

Hello,

We are excited to welcome you back to in person learning on March 29, 2021. We have attached the reopening plan for you to review. You can access this plan on your child's google classroom or the schools website. This plan will outline the procedures and practices we will use to ensure students are able to safely return to in person instruction. There are a few items we would like to highlight.

**Arrival and Dismissal:**

This procedure will be different than in past years. We are asking parents to pick up and drop off students in the designated loading and unloading zones. Our staff will meet you in the parking lot and escort the children to their classroom.

**Car Rider Arrival:** Arrival time for AM students is 8:20 a.m. to 8:30 a.m. Arrival time for PM students is 12:30 p.m. Parents will pull into the parking lot and a staff member will direct them to the designated drop off zone. You will receive a sign on the first day of school, with your child's and teacher's name on it, to display in the passenger window of your car. Parking lot attendants will inform the classroom staff that you have arrived. When you pull into the unloading zone, please remove your child from their safety seat and wait by your vehicle until a staff member comes to pick them up. Please wear a mask during the transition and assist your child with his or her mask as they prepare to enter the school.

**Car Rider Dismissal:** Dismissal time for AM students is 11:00 a.m. Dismissal time for PM students is 3:00 p.m. Please place the sign with your child's name in your passenger window. Pull into the designated loading zone. Parking lot attendants will inform the classroom staff you have arrived. Staff will bring your child to the car. Please meet the staff member outside of your vehicle and they will hand your child to you. Please wear a mask during the transition.

**Late Arrival/Early Dismissal:** If you need to drop off or pick up your child outside of the arrival/dismissal times. Please pull into a parking space in the center of the lot, park your vehicle, and take your child to the front entrance doors. Use the buzzer to the right of the door. A staff member will assist you. Please wear a mask during the transition.

**Bus Transportation:**

To identify your child's bus schedule, you will need to log into the parent portal in SIS.

<https://sis.hazelwoodschoools.org/HZ360x3/login>

You will be given a choice of Staff, Parent, or Student. Be sure to select "Parent" and log in. Your user name is the email you have on file. If you do not remember your password, you can create a new one using "forgot your password" link.

Go to the section on "Daily Student Activity" and click on "Transportation".

This will provide you with the bus number and scheduled times for pick up and drop off, and the corresponding addresses.



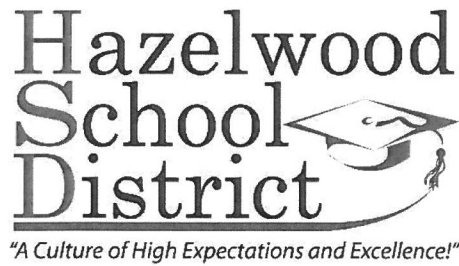
**What to bring:**

Please bring a backpack. In the backpack please include a change of clothes in a plastic bag and an empty water bottle with your child's name on it. Please send this bottle to school every day. This bottle will be used at school and sent home at the end of the class. Breakfast for morning students, and snack for afternoon students, will be supplied by the district. Please do not send food items in with your child.

**Reminder:** School drop off and pick up procedures only apply to those students who have selected in person instruction for the remainder of the school year. If you have questions or need more information, please contact 314-953-4950.

Take care,  
Teri Edwards  
Director ECE/West ECE Site Coordinator





## School Level Implementation/Operational Reopening Plan

West Early Childhood  
Teri Edwards, Director ECE  
March 18, 2021

Dear ECE Families,

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 the 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 2020-2021 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 12 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:

- Social distancing
- Masks
- Arrival
- Restroom use
- Hallway Travel
- Hand washing/sanitizing
- Recess
- Breakfast/Snacks
- Emergency Drills
- Social/emotional well being
  - Students
  - Staff
- Discipline
- Classroom Supplies
- Sick staff/students
- Dismissal
- Communication



- o Internal
  - o External
- Meetings
  - o PD
  - o IEP
  - o PLC's

Each section will identify the items that schools must do and following each “must-do” is the practices and procedures schools will have in place to ensure compliance with “must-do”.

## Social Distancing

Social distancing remains one of the best preventative measures for reducing the spread of COVID 19. We will make every attempt to social distance a minimum of 3 feet. Please note that current guidance indicates 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 guidance may be subject to change per the St. Louis Department of Public Health and the CDC recommendations.

Our site practices to ensure social distancing:

- Staff will make every attempt to maintain a minimum of 3 feet separation between students during all transitions.
- Each classroom in the site has been measured to determine the appropriate number of students that could be in the classroom while working towards maintaining a space of at least 3 feet of social distancing. Students will be grouped into cohorts taking into consideration the capacity of the classroom and will remain with their cohort for the entirety of the school day. Interaction with other cohorts will not be permitted.
- Parents will be asked to stay by their car, with their child, when dropping off or picking up their child. A staff member will come to the parent's car to get the child.
- Parents are asked to wear a face-covering during the pick-up/drop-off exchange.
- Students are required to wear a mask throughout the day.
- All meetings with parents will be conducted virtually or over the phone. Information on how to attend any meetings will be shared with parents in advance.

