Hazelwood School District

"A Culture of High Expectations and Excellence!"

School Level Implementation/Operational Reopening Framework

Grannemann Elementary School
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Grannemann Elementary

"Where we WORK hard and get SMART"

The Hazelwood School District was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID 19. The profound negative impact of loss of in-person learning on the well-being of children has been well documented and thus we are preparing for the return of students to school for the 2021-2022 school year.

Since this pandemic has not ended, our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and armed with protocols and procedures to respond to a case of infection. This implementational/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

There are 16 sections in this guide. This document is to be used as a supplement to the District Pandemic School Reopening Plan, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be in place that speak to the section topic. The topics are as follows:

- Arrival
- Social Distancing
- Face coverings
- Restroom use
- Recess (in Social Distancing Section)
- Breakfast/Lunch
- Emergency Drills
- Sick students/staff
- Use of Libraries
- Classroom Supplies
- Hand washing/sanitizing
- Social/emotional well being
- Special area subjects/Electives
- SSD/IEP Meetings

- Dismissal
- Other Considerations

Each section will identify the items that schools must do and following each "must do" are the practices and procedures schools will have in place to ensure compliance with "must do".

Arrival

Arrival at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design arrival so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

Procedures creating one-way entrances so that people entering the building are not passing or coming in close proximity of one another	-students will exit bus minimum of 3ft apart. -students will use hallway markers to maintain proper distance during the transition to their classroom. -students will line up outside of their classroom on line space markers to maintain social distance and wait to be entered into their classrooms by their teacher. -students will all transition on the right side of the hallway -teachers will stand at the door to accept students into the classroom one at a time. No handshakes or physical contact will be allowed during morning greeting. -students will not be allowed to exit the classroom until 9:30 am when all students have cleared the hallway and all busses have been unloaded. -staff positioned in the hallway to monitor hallway traffic and social distancing. -signs at the end of each hallway to indicate grade level. Grade levels will be assigned certain hallways for transitions. -traffic cones placed throughout the school to ensure students stay on one side of the building and do not use restricted areas(i.e. cafeteria)
Practices that limit mixing of student groups	-one bus deboarding at a time -students will transition immediately to their classroom after exiting the bus -staff members will be positioned in the drop off hallway to ensure traffic control. Students in the drop off hallway will not enter the main hallway until it is clear.
Procedure for Maintaining Social Distance during Drop-off's	-student drop off and pick up will be on the side of the school building -students will remain in their vehicle until directed to exit -students will enter one student at a time

	-staff will be in place to monitor social distancing -Minimum of 3 feet markers outside and in the hallways to maintain proper social distancing -walkers will use the same door as car riders, minimum of 3 ft. markers will be in place for walkers to practice social distance until they are allowed to enter the building
Procedures for parents to sign in students for late arrivals	-Minimum of 3ft markers in office and outside of the main building -late students must be accompanied by parents, there will be no drop offs -attendance clerk will check students in at the front door until 9:30 am using a laptop in the foyer -1 parent in the office at a time, other parents will wait in the hallway practicing social distance -max three parents in the building at a time -classroom/school visits are not allowed unless it is an essential need to the building -all office guest must complete a Covid-19 screener
Arrival Process for bus riders	-take attendance as students get off of each bus daily -students will exit the bus one at a time -stop and get hand sanitizer -walk to class to eat breakfast

Social Distancing

Social distancing of at least 3 feet remains one of the best preventative measures for reducing the spread of COVID 19. It is recognized that this cannot be accomplished at all times, and distancing of at least 3 feet has been shown to reduce infections. Please note that most individuals who spend more than 15 minutes within six feet of an individual who tested positive for COVID 19 will most likely be asked to quarantine.

