

William Bruce Elementary FALL 2020 REOPENING PLANS

Last updated: August 21, 2020



OPTION 1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS
(INCLUDING REMOTE LEARNING IF
THE DISTRICT IS REQUIRED TO CLOSE)

PAGES 2-11

OPTION 2

STUDENTS AT HOME DAILY
REMOTE LEARNING WITH ECS TEACHER

PAGE 9

Items in Red = Updated 8/21/2020

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Introduction

Eaton Community Schools Administrative Team met throughout the summer monitoring guidance from the Preble County Health Department (PCHD), Ohio Department of Health, the Governor's Office, and collaborating with other school districts, as well as the Preble County Return to School Coalition. Eaton Community Schools also reached out to parents and staff for feedback and information. This plan is subject to change as health circumstances change in the state of Ohio, in Preble County and in the Eaton Community.

Feedback from parents and staff, as well as health authorities, was used to determine the best plan for our students and staff returning to school. At this time, Eaton Community Schools plans to reopen for our students on August 25, 2020. Eaton Community Schools also plans to offer parents a remote learning option if parents determine that in-person instruction is not safe for their child(ren) and/or family.

Face Coverings

Please see the Ohio Department of Health (ODH) definition of face covering below.

We understand the variety of thoughts regarding face coverings. The Eaton Community Schools plan reflects the guidance of the Preble County Health Department and the recommendations stated in the Ohio Health Department COVID-19 Health and Prevention Guidance.

Eaton Community Schools is requiring that face coverings be worn by all students, staff, and visitors to our building in all common areas. If students and staff are unable to socially distance, a face covering must be worn. Face coverings will be required on buses, while entering and exiting the school building, while picking up food in the cafeteria line, in the hallways, restrooms, and other common areas. Face coverings **will** be required in the classroom when social distancing **of six feet or more** is not possible. We will be providing 1-2 reusable cloth face coverings for all students and staff. We will also be providing disposable face coverings for students and staff who forget to bring their own face covering to school or on the bus.

Eaton Community Schools believes our students need to be in school to maximize their learning and their physical and mental health. **Eaton Community Schools may not be able to continue in-person education if we have a spread of the virus.** This face covering plan and other components throughout this plan reflect the measures Eaton Community Schools believes will optimize our chances of continuing in-person education throughout the entire 2020-2021 school year. We will all need to work together, while understanding all of us are experiencing a different school year.

It was announced on August 4, 2020, that the Ohio Department of Health issued an order requiring that K-12 children wear face coverings while at school. The new mandate comes after the Ohio Children's Hospital Association and American Academy of Pediatrics Ohio Chapter issued a joint letter today recommending widespread use of masks in schools with the following exceptions:

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1. Children under the age of 2 years old.
2. Any child unable to remove the face covering without assistance.
3. A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion).
4. A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask.
5. A child with a facial deformity that causes airway obstruction.

*The Ohio Department of Health (ODH) Interim Director, Lance D. Himes issued a DIRECTOR's ORDER on August 13 regarding The Use of Facial Coverings in Child Education Settings. On August 15, Governor DeWine and Director Himes clarified that the August 13 Director's Order disallowed Face Shields as a face covering in place of a cloth mask. The requirement to wear a mask does not apply with the following exemptions:

- a. The individual has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering; or
- b. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;
- c. The individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department Health Order;
- d. The individual is seated and actively consuming food or beverage;
- e. Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English Language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
- f. Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
- g. The individual is alone in an enclosed space, such as an office; or
- h. When an established sincerely held religious requirement exists that does not permit a facial covering.

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Social Distancing

Eaton Community Schools will be following the recommendations for social distancing. Therefore, we will be teaching, re-teaching, encouraging and promoting appropriate social distancing throughout our buildings and grounds. This will include signage, floor markings, adjusted traffic flow, and adequate spacing in large gathering spaces like cafeterias. We will continue to monitor and adjust our protocols as necessary throughout the year.

Daily Cleaning/Disinfecting

Students will be provided multiple opportunities to practice handwashing throughout the day. We are securing all supplies needed for daily cleaning and disinfecting. Daily cleaning, which includes disinfecting all high touch surfaces, will be performed by our custodial staff.

