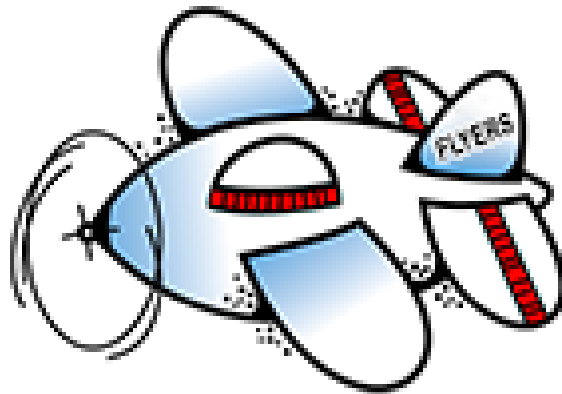


# Carolyn B. Parker Elementary School

## Return to School Plan

*IN RESPONSE TO COVID-19*



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## **A MESSAGE FROM THE PRINCIPAL**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Florida Department of Education (FLDOE) and our district office at the School Board of Alachua County (SBAC) who works closely with The Scientific Medical Advisory Council composed of medical professionals from the UF Emerging Pathogens Institute. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

### **PARENTS/VISITORS/VOLUNTEERS ON CAMPUS**

We love our families and helpful volunteers! The home/school connection is vital to a child's success, which is why we regret that we cannot have parent/guardian visitors or volunteers on campus until further notice. Conferences with teachers, staff, and the administrative team may occur with a scheduled appointment.

Parents are not permitted to walk children to class in the mornings, eat lunch with their children, or enter the school unless an appointment has been scheduled or they have been contacted to come to school.

***Parents/Guardians must use the car drop off/pick-up lane for arrival and departure. Parents/guardians must remain in the car at all times.***

The safety of our faculty, staff, and students remains our primary concern. To help prevent the spread of COVID-19 and reduce the risk of exposure to our faculty, staff, and students we ask that all visitors (by appointment) comply with the prescreening process which includes a questionnaire, temperature check, and appropriately worn face covering.

### **EMPLOYEE SCREENING**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our faculty, staff, and students, we will be requiring all brick and mortar employees to complete a daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- A new fever (100.4°F or higher) or a sense of having a fever
- A new dry cough that you cannot attribute to another health condition
- New shortness of breath or difficulty breathing that you cannot attribute to another health concern.
- A new sore throat that you cannot attribute to another health condition
- New muscle aches (myalgia) that you cannot attribute to another health Condition, or that may have been caused by a specific activity (such as physical exercise)
- Chills that you cannot attribute to another health condition
- Loss of taste or smell
- Nausea/Vomiting/Diarrhea
- Fatigue
- Headache

Employees will not be permitted to enter or remain on campus if they answer "Yes" to any of the screening questions.

## **STUDENT SCREENING**

Parents should evaluate their children for any COVID symptoms before leaving for school and have them remain home if experiencing any of the following:

- 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

Students will receive a minimum of one digital thermometer scan during the day.

- Initial scan will take place upon arrival to homeroom or in the cafeteria for students receiving breakfast
- Additional temperature scans may be completed as necessary
- The health tech and/or school nurse will evaluate students with a temperature above 100.4 and administration will be notified. Students will be sent to the isolation room and a parent/guardian will be notified to pick up their child

The health tech and/or school nurse will evaluate any student experiencing COVID-like symptoms:

- Student will be escorted to the clinic by a staff member
- Upon arrival, outside the clinic door the health tech and/or school nurse will conduct a temperature check and assess the child's symptoms based on the individual's medical history and latest recommendations
- If COVID is suspected or symptoms cannot be explained the student will be escorted to the isolation room and the parent/guardian will be notified to pick up their child immediately.

## **VISITOR SCREENING**

All visitors (by appointment) will complete a health screening questionnaire and a digital thermometer scan upon arrival to school. Visitors will not be permitted to enter or remain on campus if they answer "Yes" to any of the screening questions.

## CLINIC

The regular clinic will be utilized for traditional nursing services provided to students. All classrooms will be stocked with basic first aid supplies, such as bandaids, to minimize visits to the clinic. School health tech and/or nurse will assist in guiding staff concerning basic first aid concerns in order to lessen the number of visits to the clinic.

