

# Hyannis West Elementary School

## In Person Educational and Safety Plan

### **Summary Statement:**

The Hyannis West 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 allows 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 adjustment to dismissal and pick up procedures, recess locations, classroom configurations and new routines can be found within this 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 (9:00- 1:00) on Monday, Tuesday, Thursday, and Friday. Wednesday is a remote learning day.	2 weeks
III	Beginning October 13th, students attend a full school day. Wednesdays will continue to be remote learning days to allow for cleaning of the building.	Ongoing

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

### **Daily Schedule:**

#### **9:00 am-3:30 pm**

Students enter the building and report to their classroom by 9:00 am. Individual classroom schedules will be developed and submitted by teachers. Students will remain in classrooms or outdoor learning space for their instructional time. Within their instructional day, students will also have hourly masks breaks or when deemed necessary by the assigned teacher. Recess and opportunities for outdoor learning will be embedded within the daily schedule by homeroom. The dismissal process will begin at 3:00 p.m.

### **Hygiene and Cleaning**

Maintaining a clean school environment for teachers and students is of utmost importance. This will include ongoing cleaning of touch surfaces, frequent handwashing, physical distancing, and the wearing of masks.

Each student will be assigned a desk/learning space in a classroom. If a student must use a different desk/learning space or change desks/learning spaces, all spaces will be cleaned prior to another student utilizing the space. All student learning spaces will be cleaned and disinfected at the end of each day. In

addition, a deep cleaning of the school will occur every Wednesday and each weekend when students and staff are not in the building.

### **Hand Hygiene**

All classrooms are equipped with soap, water and hand sanitizer. Proper handwashing will be taught and practiced at the start of the school year and continue throughout. Students will be required to wash/sanitize hands upon entering the classroom each morning, after bathroom breaks, in between transitions and any other time deemed appropriate by supervising staff. If a child coughs or sneezes they will be asked to wash their hands. Additional sanitizing stations have been added.

### **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 without permission, a staff member will conference with the student and encourage the student to comply with the expectation. If the student continues to refuse wearing a mask, the staff member will call the office to request assistance from counseling, the school nurse and/or administration. If a student continues to not follow the expectation, the caregiver will be called to pick up the child.

### **Mask Breaks**

All Hyannis West students and staff will be required to wear masks within the school building. During recess or while in outdoor learning spaces, when physical distancing allows, masks may be removed for a mask break. Additionally, mask breaks will occur during breakfast and lunch. If a student needs a mask break within the classroom and they are six feet away from others, teachers may allow students to take a mask break. 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 begins at 9:00 am. As each bus arrives, students will enter through the front door and walk to their classroom. Students being dropped off by a caregiver will enter through one of two doors at the drop-off/pick-up area. One door is designated for Kindergarten and 1st grade students while a different door is designated for 2nd and 3rd grade students. Staff members will be present at various locations to monitor students and remind them to remain distanced and follow safety guidelines

#### **Bus Transitions**

All students riding the bus will adhere to the transportation guidelines issued by DESE. Seat assignments, wearing of masks, 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 the building.

#### **Drop-off/ Pick-up**

To best support the health and safety of students, they should be in school for the full day, arriving on time and not being dismissed early. Patterns of absenteeism, tardiness, or early dismissal will be addressed with the parents/guardians by administration.

