

School Level Implementation/Operational

Reopening Plan

Keeven Elementary School

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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 implementation/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 15 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

- **Breakfast**
- **Lunch**
- **Emergency Drills**
- **Sick students/staff**
- **Use of Libraries**
- **Classroom Supplies**
- **Hand washing/sanitizing**
- **Social/emotional well being**
- **Special area subjects/Electives**
- **Dismissal**

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”.

Social Distancing

Social distancing of at least 3-6 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.

This section must address:

- Procedures for social distancing for hallways, classrooms, cafeteria, gym, playground
- Practices that limit mixing of student groups
- Having a contained area for parents when checking in/out students and a way to limit the number of parents in that space
- Having a practice that excludes non-essential visitors in the building

Hallway

- Students on the first and second floor will travel down the right hallway side (traveling towards the direction of Netherton Rd). Students on the first and second floor will travel down the left hallway side (traveling towards the direction of Redman Rd). One way floor markings will be used.

- Student restroom times/ movement in the hallway will be staggered and scheduled by grade level. One-Way floor markings will be used (2nd- 5th grade will utilize the restrooms on the 2nd floor and PreK-1st will utilize the restrooms on the 3rd floor).
- There will be minimal hallway traffic during the school day since students are eating in the classrooms and all special area classes will take place in the classroom or outside. Students in 3rd-5th grade will have their masks on prior to leaving their classroom prior to entering the hallway.

Classrooms

- Sitting areas (desk and tables) will be arranged three to six feet apart and everyone facing the same direction. Students will work in groups with three feet distance and independently. When lining up, students will be called to line up one by one and stand on individual distance markers on the floor (maintaining social distance).

Cafeteria

- Breakfast will be served in the classroom and all students will eat at their assigned desk or table.
- Lunch will be served in the cafeteria, classrooms will have assigned tables and seats (maintaining social distance)
- Students will enter the cafeteria door across from the main office and exit using the doors closest to the second level stairwell
- Hand sanitizing stations are located at both entry and exit locations
- Eating is a task and face mask should be placed immediately over students mouths and noses after eating

- Two grade levels will eat in the cafeteria simultaneously

Gymnasium

- The gymnasium will be used for PE class. When weather permits, the PE teacher will escort students outside following hallway social distancing procedures and activity guidelines. During inclement weather, PE teachers will meet with students in the gymnasium to participate in social distancing activities.

Playground

- One class assigned to recess (outside on the playground) per the building schedule. While on the playground, students will be separated on the playground and field area. Assigned student areas will alternate each week. There will be no-shared equipment. Please utilize the appropriate stairwell when taking your class out.
- Playground equipment will be sanitized daily after use

Non-Essential visitors are not permitted in the building (such as volunteers, and guest speakers)

Area for Parents

- Parents will check-in/ check-out their child upon entering main door #1. Parents/students will be checked-in/out by the attendance clerk via intercom. The teacher clerk will utilize the walkie talkie to request for the student to be released

for pick -up. The parent will return to his/her car until the student is released from door #1.

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 infecting someone else when you are asymptomatic. St. Louis County is currently under a mandate that all persons above age 2 years and older 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.

This section must address:

- Practices to ensure that students third grade and up wear face coverings
- Procedures for teaching proper mask wearing
- Procedures for students who come to school without a face covering
- Procedures for essential visitors to your building who do not have a face covering
- Procedures for students who do not comply with the face covering practice

The Hazelwood School District has stated that students in grades Prek -12 will wear face masks when social distancing is not feasible. The CDC recommendations state that the student's age 2 and up are required to wear face masks.

- A staff member will be stationed at each entrance door. The staff member will check to ensure that ALL students are wearing a mask prior to entering the building. All students will be directed to use hand sanitizer upon entering the building. Proper mask wearing includes covering your nose and mouth areas.

- When a student does not have a mask, the school official provides a disposable mask to the student before entering the building. Students will have individual gallon plastic bags to store their masks while they are eating.

- The leadership team will communicate Face covering expectations with all stakeholders during the Open House Zoom Meeting. ALL students and staff members must wear a mask while on Hazelwood School District property.

- On the first day of school, teachers will utilize the building provided Face Covering Procedures and Expectations Lesson plan to model and teach students how to wear masks. When students do not comply with the face covering procedures, the following will occur:

1. Reminder given to student
2. Re-teaching of the expectation
3. Notify parent

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.