## Masks

A mask is one of the preventative measures for reducing the spread of COVID-19. Wearing a mask greatly decreases the risk of transmitting germs to each other. To slow the community spread of the virus and the St. Louis County Department of Public Health mandates children two and older to wear a mask. In addition, the CDC recommends children 2 years and older to wear a mask.



- All staff will wear masks when interacting with students, staff, or when working outside of their classroom.
- All **essential** visitors to the building will be required to wear a mask. A supply of masks will be available for those that may not have one.
- All students and staff will be expected to wear a mask while at school.

## Arrival

Arrival at school is often a time where areas can become congested and many people are close. 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.

- Class times will be 8:30-11:00 for AM, and 12:30-3:00 for PM. Preschool hours have been adjusted to allow for disinfection/sanitization between AM and PM preschool.
- Students wishing to eat breakfast may arrive as early as 8:20 AM for drop-off. Afternoon preschool students may begin drop off at 12:30 PM.
- A staff member will come to the parent's car to get the child.
- Parents will be asked to do the following:
  - Supply a mask for your child
  - Before arrival, complete the COVID-19 self-reporting screen for your child. If your child is experiencing any symptoms of illness, please keep them home and contact your pediatrician.
  - to stay by their cars when dropping off their child
  - use the designated drop off zones
  - remove their child from the safety seat and wait by their car with the child until the staff member arrives
  - to wear a face-covering during this exchange
  - display a provided sign that indicates their child's name and teacher's name in their window as they come to drop off their child
  - For drop-off outside of normal arrival times, parents are asked to park their vehicle in a parking space in the center of the lot. Bring your child to the front entrance doors. Use the buzzer to make staff aware that you are here. Follow the directions of the office staff. Wear a mask during this interaction.
- Students will be required to wear a mask while at school.

## Restroom Use

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

- Scheduled restroom breaks will be staggered by student cohorts throughout the school day to allow for disinfecting between groups.
- We will have a maximum of two students in the restroom at a time.
- During unscheduled restroom use, the custodian will be contacted to disinfect the restroom before other student cohorts enter the restroom.



- Staff will follow all universal precautions when assisting students with diapering or changing a pull-up.

## Hallway Travel

- Staff will work towards maintaining a space of at least 3 feet separation between students during all transitions.

## Hand Washing/Sanitizing

Hand washing/sanitizing remains one of the best preventative measures for reducing the spread of COVID 19. It has been proven that COVID 19 can be spread through touching items with COVID 19 germs on them and then touching your nose, mouth, or eyes. Handwashing/sanitizing will be an integral part of the school day.

- Preschool hours have been adjusted to allow disinfection/sanitization between AM and PM preschool. Class times will be 8:30-11:00 for AM, and 12:30-3:00 for PM.
- All students will be shown how to properly wash their hands through lessons, videos, social stories, and feedback when hand washing.
- Hand sanitizing stations are at each school entrance and in each classroom.
- Our procedures for sanitizing will be for all to apply hand sanitizer when entering all areas and again when leaving all areas.
- Hand washing will take place after each restroom use.
- As students are seen to place their fingers/hands in eyes, nose, mouth they will be asked to sanitize their hands.
- Students will sanitize their hands after using a tissue.
- Students will sanitize their hands before/after eating.
- Materials that come in contact with body fluids will be isolated and disinfected before reuse.

## Related Services

Students that require support from Related Service Staff (SLP, OT, PT, SW, BCBA), as required by their IEP, can create a comingling of student cohorts which can increase the risk of exposure of COVID 19 if procedures are not in place.

- All staff will use appropriate PPE while providing direct services to students.
- When possible, related services will be delivered in the classroom.
- When students receive services outside of the classroom, they will follow the social distancing/transition and sanitizing procedures as stated above.



# Recess

Recess is a time where layering additional mitigation is necessary. Student cohorts will have scheduled access to the playground. This reduces the increased risk of exposure to other students outside their classroom cohort. Designated areas will be predetermined to allow for free play and exercise.

- As weather permits, students will have time for movement outside with activities designed to promote social distancing.
- Classes will remain in their cohorts for recess.
- Each classroom will have a set of playground equipment to be used during recess. They will be sanitized between cohort use.

# Breakfast/Snacks

Providing access to adequate breakfasts and snacks is a major function of early childhood. 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 snacks while social distancing can be a challenge.