In addition, desks, chairs, doors, and other high touch surfaces in classrooms will be cleaned between each class period or as appropriate based on building needs. Students and staff will work together to ensure our classroom surfaces remain clean throughout the day. Hand sanitizer will be available in all classrooms and various locations throughout the district.

Home Health Checks

As we go through the school year, all staff and students are required to check symptoms daily before leaving home for school. These are the known symptoms of COVID-19, according to the Centers for Disease Control & Prevention.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In addition to the expectations included in the district reopening plan, Bruce Elementary will follow the expectations listed below:

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Reminder - provide a clean, fresh face covering for your student to wear when needed. • Please call the school by 9:30 if your child will be absent that day. • If your child cannot wear a face covering due to doctor’s orders, a note must be provided their doctor. • Please write student’s name on their face covering. • Provide your student with a water bottle daily (include your child’s name on the water bottle). A water is available to refill water bottles in all classrooms. • As required by the governor, Eaton Community Schools will be providing hand sanitizer. Due to the U.S. Food and Drug Administration’s concern with hand sanitizers that contain potentially harmful chemicals, we strongly discourage students from bringing their own hand sanitizer. <p><u>Students</u></p> <ul style="list-style-type: none"> • Assist with cleaning work areas when necessary, example: obtain a paper towel when entering the room to wipe any residual cleaner. • Promptly go to your seat and await instructions. • A face covering is required at all times whether sitting at your desk, working directly with staff and/or students, or walking around in the classroom. It is understood that all of us are adjusting to face coverings and every so often need to remove the face covering to reset to simply “catch a breath”. Having a face covering down off their mouth/nose for brief respites (30 seconds or so) is going to be necessary. If we have students keep the face coverings on as a rule when inside of 6 feet, we will have a much better chance of maintaining safety and staying in school. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Send students to the principal’s office when previous attempts instructing the use of face coverings are not successful. • Monitor classroom and hall noise levels at all times. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Assist and support teachers with reinforcement of student expectations regarding safe practices. • Assist and support teachers, when necessary, in communication with parents/caregivers.

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> • Upon arrival, report immediately to your classroom or cafeteria for breakfast. • Stay to the right when traveling down hallways. • Locker use will be controlled by the classroom teacher. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Supervise hallways and common areas to ensure students are reporting immediately to class/assigned area. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Assist and support teachers, when necessary, in communication with parents/caregivers. • Develop and monitor classroom dismissal time to maximize physical distancing and student safety.

Drop-off, Pick Up and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Until further notice, there will be no visits during lunchtime or in classrooms. • If it is necessary to come to the building, please call ahead if at all possible. • Enter the front door and press the call button to gain the secretary's attention. Speak into the monitor, state your purpose and the secretaries will be glad to help you. • Walkers and riders should not arrive at Bruce prior to 8:05. At 8:05, we will have adult supervision outside to ensure safe distancing and face coverings. • If dropping off students, do so anywhere along the sidewalk to keep traffic flowing. Parents need to stay in their cars. <p><u>Students</u></p> <ul style="list-style-type: none"> • Do not arrive before 8:05. • Maintain maximum physical distance from peers and wear face covering when waiting outside to enter the building. • At 8:15, report directly to your assigned classroom or cafeteria for breakfast. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Report to classrooms by 8:15 to begin your day with students. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Ensure designated doors are propped open at arrival and dismissal, as needed/weather permits. • Ensure designated doors are closed after arrival and dismissal. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building. • Develop and monitor arrival and dismissal times in order to maximize physical distancing and student safety.

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> Follow the procedures for exiting the bus as directed by the driver and/or aide. Busses will begin unloading at 8:15 for students to enter the building. Students must report directly to the cafeteria for breakfast or to their classroom. Follow staff directions during dismissal. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Walkers and riders will be dismissed at 3:10. We will begin dismissing bus students at 3:15, one or two busses at a time. Adult supervision will be placed in halls and on sidewalks during dismissal.

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> If possible, make prior arrangements with staff to determine if the meeting can be conducted via phone, in-person or virtually. <p><u>Students</u></p> <ul style="list-style-type: none"> Participate in meetings as requested by parents/caregivers or school staff. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> If possible, make prior arrangements with parents/guardians to determine if the meeting can be conducted via phone, in-person or virtually. <p><u>Administration</u></p> <ul style="list-style-type: none"> Participate or attend meetings when requested.

