitized hourly by custodial staff
- Teachers will review bathroom routines and procedures with students during the suspended curriculum and as needed

<b><u>Teacher or Grade Level</u></b>	<b><u>Restroom Location</u></b>
Headstart	Classroom Restroom
Preschool	Classroom Restroom
Kindergarten	Classroom Restroom
1st Grade	1st Grade Pod

2nd Grade	2nd Grade Pod
3rd Grade	3rd Grade Pod
4th Grade	4th Grade Pod
5th Grade	5th Grade Pod

### **Specials Schedule Considerations:**

Specials will remain virtual at this time. General education teachers will be relieved by a paraprofessional for their prep period during their special time.

### **Teacher Prep Coverage**

Time	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
9:50 - 10:20	5	Loomis-Mus	Nestich-Gym	Loomis-Mus	Nestich-Gym	Korzenecki-Art
9:50 - 10:20	4	Nestich-Gym	Loomis-Mus	Korzenecki-Art	Loomis-Mus	Nestich-Gym
10:30 - 11:00	2	Korzenecki-Art	Loomis-Mus	Nestich-Gym	Nestich-Gym	Loomis-Mus
12:00 - 12:30	3	Nestich-Gym	Loomis-Mus	Korzenecki-Art	Loomis-Mus	Nestich-Gym
1:30-2:00	1	Loomis-Mus	Korzenecki-Art	Nestich-Gym	Nestich-Gym	Loomis-Mus
12:45-1:15	K	Stanley-Gym	Wolff-Mus	Stanley-Gym	Wolff-Mus	Korzenecki-Art

### **Library Book Check-Out/Return Procedures:**

For the overall safety of both the students and the paraprofessionals, the libraries will remain closed to students. The paras will prepare carts/boxes of books to deliver to classrooms based on teacher/student requests or an assortment of materials based on the grade levels and the number of students in the class. The paras would check those books out to the teacher, and those books would remain in the classroom for the 2 week period. Library books will not go home with students at this time. Teachers would gather the books to return to the library. The paras will pick up those books on the day that a new set of books are delivered (and they will remain in the box for 3 days before the para checks them back into Library World). During this time, the paras will continue to monitor the number of books that haven't been returned from March and keep trying to get those back from students.

### **Procedures for Student Who Get Sick (Non-Covid):**

The Edison nurse will have a time schedule set for students who take medication at school throughout the school day. Specific guidelines will be provided to parents advising them on when to keep students home who exhibit symptoms. Our goal is to reduce the amount of students attending school sick(covid and non-covid related) in order to limit the amount of students being seen by the nurse daily reducing exposure to possible illness.

A [Google Form](#) will be used to inform the nurse of any illnesses that require a student to be sent down to the office. The intent of the form is to prevent the nurse's office from becoming overcrowded.

The nurse will contact the teacher by phone to let them know the student can be sent to the nurse. If it is an emergency and the nurse has not responded, the teacher will contact the front office and send the student to the nurse immediately.

### **Identify the Waiting Area for These Students:**

We have recently expanded our nurse's office to include our previous conference room. **This additional space provides an opportunity for a small Covid space within the nurse's office for supervision that still permits social distancing.** Students who are sent down to the nurse not exhibiting covid symptoms will have a separate seated area away from students exhibiting Covid symptoms.

### **Staff Coverage for: Specials, Lunch, Call Offs** **(Please list actual staff names)**

We would need an additional 2 paras to cover a kindergarten virtual teacher's class in person and a 5th grade virtual teacher's classroom.

All teachers are asked to put in their absence AESOP with as much advance notice as possible. Our first step will always be to access an in person sub to cover for the classroom teacher. In the event of multiple uncovered call-offs, students will be brought to the gym for coverage by a paraprofessional or administrator.