This section must address:

- Procedures creating one-way entrances so that people entering the building are not passing or coming in close proximity of one another
- Practices that limit mixing of student groups
- Having areas where students can go to maintain social distancing
- Having procedures for parents to sign in students for late arrivals

To help lessen the opportunities for students to cross paths during arrival, each mode of transportation to school has its own entrance. Students should not arrive at school prior to 8:40 am as supervision of students begins at that time. Students

will enter the building & proceed to class following the One-Way floor signs as follows:

Bus Riders:

Bus riders will enter the building using the Door #1 main entrance. All students will remain on the bus until directed by a staff member.

Car Riders:

The main entrance doors will be labeled as follows: The right side set of doors will be labeled for entering and the left side set of doors will be labeled for exiting the building.

Walkers:

The main entrance will be labeled as follows: The right side set of doors will be labeled for entering and the left side set of doors will be labeled for exiting the building.

Late Arrivals:

All entrances will remain open & supervised until 9:00 am. After 9:00 am, students arriving late will report to the Main Entrance, Door #1. The students will push the button and show their face on the camera. The office staff will buzz students inside the building. If students arrive after 9:30am Parents will check-in/check-out their child via intercom (attendance clerk). Unless there is an emergency parents will not be allowed in the building. The teacher clerk will utilize the walkie talkie to request for the student to be released for pick-up. The parent will return to his/her car until the student is released from door #1.

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.

This section must address:

- Procedures for social distancing before, during and after restroom use
- Procedures for limiting the number of students in a restroom at one time
- Procedures for having the restrooms sanitized after restrooms are used
- Procedures that limit mixing of student groups

Restroom Procedures:

Classroom teachers will schedule regular restroom breaks throughout the school day for students to take care of personal business and/or wash their hands. Classes will be assigned one of four locations for their restroom breaks to reduce the risks for mixing classroom groups. This schedule will be shared with the staff so all classes follow the schedule daily.

Before restroom Use:

Students will use hand sanitizer as they exit the classroom in their 3S, socially distant line. Students will stand on the social distance markers (one student on

each marker) in the hallway. The classroom line will follow the directional signs in the hallway as they walk to the restroom.

During the restroom:

Only two male and two female students will be allowed to enter the restroom at once. The students will stand on designated markers and wait until the teacher calls them to enter the restroom. The students will use two pumps of soaps to wash their hands for 20 seconds. Students will exit the restroom area and stand on a marker, while waiting for the teacher to provide additional directions.

After the restroom:

Students will follow the directional signs as they walk back to their classrooms in 3S Lines, while practicing social distance guidelines. As students enter the classroom they will get one pump of hand sanitizer.

Water Fountains:

Currently, all drinking fountains and community ice makers are not to be used by students and staff. To ensure students stay hydrated throughout the school day, water bottles from home will be allowed in the classroom. Water stations are available to refill water bottles.

Hand Washing/Sanitizing

Hand washing/sanitizing remains of the best preventative measures for reducing the spread of COVID 19. It is proven that the mainway 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 integral part of the school day.

This section must address:

- 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.
- Procedures of how to teach proper hand washing in the classroom and placement of signage with reminders
- How to get soap dispensers refilled quickly

Procedures:

- When individuals enter the building he/she will use the hands free sanitizer to clean their hands (positioned at the entrance). Whenever individuals leave the building they will use the hands free sanitizer that is positioned at the exit door. In addition, students will use hand sanitizer when entering and leaving the classroom. Students will be escorted to the

restrooms prior to their lunch periods to wash their hands before eating lunch

- During the virtual Open House proper hand washing techniques will be shared with all stakeholders. Proper handwashing techniques will be reviewed with all students during the first day of class with their teacher. Proper handwashing posters will be displayed throughout the building for students to review. Custodial staff will adhere to the established schedule regarding sanitizing restrooms and refilling supplies.

Special Area Subjects/Electives

Having students experience the full experience of in-person instruction includes the attendance in special areas (PE, Music, Art, and 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.

This section must address:

- Procedures for students to get to and from special/elective classes or teachers to get to and from classes
- Procedures for sanitizing and disinfecting after each cohort of children
- Procedures for social distancing during these classes if not in a regular classroom
- Recognizes usage of alternative spaces (outside, gym, multi-purpose rooms)

Special Area Classes

- Special area teachers (Music, Art, and Librarian) will follow the master schedule and conduct their classes in the students' homeroom.
- PE classes will be held in the gymnasium and outside (if weather permits) practicing social-distancing procedures
- Upon entering the classroom, the specialist teacher will use hand sanitizer (positioned at the door of the classroom)
- While in the classrooms, the specialist teachers will require students to remain at their assigned seat (socially distanced 3 ft apart) as they engage in their lessons. Materials will not be shared, students will utilize the materials that they have within their learning bins.
- When weather permits, P.E. teachers will escort his class to the field area (adjacent to the school playground). Students and P.E. teachers will follow the directional signage for moving throughout the building and exit to the field via door #5.