Hallways	-Minimum of 3ft. markers on the floor throughout each hallway -teachers will monitor minimum of 3ft distance as they travel in the hallway -traffic flow on opposite sides(walk on the right) -stopping points throughout the building -implementation of HALLS -implement line order
Classrooms	-minimum of 3 ft. markers for spacing of desk -tape to mark off space for students -one student moving at a time during transitions -minimum of 3ft markers on carpet during reading time

	-alternate between desk/carpet group(consider A/B grouping) -minimum of 3ft markers on the floor for teaching spots and desk arrangement -call students up to check work or if you choose to circulate, be sure to maintain a minimum of 3ft distance from students. -teacher will monitor student compliance with minimum of 3ft spacing consistently
Cafeteria	-students will utilize social distancing while eating - two classrooms will eat in the cafeteria and one classroom will eat in the room to minimize the amount of students in the cafeteria -shields will be placed on the tables
Gym	-numbers on the floors -all gym related activities need to be sectioned off by groups of students -space markers need to be included in small group sections -teacher will monitor student compliance with minimum of 3ft spacing consistently -Any PE activity outdoors must follow social distance guidelines
Playground	-minimum of 3ft markers on the playground -zoning of playground (limit number of students who can play in each zone) -teacher will monitor student compliance with minimum of 3ft spacing consistently -no open play -playground will be closed except during assigned playground periods -1:10 adult ratio maintained
Parent Check-in	-minimum of 3ft markers in office and outside of the main building -late students must be accompanied by parents, there will be no drop offs -attendance clerk will check students in at the front door until 9:30 am using a laptop in the foyer -1 parent in the office at a time, other parents will wait in the hallway practicing social distance -max three parents in the building at a time -classroom/school visits are not allowed unless it is an essential need to the building -all office guest must complete a Covid-19 screener

Face Coverings

Face coverings is another one of the best preventative measures for reducing the spread of COVID 19. Wearing a face covering greatly decreases your chance of becoming infected and infected someone else when you are asymptomatic. St. Louis County is currently under and mandate that all persons above age 9 (third grade)wear face covering when out in public. Face coverings are one of the considerations that the St. Louis County Department of Health looks at when asking people to isolate and or quarantine.

Practices to ensure face coverings for students	-students must keep mask on during bus ride -3rd-5th grade students who are dropped off must arrive to school with a face mask If a 3rd - 5th grade students arrives without a face mask: -if the school has a face mask to supply to the student he/she will be admitted to enter the building -if the school does not have a face mask to supply, the student will be held in the office and the parent will be contacted to bring a mask to school. Once the mask has been dropped off the student will be admitted to class. -teachers will monitor that face coverings are worn at all times during the day except during breakfast and lunch
Practice teaching proper mask wearing	- create a video highlighting expectations for mask wearing procedures - teachers will share the video with students - the video will also be shared with students - sharing info-graph and information with guidelines to help parents teach their students how to wear mask - signs posted around the school and classroom to serve as visual reminder
Procedures for students who come to school without a face covering	- students can not ride the bus w/o face coverings - if the school has a face mask to supply to the student he/she will be admitted - if the school does not have a face mask to supply, the parent will be contacted and asked to supply a face mask for the child upon entry into the school. Student will be isolated until they have a mask to wear.
Procedures for essential visitors who come to school without a face	-visitors will not be allowed in the building without a face covering - sign will be posted on the door indicating that face coverings

covering	must be worn at all times -any visitor who can not wear a mask for medical reasons must provide documentation to support this upon entry -must complete the Covid-19 screener -temperature will be checked for any visitor who can not wear a mask due to medical reasons
Procedures for students who do not comply with the face covering practice	

Resources	Defiant
-remove them from the environment -see if we have additional masks to provide -contact parent to pick student up	-warning/redirect to put face covering back on -contact Emotional Support for this grade level (contact parent) -student pick up/ parent meeting

Restroom Use

Restroom use is a time where students can congregate in a small enclosed area which can expose many people to germs and an area that is a high touch area, with people touching many handles (stall, toilet and urinal) during restroom use.

Procedures for social distancing before, during and after restroom use	-restroom schedule to limit traffic in the hallway - minimum of 3ft markers will be placed in the restroom -students will use every other stall -signs will be placed on stall doors indicating usage -line markers outside of the restroom so students are socially distanced -staff will monitor all restroom breaks for every grade level
Procedures for limiting the number of students in a restroom at one time	-students will use every other stall -signs will be place on stall doors indicating usage -support person on site for all restroom breaks for every grade level

Procedures for having the restrooms sanitized after restrooms are used	-scheduled cleaning in between each restroom break -janitor will have a copy of restroom schedule to deep clean after each use -restroom schedules will be posted outside of each restroom -cleaning schedule will be posted on clipboard and janitor will initial after each cleaning
Procedures that limit mixing of student groups	-grade level restroom schedule will be implemented and followed to limit mixing of student groups -teachers are expected to double check the restroom schedule before releasing an individual student for a restroom break

Breakfast/Lunch

Providing access to adequate breakfasts and lunches is a major function of schools. Many of our students may not have access to balanced meals at home due to food insecurity, especially during a pandemic. Providing access to breakfast and lunch while social distancing can be a challenge.