### Typical clinic visits include but not limited to:

- Student medication
- Injuries including those to the head and face

### Clinic safety rules will be in place that limit:

- Clinic restroom use unless health related
- Non-medical phone use
- Resting unless medically necessary

## ISOLATION ROOM

A designated isolation room has been established for students who are experiencing COVID-like symptoms. A staff member will monitor the student until their parent/guardian comes to pick them up immediately.

- Once the parent arrives the student will be escorted to the car pick up area and checked out to an approved parent/guardian according to their emergency card
- Students will not be allowed to ride the school bus or aftercare bus, or attend EDEP
- Parents/guardians will be given the Parent Letter Checklist and Return to School Letter upon checking out of school:

<p>Date:</p> <p>Dear Parent or Guardian:</p> <p>If your child gets sick, it is often most appropriate to keep him/her home from school. A sick child will not be able to perform well in school and is likely to spread the illness to other children and staff. The Alachua County Public School guidelines state that you should not send your child to school if he/she has:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bad cold, with a very runny nose or bad cough that keeps child awake at night.</li> <li><input type="checkbox"/> Covid-like symptoms: See attached letter for guidelines for return to school.</li> <li><input type="checkbox"/> Close contact with someone testing positive for Covid-19. Must self-quarantine for 14 days.</li> <li><input type="checkbox"/> Multiple bouts of Diarrhea in the past 72 hours.</li> <li><input type="checkbox"/> Excessive cough that disrupts classroom learning.</li> <li><input type="checkbox"/> Fever in the past 72 hours 100.4° F (38° C) or greater with thermometer. Student must be fever free for 72 hours without fever reducing medication to return to school.</li> <li><input type="checkbox"/> Flu like Symptoms: Headache, fever, sore throat, runny and stuffy nose, cough, feeling bad. Student must be fever free for 72 hours without fever reducing medication to return to school.</li> <li><input type="checkbox"/> Pinkeye. Student must be on antibiotic eye drops for 24 hours to return to school.</li> <li><input type="checkbox"/> Rash. For all unidentified rashes/skin conditions student will be excluded until diagnosis. Student must have a note from a licensed health care provider to return to school.</li> <li><input type="checkbox"/> Strep Throat. Student must have been taking an antibiotic for at least 24 hours to return to school.</li> <li><input type="checkbox"/> Multiple bouts of Vomiting in the past 72 hours.</li> <li><input type="checkbox"/> Other: _____</li> </ul> <p>Your cooperation on this issue is appreciated. For any questions or concerns, please contact your School Nurse:</p> <p>_____ School Nurse</p> <p>_____ Phone</p>	<p style="text-align: center;"><b>Return to school after illness/fever (Covid-19 or Covid-like symptoms)</b></p> <p><b>Parent/Guardians: In the event of suspected Covid-19 infection or symptoms:</b></p> <p>Parent/Guardians should contact their healthcare provider to arrange for testing and not return to school until their student has met the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>In the event that the test results are positive:</b> <ol style="list-style-type: none"> <li>1. Parent/Guardians will need to follow the <b>most current CDC guidelines</b> in regards to quarantine and self-isolation for the family.</li> <li>2. The student may not return to school earlier than the minimum quarantine requirement time even if the student is feeling well. The length of quarantine is 10 days from the onset of symptoms. <b>If the symptoms extend longer than 10 days</b>, then student should remain in quarantine until they are 24 hours fever free without the use of fever-reducing medication and their symptoms have improved.</li> <li>3. If a member of the family receives a positive result of a Covid-19 test, we ask that the family self-isolates and that students do not come to school for 14 days from initial exposure.</li> </ol> </li> <li>• <b>In the event that the results are negative but student feels ill</b>, (e.g., strep throat, head cold):       <ol style="list-style-type: none"> <li>1. Students must be symptom and fever free for 72 hours or longer without taking any fever-reducing medications to return to school.</li> <li>2. On return to school following absence due to an illness or isolation, students must report to the health room clinic to be examined by School Nurse before they can return to class.</li> <li>3. When the student returns to school, he/she must be fit enough to participate in all activities. A healthcare provider's note will be required for restrictions from any activity (recess or PE) which includes length of time for accommodations.</li> </ol> </li> </ul> <p><b>Your child may return to school from a COVID-19 Exposure or illness if:</b></p> <ul style="list-style-type: none"> <li>• They can fully participate in all school activities</li> <li>• They are FEVER-FREE for 3 days and their temperature is in the normal range</li> <li>• They have tested positive and have been home for 10 days. <b>If the symptoms extend longer than 10 days</b>, then student should remain in quarantine until they are 24 hours fever free without the use of fever-reducing medication and their symptoms have improved.</li> <li>• If they have had contact with an individual who tested positive and quarantined for 14 days</li> <li>• They have no symptoms of Covid-19 including symptoms such as; respiratory discomfort, muscle ache, loss of taste and smell, with or without fever.</li> <li>• They have no symptoms of vomiting/diarrhea.</li> </ul> <p>*A temperature of <math>\geq 100.4</math> F is considered a fever. Even a temperature of 99.9F is suspicious and student should stay home. Students with a temperature of 100.4F or higher should stay home from school and should not return to school until they are FEVER FREE for 72 hours (or current CDC guidelines regarding fever) without the use of fever-reducing medicine (e.g. acetaminophen, ibuprofen etc.).</p> <p><b>Important Resources</b></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/faq.html">https://www.cdc.gov/coronavirus/2019-ncov/faq.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#CDC_AA_reVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#CDC_AA_reVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html</a></p>
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## **FACE COVERING REQUIREMENT**