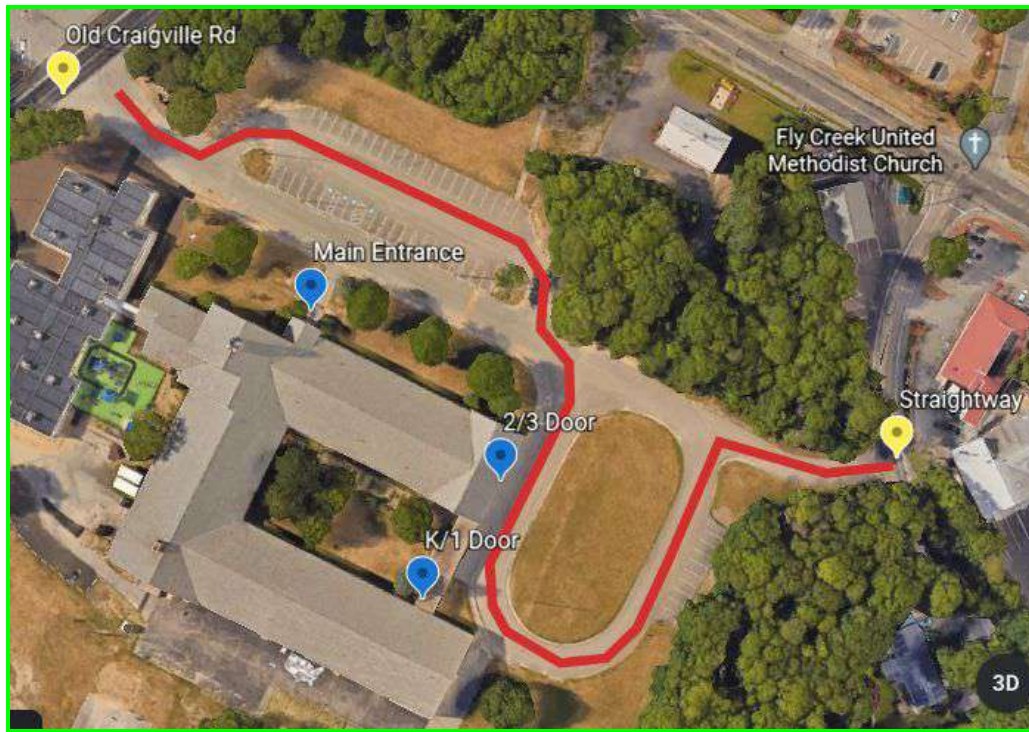
Students may be dropped off beginning at 8:45 a.m. No children will be dropped off prior to this time. Cars will enter Hyannis West via Old Craigville Rd, form a single line and follow the route on the map

below. Once stopped at the carport circle, a staff member will signal caregivers to open the car door for the student to exit the vehicle. Upon exiting the vehicle, caregivers must wear a mask and physically distance. Students enter the school through the designated door and will be reminded by staff to remain distanced and follow safety guidelines. Families walking their child to school may escort their child to the carport area and direct them to enter through the designated door for their grade level. After 9:00 students will be considered tardy and caregiver(s) will need to park (if driving) and contact the main office.

Pick up will begin at 3:15 p.m. and end at 3:30 p.m. Each family will be provided with 2 student identification signs that include their child's name and teacher name. When picking up, a sign **MUST** be displayed or the driver of the vehicle will be asked to park and wait until a staff member is available to help. Cars will enter Hyannis West via Old Craigville Rd, form two lines, side by side, and follow the route on the map below. Once stopped at the carport circle, a staff member will signal caregiver(s) to open the car door for the student to enter the vehicle. Upon exiting the vehicle, caregivers must wear a mask and physically distance. A staff member will call into the school to have students dismissed in the order in which families arrive. Families walking to pick up their child should walk to the carport and show their student identification sign. Caregiver(s) must wear a mask and adhere to physical distancing guidelines.

If arriving to pick up a student after 3:30, the caregiver must call the front office to make arrangements for pick up. If a student is not picked up by 3:45 p.m., the caregiver will be notified by the school and repeated late pick ups may result in a meeting with school administration.

Early dismissal from school is highly discouraged. When this is unavoidable, it is expected that parents/guardians notify the school the morning of the dismissal. When they or their approved emergency contact arrives to dismiss, they will need to call the main office. After providing an approved form of identification, a staff member will confirm their identity. Student will be signed out and dismissed.



### **Passing/ Transition Time**

Students will remain in the classroom until a designated time for transitions such as recess, academic or behavioral services, outdoor learning, mask breaks and dismissal. They will leave the classroom in single file order and remain on the right side of the hallway, following the guiding floor decals that represent appropriate distancing.

### **Lockers**

N/A

### **Breakfast/Snack**

All Hyannis West students are eligible for free breakfast when school is in session. A bagged breakfast will be provided daily to any child who requests it. Time will also be provided in the school day for students to engage in a snack break. Breakfast will be served in the classroom with students sitting 6 feet apart. The snack break may occur in the classroom or in an outside learning space as determined by the classroom teacher. Students will engage in proper hand hygiene before and after eating. Desks/learning spaces will be cleaned after eating. Remote students will be eligible to pick up a breakfast at school daily.