Procedures for students to have access to breakfast while maintaining social distancing	-breakfast will be delivered to the classrooms, each bag will placed on the desk for students -teacher will track the number of students who ate breakfast -sanitize hands before and after breakfast -one student at a time will throw away trash -clean desk after eating
Procedures for students to eat breakfast and have that space sanitized after meals have been eaten and trash removed	-sanitize hands before and after breakfast -breakfast will be delivered to the classrooms, each bag will be placed on the desk for students -clean desk after eating -one student at a time will throw away trash -janitors will collect trash
Practices that limit mixing of student groups	-breakfast will take place in the classroom -two classes will go to the lunchroom and one class per grade level will eat in the classroom

Procedures for students to have access to lunch while maintaining social distancing	-two classes will eat in cafeteria and one class per grade level will stay in the classroom -lunch will be delivered to K-2 for the assigned teacher that stays behind -students will come in and sit at their assigned tables and wait to be called up to get lunch while maintaining social distance -students will sit 4 to a table -3-5 will come to get their lunch and walk back to class before the other grade levels enter
Procedures for students to eat lunch and have that space sanitized after meals have been eaten and trash removed	-desks and lunch tables will be cleaned after lunch -students will throw away trash one at a time -tables will be cleaned after each lunch
Procedures for cleaning schedule and use schedule for contact tracing	-cafeteria will cleaned after each lunch -lunch schedule will be posted in the cafeteria
Process for recognition of food allergies and alerting staff who is serving food	-nurse should notify all parties of interest of food allergies -food allergies should be posted outside the classroom door (no student names) -teachers need to have a list they cross reference everyday -cafeteria workers need to have a list they cross reference everyday -a list should be available in the sub folder
Process for cleaning areas of food allergens before and after eating	-desks will be cleaned after breakfast and lunch -students will throw away food one at a time

Emergency Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure safety of everyone in the building; however, social distancing expectations may make it more difficult to plan and ensure safety while preparing for or during an actual event such as a fire or severe storm.

Social distancing procedures for all drills	All school drill-Fire, Tornado, Earthquake, Intruder with CDC accommodations implemented

other drills that require people to be in close proximity of each other	Staff only drill-Sick student drill Staff only drill-Sick Staff member drill Staff only drill-Isolation room drill

Sick Students/Staff

procedures in place for sick students	-students will report to the isolated room(Lantz old room) until parent arrives for pick up(student must wear a mask) -nurse will contact the parents -pick up will occur within an hour of the phone call -the nurse will remain with the child until pick up
procedures in place for sick staff	-nurse will be contacted -nurse will make recommendation for staff to leave or go home -if staff member is recommended to go home, they should leave immediately -admin and secretary will work on teacher coverage

Use of Library

The library is a shared space with materials and supplies often needed by students for their education. It is also a community space which will allow for more exposure and high touch areas.

Decision for a mobile library or library space use needs to be made	-library will be used for all classes -students will practice social distance
Sanitization or book quarantine process	-all books that are returned must sit for 72 hours before cleaning and check-in
Process for book borrowing	-librarian will pre-select books for each classroom -the students will check books out from the cart
Process for limiting number of students and adults in the shared space	-In person learning schedule will be followed

Practice for alternate space options if the library is not in use.	N/A

Classroom Supplies

Supplies for classroom instruction are an important part of curriculum and instruction; however, they can be very high touch items. Plans need to be made to address supplies and limit high touch supplies.

Practices to have individual supplies if possible	-students should use their own supplies daily -student supplies must be labeled and kept in the students' designated desk area or locker/cubby
Sanitization of supplies if individual supplies are not possible	-Class supplies will not be shared and all classroom materials will be cleaned at the end of each school day. -Each student will have an individual academic manipulatives kit to be used for the entire school year.