- Students, staff, contractors, vendors, and visitors must wear appropriate face coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation.
- All persons must have a mask with them at all times while on district property even if they are in a location where they currently are able to maintain social distancing.
- The wearing of a mask is a health issue. Student compliance will be dealt with as a health issue, not as a disciplinary issue.
- The district will provide students and staff with a supply of cloth masks or other appropriate facial coverings and will maintain emergency supplies of disposable face coverings so that no student will be in a position where they will not have access to a mask.
- To promote the social and emotional health of students who may struggle wearing a face covering for several hours, schools will provide students with opportunities for breaks where they can remove their face covering while maintaining appropriate distancing and while under supervision.

### **Exceptions:**

- Children in kindergarten and below will be educated, encouraged and expected to wear face coverings, but failure to wear a face covering will not prohibit their attendance if they are unable to wear a face covering at all times.
- Wearing a face covering is not required while eating or drinking.
- Persons who have difficulty breathing or suffer sensory issues due to a documented medical or psychological issue will not be required to wear a face covering. If appropriate, they will be asked to wear a clear faceguard, unless wearing the faceguard would also cause breathing or sensory issues. Documentation from a medical provider must be on file before a person will be excused from this face covering requirement.
- Persons communicating with hearing-impaired individuals who need to see the other person's mouth to communicate will not be required to wear a face covering.
- Teachers, staff members, and students, at the direction of the teacher, may remove their face coverings when wearing them would impede instruction.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Faculty, staff, and students will practice staying approximately 6 feet apart and eliminating contact with others. Signs throughout campus and floor markers in the cafeteria will be used to identify appropriate social distancing.

## **HANDWASHING AND HAND SANITIZING**

- Wash your hands often with soap and water for at least 20 seconds
- Hand sanitizer stations will be mounted in each classroom and high traffic areas
- Students will sanitize their hands upon entry and exit from the classroom and cafeteria
- Faculty and staff will monitor this procedure to ensure students are sanitizing as expected

## FACILITIES CLEANING AND DISINFECTING PROTOCOL

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. The cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to reduce the risk of spread of infection.

Frequency	Tasks to be Completed	Rooms
Daily	Day staff is to sanitize high-touch surfaces, including but not limited to door handles, phones, panic bars  Check hand soap, paper towels and sanitizer, refill as necessary	Campus wide
Daily/Nightly	Disinfect all door handles, panic bars, railings, and light switches	Campus wide
Daily/Nightly	Auto scrub or mop hard surface floors with all-purpose cleaner as needed	Occupied spaces
Daily/Nightly	Disinfect all clinics, bathrooms, childcare, and athletic areas	Clinics, bathrooms, childcare and athletic areas
Daily/Nightly	Disinfect water fountain buttons and splashguard then rinse with water	Campus wide
Daily/Nightly	Disinfect all hard surface furniture	Occupied spaces
Daily/Nightly	Disinfect all shared telephones, keypads and handsets	Campus wide

- All areas shall be cleaned using the District approved hospital grade cleaning agent, Lavender 256, on a daily basis.
- Custodians have daily checklists for each room that correspond to the above as well as specific training that was completed during the summer.