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> Follow the <u>Return to School Procedure Document</u> provided when your child is sent home if ill. If picking up an ill student, call the health aide 937-472-2707 or 937-456-3874) and the health aide will bring your child out to you through door Q. The health aide will also bring any necessary paperwork. <p><u>Students</u></p> <ul style="list-style-type: none"> Use designated entrances and exits to the office/Clinic. In most incidents, report to the clinic with teacher permission. Follow isolation guidelines for the specific buildings. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Nurse</u></p> <ul style="list-style-type: none"> If a student is sent home from school a <u>Return to School Procedure Document</u> will be provided to the parent/caregiver. Escort ill students out of door Q to parent/guardian vehicles and bring them any necessary paperwork. <p><u>Teacher/Assistants</u></p> <ul style="list-style-type: none"> If a student is ill, call the clinic/office before sending the child down. <p><u>Bus Drivers</u></p> <ul style="list-style-type: none"> If a student is ill, call the clinic/office before sending the child to Door Q. We will meet the student there and take them to the clinic..

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> Maintain proper social distancing at all times. Wash and sanitize hands prior to leaving the restroom. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Collaborate with other classroom teachers to provide a schedule for restroom use. Regulate social distancing as much as possible. <p><u>Custodians</u></p> <ul style="list-style-type: none"> Create a schedule to disinfect restrooms throughout the school day. <p><u>Administration</u></p> <ul style="list-style-type: none"> Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time. Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Limit visits to school as much as possible including visits to drop off forgotten items. • Until further notice, parents/caregivers will not be permitted to eat lunch with their child during lunchtime. <p><u>Students</u></p> <ul style="list-style-type: none"> • Immediately sit in assigned seat and wait to be dismissed to the serving line. Your assigned seat may be in the cafeteria, art room or gym. • Snacks will not be available. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Promptly report to designated areas for supervision. • Dismiss tables to the serving line in an orderly fashion. • Dismiss tables to return to classrooms/recess in an orderly fashion. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect all table tops and seats before and after each lunch. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> • Place meal items and milk on lunch trays and give to students. • There will not be a share table. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure enough seating is provided for proper physical distancing. • Assist and support teachers with reinforcement of student expectations regarding safe practices.

Offices

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • If it is necessary to come to the building, please call ahead if at all possible. • Enter the front door and press the call button to gain the secretary's attention. Speak into the monitor, state your purpose and the secretaries will be glad to help you. <p><u>Students</u></p> <ul style="list-style-type: none"> • Use designated entrances and exits to the office. • Wait quietly patiently until office staff helps you. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Do not go into the secretary's area unless invited. <p><u>Office Staff</u></p> <ul style="list-style-type: none"> • Monitor and limit the number of people in the office at any one time. • Recognize visitors quickly and address visitors politely. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Assist the office staff in monitoring and limiting the number of people in the office at any one time. • Be available to meet with visitors if necessary.

Remote Learning Option

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Monitor student progress on coursework. • Developing a “school schedule” is recommended to keep routines in place for students while working from home. • Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none"> • Following a regular “school schedule” is recommended to help keep routines in place for students while working from home. • Communicate questions and concerns immediately to teachers. • Participate in virtual sessions with teachers as scheduled. • Watch lessons provided by teachers and complete assignments according to timelines. • Participate in live lessons as much as possible. If you miss a live lesson, watch a recorded lesson later that day! • Work must be neat, orderly, complete and turn in on time. Failure to turn in assigned work will impact your grade. <p>*See August 13 ODH Facial Covering Order and Explanation in Eaton Plan Introduction</p>	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Create lessons that are engaging for students using a variety of strategies. • Create daily remote learning class schedules. • Communicate frequently with students/parents/caregivers of remote learners, especially if there are concerns. • Frequently communicate with administrators regarding remote learners. • Provide access to the building administrator to your Google Classroom. • Use Google Classroom as the platform for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback to students on assignments. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance to families when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Frequently communicate with teachers on student progress of remote learners. As appropriate, access teachers’ Google Classrooms. • Collaborate with teachers to determine grading, accountability, protocols and procedures for remote learners.