Hand Washing/Sanitizing

Hand washing/sanitizing remains of the best preventative measures for reducing the spread of COVID 19. It is proven that the main way that COVID 19 is spread is through touching something with COVID 19 germs on it and then touching your nose, mouth or eyes. Handwashing/sanitizing needs to be an integral part of the school day.

Procedures for hand washing when people enter the building, before and after outside activities or high touch activities, before and after lunch and whenever leaving or entering a classroom.	- upon entry into the building each student will receive hand sanitizer -teachers will have hand sanitizer available upon entry into the classroom -hand sanitizer will be used each time prior to entering/exiting the classroom -before lunch teacher will call students up one by one to sanitize hands -after lunch students will sanitize their hand with wipes or sanitizer/take restroom break

	-any materials involved in high touch activities need to be sanitized after student use (learning material should be used by the same student as much as possible) -teachers are to monitor that proper hand washing/sanitizing are in place daily
Procedures of how to teach proper hand washing in the classroom and placement of signage with reminders	-ask nurse to assist with creating handwashing video to share with students and staff -share video with students, staff and community -signs will be placed in restrooms to serve as visual reminder
How to get soap dispensers refilled quickly	-checklist will be initialed after each cleaning -if this is missed, staff member will notify office immediately (secretary will notify janitorial staff) -janitor will have a walkie at all times

Social/Emotional Needs

Meeting students' social/emotional needs are of utmost importance during a pandemic. Children may feel worried, scared and isolated, which may lead to depression, high anxiety and suicidal ideations. Meeting these needs should be the first step we take before meeting academic needs.

Procedures for universal screening of all students	-SEL team will support administering the BESS assessment -Zones of Regulations daily check-ins -Administration of safety survey for students
Procedures for an approach that provides mental health support for all students	-SEL team will hold small groups and one-on-one sessions based on screener results and teacher recommendations -SEL team and TA's will contact parents to check-in -Follow a curriculum that supports social emotional needs and provide classroom lessons -Incorporation of Calm Classroom, Yoga or Mindful Moments each week -Access to counselor check-in form -Usage of sneeze guards, face shields and mask when in close proximity with students -group counseling will involve social distancing and mask wearing for 3rd grade and up

Procedures in place for providing support for students who are identified as needing help on screener	-SEL team will establish groups based on needs (one-on-one or small groups) -SEL will utilize Zones and Second Step lessons to support students -tracker sheet will be created to monitor students behaviors -SEL will push-in and pull-out to support students -touch base with parents to establish connection to see if additional support is needed in the home -tiering of students to determine the level of support (Tier 2 and Tier 3 grouping) -Small group sessions will practice social distance with sneeze guards, facial coverings and divider usage
Providing training to teachers and other staff on how to talk to and support students during a pandemic and psychological first aid	-SEL team will create a presentation that will be shared with the staff -Contact Alive and Well for training to support teachers during this transition -Contact Student Services for material to utilize for training
Procedures for conducting wellness checks for students who have had no contact with school for three days (in person and virtual)	-Teachers need to contact the attendance clerk -The attendance clerk will contact the social worker/ HSC - Social worker/ HSC will conduct home visits with masks -Visit should include face coverings and social distancing -Meeting should not last longer than 20 minutes -Social worker will determine next steps
Procedure for developing academic accommodations for students having difficulty concentrating or learning new information due to stress associated with the pandemic	-Teachers will remain flexible as we continue to focus on the whole child -Teachers will work with instructional coaches to create modifications to support student learning -Student will be able to use the refocus room -Student will be given the choice of a calming activity they can participate in -Students will work with SEL team to develop coping strategies -SEL team will collaborate with parents to establish other supports that may needed
Procedure for teachers to report students who may be exhibiting social/emotional/behavioral concerns	-counselor will share student referral forms with teachers and parents -The SEL team will meet to determine next steps for each student (i.e small groups sessions, classroom interventionist-pull out, one-on-one, classroom lessons, CICO, PSwFM)

Special Area Subjects/Electives

Having students experience the full experience of in-person instruction includes attendance in special area (PE, Music, Art, Library) /elective classes. The amount of students attending these classes can create a mixture of students which can risk exposure if procedures are not in place to limit exposure.