# DEEP CLEANING PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning will be performed as soon as the confirmation of a positive test. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the facilities department. Site personnel and/or the district facilities department will perform a comprehensive disinfection of all high touch surfaces.

# STAFF TRAINING

- All faculty and staff participated in a district supplied COVID-19 training
- All custodial staff participated in a district facilities training that reviewed cleaning and sanitizing expectations, procedures, and protocols

# SIGNAGE

Student friendly signage will be used and placed as appropriate throughout the campus and within the following locations: classrooms, bathrooms, media center, cafeteria, and hallways.

Please see the examples below:





## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers will sanitize the bus including seats and high touch areas, at a minimum, right before starting, and right after each drop off of students.

- Students, if medically able, must appropriately wear a mask on the bus for the duration of their ride and will sanitize their hands before and after exiting the bus
- Bus drivers will wear appropriate face coverings at all times
- Reduced number of students on each bus

## **MODIFIED CLASSROOM ARRANGEMENTS**

Classroom seating/desks will be at least 6ft apart when feasible. Furniture will be arranged to maximize safety and all non-essential classroom furniture will be removed to maximize social distance between the students.

## **CLASSROOM SNACKS AND CELEBRATIONS**

At the direction of the classroom teacher, classroom snacks may be provided as long as they are individually packaged. However, before sending in snacks, please speak with the classroom teacher regarding allergy concerns of students. We love to celebrate birthdays of our students; however, until further notice birthday treats must be individually wrapped.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS**

Our counselors, teachers, and leadership team will utilize the Sanford Harmony social emotional learning curriculum in addition to other resources. The counselors will work with students individually or in small groups to address any well-being needs. Teachers will assess student's social emotional wellness 30 days into the school year at which time they will identify possible internalizing and externalizing behaviors. This survey will allow counselors to create a more individualized and intensive support for students and/or refer the parent to an appropriate outside agency.

## **INSTRUCTION**

Teachers will communicate with families the following information: daily schedule, structure of learning, grading, expected student behavior, and classroom/course procedures.

## **BRICK AND MORTAR**

### **ARRIVAL AND BREAKFAST**

Parents should evaluate their children for any COVID symptoms before leaving for school and have them remain home if any symptoms previously reviewed are found.

Students should arrive on campus ***no earlier*** than ***7:15am*** at which time teachers will be in their classrooms to receive students and staff will be on duty around campus. Students arriving after 7:45 will be considered tardy and will need to enter through the front doors. Students will be buzzed in and recorded for attendance. Tardy slips will not be issued by the front office.

***Students only*** may enter campus from three designated areas:

- Main entrance doors
- Bus loop
- Car pick up gate
- All points of entry will be supervised by a staff member

Students will either go directly to their classroom at 7:15am or they may eat breakfast in the cafeteria. Students who choose to eat breakfast will sanitize their hands upon entering the cafeteria. Students will follow social distancing signage, move in outlined directions, and sit every other seat. Masks should only be removed once a student is at their seat with their breakfast. Once students are done eating breakfast, trash cans will circulate through the cafeteria for students to throw away their trash. Students will sanitize their hands before exiting the cafeteria on their way to class.

The temperature of all students will be checked using a non-touch infrared thermometer in their homeroom class or when they enter the cafeteria for breakfast. Students with a temperature of 100.4 or above will be escorted to the clinic for further evaluation by the health tech and/or nurse. The parent/guardian will be contacted to pick up their child immediately.

The media center will be closed in the morning until further notice.

### **SPECIALS**

Special area classes (art, music, and physical education) will be conducted in two week rotations to minimize the number of students entering these classrooms daily. Classes will attend media once per week to allow for book check out. High touch areas including student desks, tables, chairs, door knobs, and other materials will be disinfected with Lavender 256 solution between class sessions.