- After each cohort class, the specialist teachers will use hand sanitizer (positioned at the door of each classroom) as he/she exits the classroom.
- In between classes seats and tables will be sanitized for the next group of students
- 3rd and 5th grade teachers and students will travel to specials using the outer steps closer to their classrooms
- 2nd and 4th grade students and teachers will travel to specials using the outer steps closer to their classroom
- KDG and 1st grade will travel using the middle stairway to travel to library

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.

This section must address:

- Procedures for students to have access to breakfast while maintaining social distancing
- Procedures for students to eat breakfast and have that space sanitized after meals have been eaten and trash removed
- Practices that limit mixing of student groups
- Procedures for students to have access to lunch while maintaining social distancing
- Procedures for students to eat lunch and have that space sanitized after meals have been eaten and trash removed
- Practices that limit mixing of student groups
- Procedures for cleaning schedule and use schedule for contact tracing
- Process for recognition of food allergies and alerting staff who is serving food
- Process for cleaning areas of food allergens before and after eating

Breakfast/ Lunch Procedures

- Students will pick up breakfast on the way to class school staff members will assist cafeteria staff with distribution (Principals, Building TAs, Teacher clerks, members of the student support team)
- The food service workers will monitor the distribution of food and label food sacks that are designated for specific students due to food allergies

- Teachers will be positioned at the classroom door to assist students with seating prior to eating breakfast.
- After the class finishes their breakfast (according to the building schedule), the custodial staff will remove the trash from each classroom (according to the established schedule).
- Teachers will ensure that the student work areas are clean and ready for instruction
- Students will use hand sanitizer after completing their lunch in the classroom

Lunch

- Lunch will be eaten in the cafeteria and supervised by school staff members according to the building lunch schedule (Building Teacher Assistants, Teacher clerks, members of the student support team, and Administrators)
- The food service workers will monitor the distribution of food and label food that are designated for specific students due to food allergies
- Teachers will call students one by one to obtain hand sanitizer (positioned at the classroom door) to transition to the cafeteria

- Classrooms will have assigned tables and seats in the cafeteria, staff will escort students to assigned seats
- After classes finish their lunch (according to the building schedule), the custodial staff and lunchroom supervisors will remove the trash from tables (according to the established schedule) and sanitize student eating areas.
- Students will use hand sanitizer as they exit the cafeteria to return to class.

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.

This section must address:

- Social distancing procedures for all drills, but specifically for fire drills, earthquake drills, severe storm drills, active intruder drills and other drills that require people to be in close proximity to each other.

Emergency Drills Procedures

*Administrators will divide the students into grade level teams in order to practice and conduct emergency drills such as Fire, Tornado, and Intruder drills. ALL Students will be expected to wear a mask walking to their designated emergency area.

* Teachers will monitor students to ensure that they maintain social distancing guidelines, such as standing 3-6 ft. apart. Each classroom will be directed out of the building using designated exit and entrance doors (per the Keeven Emergency Evacuation Plan). The school will utilize a monthly schedule and this will be communicated to all stakeholders.

Social/Emotional Needs

Meeting students' social/emotional needs are of utmost important 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.

This section must address:

- Procedures for universal screening of all students
- Procedures for an approach that provides mental health support for all students
- Procedures in place for providing support for students who are identified as needing help on screener
- Providing training to teachers and other staff on how to talk to and support students during a pandemic and psychological first aid
- Procedures for conducting wellness checks for students who have had no contact with school for three days (in person and virtual)
- Procedure for developing academic accommodations for students having difficulty concentrating or learning new information due to stress associated with the pandemic
- Procedure for teachers to report students who may be exhibiting social/emotional/behavioral concerns

Social/Emotional Needs

- During the beginning of the 2021-2022 school year the Universal Screener through AimsWeb (BESS) will be administered. Students in grades 3-5 will

complete the individual screener(Grades K-2 teachers will assist with screener). Parents will also complete the assessments regarding their child.

- The Keeven Student Support Team will analyze the results and arrange small group and individualized group counseling sessions.
- Keeven School counselors will provide grade level counseling lessons in the classrooms focused on: resilience, developing a positive self-concept, and endurance.(universal lessons)
- Teacher referrals regarding student needs in the area of social / emotional support will be received and processed by the student support team. (Home School Communicator, Social Worker, Intervention Support Teacher, and Counselors)
- The Keeven Elementary School staff will engage in Social/Emotional training (prior to the start of school) provided by Keeven's Support Team. The professional development will address self-care and resilience (highlighting factors relevant to health care and racial issues/ concerns). Ongoing professional development will occur throughout the school year focused on: trauma awareness, resilience, and interventions/ supports.
- During in-person learning, teachers will email the names of students that they have not had any contact with for three days to the social worker. The social worker, the remainder of the student support team and the building

administrators will contact the family and provide interventions/ support to the family to address the student's absence.