Procedures for students to get to and from special/elective classes or teachers to get to and from classes	-students will sanitize their hands before leaving the classrooms -students will follow the minimum of 3ft. markers and grade level color tape during transitions -shared space should be sanitized before and after each class
Procedures for sanitizing and disinfecting after each cohort of children	-shared space should be sanitized before and after each class -students will sanitize hands upon entering and exiting specialty classroom
Procedures for social distancing during these classes if not in a regular classroom	-numbers on the floors -all gym related activities need to be sectioned off by groups of students -space markers need to be included in small group sections -teacher will monitor student compliance with minimum of 3ft spacing consistently -Any PE activity outdoors must follow social distance guidelines
Recognizes usage of alternative spaces (outside, gym, multi-purpose rooms)	-staff calm down room will be locked, clipboard in place for signing in and out-disinfect prior to exiting -student calm down room will be locked, clipboard in place for signing in and out-disinfect prior to exiting

SSD/ IEP Meeting

Procedures for testing students	-scheduled in advance, mask will be required -all meetings related to testing results need to be held virtually -administering testing protocols for students who remain virtual(recommending for students to come to the school)
Procedures for holding meetings for students	-IEP meetings will be virtual (possibly on Fridays) -Students should be pulled when it least impacts reading instruction -SSD Staff should not push-in, pull out is recommended

	-chunk service minutes to half day or full day options to limit student transitions and maintain cohort groups -recommended for all students in K-5 to wear a mask -sneeze guards will be used when working in close proximity with students

Dismissal

Dismissal at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design dismissal so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

Procedures creating one-way exits so that people exiting the building are not passing or coming in close proximity of one another	-students will enter bus minimum of 3ft apart -students will use hallway markers to maintain proper distance -students will be released by bus number -students will line up outside of their classroom on line space markers to maintain social distance -students will all transition on the right side of the hallway -teachers will stand at the door to monitor students leaving the classroom -students will not be allowed to exit the classroom until they are called(walkers, car riders, buses by number) -staff positioned in hallway to monitor hallway traffic -different color tape to indicate direction of traffic in grade level hallway(for example, 2nd grade follow the yellow tape) -signs at the end of each hallway to indicate grade level -traffic cones to ensure students stay on one side of the building and do not use restricted areas(i.e. cafeteria) -Dismiss by grade level(i.e. k-1 bus 118(with TA/BA escort), 2nd grade bus 118,) **-Door exit(K,1st exit out of door across from Library escorted by TA/BA, 2nd and 3rd exit out music door, 4th and 5th will exit out of the main door)**
Practices that limit mixing of student groups	-one bus onboarding at a time -students will be released to the bus practicing proper social distancing -A/B schedule will be followed
Procedures for students to get to buses, cars and to walking	-student drop off and pick up will be on the side of the school building((near cafeteria)

routes while maintaining social distances	parents will remain in their vehicle -students will exit one student at a time -staff will be in place to monitor social distancing -minimum of 3ft markers outside and in the hallways to maintain proper social distancing -walkers will use the same door as car riders, minimum of 3 ft. markers will be place for walkers to practice social distance until they are allowed to exit the building
Having procedures for parents to sign out students for early dismissal limiting parent/guardians access to buildings	-minimum of 3ft markers in office and outside of the main building -parents must come into the building to sign out students for early dismissal (parents must have a mask upon entry) -attendance clerk will check out students at the front door until **3:00 pm** using a laptop in the foyer -1 parent in the office at a time, other parents will wait in the hallway practicing social distance -max three parents in the building at a time -classroom/school visits are not allowed unless it is an essential need to the building -all office guest must complete a Covid-19 screener

Other Considerations

These considerations may not fit in any of the categories above but need to be outlined.

Identify an isolation room outside of the clinic area. Identify people who would be able to supervise that room, outside of clinic staff if you only have one clinic staff.	-The conference room will be used -contact nurse -staff will go home
Where is the gender-neutral bathroom outside of the clinic?	The only single use stall available is in the nurse's office