### **Lunch**

All Hyannis West students are eligible for free lunch when school is in session. A bagged lunch will be served in the classroom with students sitting 6 feet apart. Daily choices will include hot lunch, cold lunch, or sunbutter and jelly. Students will engage in proper hand hygiene before and after eating. Desks/learning spaces will be cleaned after eating. Remote students will be eligible to pick up a lunch at school daily.

### **Bathroom Breaks**

For classrooms that have a self-contained bathroom, one student at a time will be allowed. For larger bathroom spaces, only 2 students will be allowed in at a time. Students will place a nametag on a velcro strip outside the bathroom entrance. If 2 students are occupying the space, the student will wait in the hallway on a designated floor decal. Students will engage in proper hand hygiene before and after using the bathroom.

### **Assemblies**

Indoor assemblies are prohibited. Outdoor assemblies may be permitted by class/grade level with physical distancing guidelines in place.

### **Classroom Size and Location**

#### **Size and Assignment**



Room assignments are as followed:

Grade/Teacher	Room Number	Number of Desks/Students	# Feet apart
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Kindergarten/Kenney	20	14	6
Kindergarten/Hallam	19	14	6
Kindergarten/Burke	18	14	6
Kindergarten/Robtoy	17	14	6
1st Grade/Carroll	16	14	6
1st Grade/Bolt	15	14	6
1st Grade/Walker	14	14	6
1st Grade/Janney	13	14	6
2nd Grade/Dussault	10	13	6
2nd Grade/Duran	9	13	6
2nd Grade/McCarty	7	13	6
2nd Grade/Howard	6	13	6
3rd Grade/Crocker	8	14	6
3rd Grade/O'Hara	5	13	6
3rd Grade/St. Onge	3	13	6
3rd Grade/Harrington	1	13	6
ESL 1st/Doherty	12	13	6
ESL 2nd/Judge	11	14	6
ESL 2nd/3rd/McCarty	4	13	6
ESL 3rd/Low	2	13	6
Crossroads/Burrows	22	8	6

#### **Air Flow**

[Insert building specific language]. Unit ventilator blowers will run continuously while students are present. Where possible, windows to the outside and classroom doors will remain open. Classes may be held outside in designated learning spaces.

#### **Food and Beverage**

Water fountains/bubblers will not be available for student use, therefore students are strongly encouraged to bring their own water bottle to school. As stated above, food may be consumed during supervised meal times where students are 6 feet apart.

### **The Library**

The Library is located in the Cafeteria. The Library Assistant will visit classrooms weekly. Students will be allowed to choose a book to keep in their desk for the week.

### **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 school nurse will be notified by a staff member if a student needs medical attention. The school nurse will go to the area where the student is in need of support. If the nurse determines that the child needs to visit the nurse's office, they will walk with the child to the office.

### **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 nurse's 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. 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 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 to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, 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 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 may need to self-quarantine within the building.
- Students or staff member 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. Children will not be sent unescorted to the office.

#### **Counseling**

Hyannis West school counselors will check in with students on a regular basis. If a child is in need of counseling support during the school day, a staff member will contact the school counselor and, when available, the counselor will visit the classroom. The counselor will decide what the student needs to return to learning. That may include a 1:1 conference, a walk, etc. Caregivers are encouraged to reach out to our school counselors with any concerns or questions regarding their child's social-emotional well-being.

#### **Copying and Supplies**

The cafeteria has been designated as the staff work/lunch space. Copy machines may be used by staff as long as physical distancing requirements are met.

#### **Visitors**

During this time, visitors are discouraged from entering Hyannis West. Visitors will only be allowed under specific circumstances. Visitors need to call the school first to notify them of the reason to come to the building. The Hyannis West phone number is (508) 790-6480.

All visitors who are given permission to enter the building will need to follow all of the safety guidelines 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 a picture ID.

If parents/guardians are dropping off a personal item for the 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 will be left.

The item will be brought into the school by a staff member and arrangements will be made for ensuring the child receives the item.