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.

This section must address:

- Procedures creating one-way exits so that people exiting the building are not passing or coming in close proximity of one another
- Practices that limit mixing of student groups
- Having procedures for parents to sign out students for early dismissal limiting parent/guardians access to buildings

- Procedures for students to get to buses, cars and to walking routes while maintaining social distances

We will maintain safe social distancing guidelines by dismissing each group at a specified time. Students will follow the One-Way floor markers and exit as follows:

Walkers:

Students who walk to/from school will be dismissed at 3:40 pm and exit the building using the handicap accessible main entrance doors. Staff that are assigned to supervise the walkers will pick up students from their grade level area and follow social distance guidelines, while escorting students to the crosswalk. (Utilizing the social distance markers)

Car riders:

Students who are transported home by car will be dismissed at 3:45 p.m. using the Main Entrance doors on the left side of the school (automatic handicap doors). Staff supervisors will pick up students from their grade level classrooms and escort them to the main entrance. Students will sit at tables in the cafeteria 3-6ft apart from one another. Students will be assigned to a specific table each day and siblings will be grouped together. Names of students will be announced via intercom for dismissal.

Bus riders:

Students who are transported home by HSD buses will dismiss at 3:50. Students in grades K-2nd will exit the main entrance door #1 and students in grades 3rd-5th will exit Door #2, once their bus numbers are called. Bus numbers will be called one by one. Teachers will remain in their classrooms with students until notified by the Principal to release students.

Daycare Van/PreK:

Students who are transported home by Daycare van will remain in the classroom until their van arrives at school. When an announcement is made, staff will escort students to exit door #5. Daycare drivers will remain in their vans and school staff will walk the students to their van.

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.

This section must address:

- Decision for a mobile library or library space use needs to be made
- Sanitization or book quarantine process
- Process for book borrowing
- Process for limiting number of students and adults in the shared space
- Practice for alternate space options if library is not in use.

Library/ Librarian

- The school librarian will determine book checkout procedures for students
- The librarian will use the scanner and her laptop to check out books to the students.
- The returned library books will be quarantined for 72 hrs. (placed in a designated box/ crate) prior to other students checking out the books
- Upon entering the classroom and after leaving the classrooms, the students will use hand sanitizer (located at the entrance)
- The Librarian will also provide technology lessons for students including (web-design, coding, etc.) and support teachers and students with technology needs.

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.

This section must address:

- Practices to have individual supplies if possible
- Procedure for supply handling and distribution
- Sanitization of supplies if individual supplies are not possible
- Process for quickly gathering supplies or supply replacement if necessary due to exposure
- Education for the process for sanitizing Chromebooks quickly that get brought back and forth from home and school

Procedures:

- Students will utilize their own personal supplies to help support their educational activities.

- Items not included on the district approved school supply lists will be provided by the school. *Individual sets of mathmanipulatives for each student have been purchased to reduce the sharing of materials.
- Additional supplies for art class will be purchased to help mitigate the risks of sharing supplies.
- Student supplies will be kept in individual containers/ bins with access only by the student to help lessen the opportunity for cross-contamination.

Other considerations

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

This section must address:

- 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.
- Where the gender-neutral bathroom is outside of the clinic.

Isolation Room for students/ Staff:

- If a student exhibits symptoms related to COVID-19 while at school, a parent/guardian will be contacted to pick up the student immediately. . Ill students waiting to be picked up will wait for their parent(s)/guardian in the designated isolation room. Keeven's isolation room is two doors from the main office. A staff member will supervise students that are in the isolation room from the waiting area right outside the isolation room. Parents will sign the student out upon entering door #1, where the teacher clerk is present.
- A district expectation is for each staff member to complete a COVID-19 questionnaire and include their personal temperature on a daily basis. Responses for this questionnaire are forwarded to the building principal and the school nurse. If a staff member falls ill during the school day, the school nurse will be immediately notified and the staff member will remain in the isolation room until they are able to leave the premises.
- We will continue to implement proactive measures to minimize risk to students, employees, and families relating to its spread.

Gender Neutral Restroom

- Keeven's gender neutral restroom is located in the staff lounge adjacent to the nurses office. Signage indicating that it is a gender neutral restroom is posted on the door of the restroom.