Teachers will be required to post their assignments for the day in Google Classroom as well as directions as to what students should work on as they finish their class work. Students will be seated on the gym floor 6 ft. apart with their chromebooks on the sit spots to maintain distance. In the event that a sub is unavailable, we will utilize the following schedule: [Uncovered Call Off Link](#)

**Please Describe Hallway Traffic Flow/Procedure for Classes and Large Groups:  
(Include a visual such as a map)**

Edison will have two way flow in entries and hallways with floor markings to direct students. All students will be expected to remain 6 feet away from each other as they are walking through the hallways.

**Procedures for Late Arrival and Early Dismissal:**

Parents will be asked to make the office staff aware of early dismissals in advance unless it is an emergency.

For early dismissal, the office staff will contact the teacher by phone and inform them of the early dismissal. Available staff will escort the student from the classroom to the office. Parents will be required to complete a COVID screener **before** entering the main office.

For late arrival, students are asked to enter through Door A. Available staff will escort the student to their classroom.

**Tornado and Fire Drill Procedures:**

Edison teachers will review fire drill and tornado drill expectations with learners during the 10 day suspended curriculum. Students will be expected to remain 3-6 feet apart for both fire drills and tornado drills.

Tornado/Fire Drill Exits below:

- [Tornado Drill/Fire Drill Exits](#)

**Student Progressive Discipline for Non-Compliance of Mask Expectations  
3 Strike Policy**

**First incident** - Verbal warning and parent notification

**Second incident** - Principal referral and parent notification

**Third incident** -Virtual meeting with parent, teacher and principal

Any student who is non-compliant after 3 incidents, will be removed from in-person learning and placed in a virtual learning setting.

**Please indicate any building specific suspended curriculum considerations that are not already addressed in previous responses.**

- Edison will focus on safety protocols and procedures with students during a ten day suspended curriculum for in person learning.
- Admin team will create a video to be shared with parents and students prior to the start of in person learning that outlines basic routines and procedures.

**Return Numbers**

Teacher	Grade	# of students
Mrs. Doppler, Kimberly	K	5
Mrs. Fritz, Maria	K	12
Mrs. Kiepura, Christine	K	4
Mrs. Vanes, Vanessa	K	3
Total K: 24		
Mrs. Cain, Mary	1	6
Mrs. Gonzalez, Linda	1	8
Mrs. Labus, Denise	1	6
Mrs. Maki, Kathryn	1	12
Total 1st: 32		
Miss Brasseur, Justine	2	7
Mrs. Churilla, Laura	2	7
Mrs. Rodriguez, Jessica	2	10
Mrs. Simon, Alison	2	8
Total 2nd Grade:32		
Mrs. Michalak, MaryBeth	3	10
Mrs. Ramirez, Elizabeth	3	8
Mrs. Serafin, Olga (Augie)	3	9
Mrs. Wasowski, Lindsay	3	8
Total 3rd Grade: 35		
Mr. Lach, Steven	4	11
Mrs. Schoeneck, Marcia	4	10
Mrs. Wolf, Jennifer	4	15
Ms. Thorn, Amanda	4	8
Total 4th Grade: 44		
Mrs. Dumaresq, Kelly	5	5
Mrs. Prince-Vandas, Lilliana	5	11
Mrs. Scheub, Karrie	5	6
Mrs. Walker, Laura	5	8
Total 5th Grade: 30		
Mrs. Johnson, Nancy	Special Ed. Pre-K	5
Mrs. Trueblood, Amy	Special Ed. Pre-K	5

Ms. Del Rio, Diana	PACT	7
Ms. Wachowski, Jennifer	Headstart	20
Total PACT/Head Start: 37		
Total Returning: 234		

**IF A BUILDING/SCHOOL CANNOT BE SAFELY STAFFED, THE BUILDING/SCHOOL WILL GO TO FULL TIME ELEARNING. THE BUILDING/SCHOOL WILL RETURN TO IN-PERSON LEARNING ONCE SAFE STAFFING LEVELS CAN BE ACHIEVED.**