## RECESS/TEACHER PE

For recess and teacher PE students will go to designated areas which can include but are not limited to the track, the kickball field and the front lawn.

- Masks are not required when participating in extracurricular activities, such as athletics, however students and teachers must have masks with them at all times
- Students will be expected to maintain a 6 ft. distance during times when masks are removed
- Students will not be able to use any of the playground equipment until further notice

## TRANSITIONS

Students, if medically able, will transition in hallways and around the campus with appropriately worn face coverings. Faculty and staff will also wear appropriate face coverings at all times on campus. Teachers will use situational awareness to maintain social distancing from other students in the hallway. Students will be socially distanced in line that allows for the teacher to maintain supervision of all students. Stairs in building 1 will be labeled up/down to regulate hallway traffic.

## LUNCH

Students will enter the cafeteria with their teacher, using hand sanitizer upon arrival. Students bringing their lunch will be escorted to their table. Students receiving lunch will enter the serving line, standing six feet apart while waiting for their food. All food service staff will wear appropriate face coverings at all times. The cashier station will have a plexiglass shield. Students will be offered pre-packaged lunch choices. A sealed utensil pack and condiment pack will be provided with their lunch. Cafeteria staff will have extra to hand out as needed..Students will remain seated unless given permission by cafeteria staff. At this time, parents and visitors will not be able to eat lunch with their child.

Students, unless medically exempt, will enter and exit the cafeteria in one direction, with their face covering appropriately worn, and sanitize using an automatic station before going in and out. Social distancing signage of 6 feet will be displayed throughout the cafeteria.

Cafeteria tables and chairs will be cleaned and sanitized after student use.

## DISMISSAL

Students will be escorted by a grade level teacher to their method of transportation. Students will follow transition protocol during dismissal. Each brick and mortar teacher will send out a survey to collect information about how students will depart school.

### **Bus Riders**

Bus riders will be escorted to the bus circle by their grade level representative.

### **Car Riders**

Car riders will be escorted to the courtyard for the pick up protocol. Each parent will have a sign in their car window with the student's name and grade level. **Parents must stay in their car during pick-up.** Students will be called by radio when their ride has arrived.

### **Walk/Bike Riders**

Students that walk or ride their bike to school will be escorted to the North East side of the main building to exit from the front of the building. (Previously 4th Grade Pick-up)

## **DIGITAL ACADEMY**

Students participating in the Digital Academy will access their classes via their Portal, If your child does not know, or has forgotten, their AD username and password please [click here](#). Students will follow the grade level schedule. Students begin school at 7:45 and are expected to be present through the live connection during all instructional blocks. Digital Academy students will attend one of two models depending on counts at the grade level.

- Complete digital class-The teacher has no brick and mortar students.
- Hyflex – The teacher has both brick and mortar students as well as digital academy students. Live teaching will take place with brick and mortar students in class and with digital students attending virtually at the same time.
  - Hyflex Courses at this time (Subject to change due to enrollment):
    - All Gifted Classes
    - Second Grade ESOL
    - Third Grade ESOL
- Helpful DA resources:
  - General Information: <https://www.sbac.edu/domain/9807>
  - Password Assistance: <https://fl02219191.schoolwires.net/Page/3512>

## **SAFETY DRILLS**

Revised safety drills (ALICE, Fire) will occur but with proper social distancing and protocols in place.

## **PERFORMANCES/FIELDTRIPS/CLUBS**

At this time there will be no performances, field trips, or club meetings until further notice.

## **SAFETY PATROLS**

5th grade students will be chosen during the 1st 9 weeks. There will be no posts assigned until further notice.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Ensure that your email address is accurate in Skyward to receive a Skylert Message
2. Visit our school website: <https://www.sbac.edu/parker>
3. Visit our district website: [www.sbac.edu](http://www.sbac.edu)
4. Mrs. Jones's email for questions or concerns: [joneskb@gm.sbac.edu](mailto:joneskb@gm.sbac.edu)
5. Mrs. Delaney's email for questions or concerns: [delanetc@gm.sbac.edu](mailto:delanetc@gm.sbac.edu)