- Breakfast/snacks will be eaten in the classroom and provided by the district. Families should not send food in for their child.
- Students will sanitize their hands before and after breakfast/snacks.
- Areas will be disinfected before and after breakfast/snacks.
- Students should bring a clean water bottle to school daily, to be filled at school by staff, since drinking fountains will be closed.
- The school nurse will provide the classroom teacher, and building staff, a list of any students with food allergies.
- Current district cleaning/sanitization processes will be followed in classrooms with food allergens before and after eating.

# Emergency Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure the 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.

- Drills will no longer be conducted as an entire school unit but will be conducted on a staggered schedule. Students will stay with their classroom cohort to practice evacuation drills and will exit different school doors to ensure social distancing.



# Social/Emotional Needs

Meeting a student's 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.

## Students

- Early Childhood routinely screens all students and provides weekly lessons on a variety of social-emotional skills using the Promoting Alternative Thinking Strategies (PATHS) curriculum.
- Early Childhood provides varying levels of support for students in the classroom and specific training for individual students in the areas needed.
- All staff is trained in nonviolent crisis intervention strategies.
- All staff are trained in behavior/trauma-informed practices.
- Data-driven interventions are provided to students by our Family Support Counselors.
- Teacher/Attendance Clerk/Nursing staff will advise Family Support Counselor of students who have not attended, or been heard from, for three days to conduct a wellness check.
- The Family Support Counselor will provide training to staff on topics of the pandemic that could adversely affect students.
- Through our Care Team process staff will meet to discuss concerns for students exhibiting social/emotional concerns to develop a plan to support the student.

## Staff

- All staff is provided information regarding the Employee Assistance Program (EAP).
- All staff receives weekly emails with strategies for self-care (Wellness Wednesday).
- Ongoing communication will be encouraged through regularly scheduled staff meetings.
- Weekly well-being checks will occur throughout the week, for all staff.

# Discipline

- Staff will follow the IEP or building plan to meet the social-emotional needs of students.
- Staff will teach strategies for self-regulation.
- Parents may be contacted for students who are experiencing an ongoing crisis and are not responding to therapeutic intervention.

# Classroom Supplies

Supplies for classroom instruction are an important part of curriculum and instruction; however, sharing items can increase the risk and transmission of COVID-19. Plans need to be made to limit the sharing of common supplies.



- All supplies will be sanitized between AM and PM sessions and in the evening.
- Each student will have an individual supply bag.
- All classroom supplies that are unable to be disinfected and sanitized will be removed from the classroom.
- Classroom supplies/manipulatives will be separated for individual use.
- If supplies come into contact with bodily fluids, they will be removed from student use until sanitized.
- Contaminated items will be placed in a designated receptacle for sanitization.

## Sick Staff and Students

Early Childhood Education will follow district guidance on how and when students will access the clinic in the event of an injury or illness. This bulleted list is specific procedures in place for staff and students when ill.

- Staff will complete the district Covid-19 self-report form before entering the building.
- Staff will notify their direct supervisor if experiencing symptoms while on-site to provide class coverage then immediately self-isolate. Staff is required to notify the school nurse after isolating to engage the building contact tracing team.
- Students that state that they don't feel well or display symptoms of illness will be taken to the school nurse for evaluation.
- The nurse will follow district protocol for evaluating symptoms and will determine if the student can safely return to the classroom or if they need to be sent home.
- If the nurse determines that a student needs to be sent home, the student will be placed in an isolation room with attending staff and the parent will be contacted to pick up their child.
- The expectation of the parent is to make arrangements for the child to be picked up as soon as possible.
- Families will be expected to keep the school updated with the most current phone numbers for parents/guardians and emergency contacts.
- The district will follow and maintain the recommendation of the St. Louis County Department of Public Health.

## Dismissal

Dismissal at school is often a time where areas become congested with many people 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.



- Dismissal for AM students is 11:00 AM, and dismissal for PM students is 3:00 PM. Preschool hours have been adjusted to allow time for disinfection/sanitization between AM and PM preschool.
- A staff member will bring the child to the parent's car.
- Parents will be asked to do the following:
  - to stay by their cars when picking up their child
  - use the designated pick-up zones
  - place their child in the safety seat after the staff member brings the child to the car
  - to wear a mask during this exchange
  - display a provided sign that indicates their child's name and teacher's name in their window as they come to pick-up their child
  - For pick-ups outside of normal dismissal times, parents are asked to park their vehicle in a parking space in the center of the lot. Come to the front entrance doors. Use the buzzer at the right of the door to make staff aware that you are here. Follow the directions of the office staff. Wear a mask during this interaction.

## Communication

### External

- Information will be shared via google classroom, class newsletters, google meets, phone, email, peach jar, district website, and blackboard notifications.

### Internal

- Information will be shared via email, google drive, zoom meetings, google meet, etc.

## Meetings

All meetings (staff meetings, PD, parent meetings, etc.) will be held virtually using either zoom or google meet.