

Longfellow

Return to Operations

Process to Screen Students Prior to Entry (if recommended)

Screening Prior to Entry:

Parent Drop Off: Staff members will take the temperature of the student(s) prior to the departure of the vehicle which is dropping off. If students have a temperature less than 100.4, they will go to the classroom while wearing a face covering. If students have a temperature of 100.4 or more, they will remain in the vehicle and be required to stay home until they are 24 hours fever free.

Bussing: Staff members will board the buses and take temperatures of students. If students have a temperature less than 100.4, they will go to class while wearing a face covering. If students have a temperature of 100.4 or more, they will be escorted to the isolation area while wearing a face covering and their family will be contacted for pick up.

- If no fever, but displaying other symptoms, the student will report to the nurses office.

Isolation Area

When COVID-19 symptoms arise or the screener is failed, students and/or staff will move to the isolation area where he or she will be supervised and parents will be notified for immediate pick-up.

Moving Throughout the Building

Traffic flow will be marked on the walls of the building using arrows. This is to be followed while maintaining social distancing to the greatest extent possible while wearing face coverings by staff and students.

Specials/Lunch: Teachers will follow the traffic flow guidance to lead their students to destinations outside of the classroom.

Restroom Use: ...

- Restrooms will be designate by grades
- Nurses office as the location for students to use outside of their scheduled break
- All non-classroom teachers keep a log of RR usage

Delivery Drop Zone

Persons delivering to the school will buzz the front door and state purpose. The administrative assistant will request that the delivery person wear a protective face covering prior to entry. Deliveries will be left on the table inside the entryway. Distribution of items will be based on content of the packages. (Ex: food deliveries will be picked up by the person ordering, mail will be picked up by the administrative assistant, etc...)

Arrival/Dismissal Plan

Arrival and Dismissal: Students enter and exit as follows:

- PK through the east doors near their rooms
- K through the east entrance
- 1st grade through the main entrance
- 2nd and 3rd grade through the south entrance
- 4th and 5th grade through the north entrance
- Early arrivals will be given the option of remaining in the car or returning at 8:45

Afterschool Clubs/Activities

Kids & Co: Students will report to Kids & Co, follow their protocol

Clubs/Activities: StuCo, to be determined

Breakfast in Classrooms

Delivery of Food to Classrooms:

- Nutrition staff will deliver breakfast to classrooms
- Classrooms to be supplied with large bags to place food waste and place outside of class. Custodians will make a designated round to collect the bags

Sanitize/Hand Washing: Upon completion of breakfast, students will wash their hands and wipe down their area. (Find out more about the products to be used.)

Access to Cleaning Supplies

Cleaning Supplies will be stored as per custodial protocol (closets), and teachers will be provided disinfectant and sanitizer to be used when needed. Store out of reach from the children.

Playground Procedures

1 - 3 classes at a time will be allowed on the playground practicing social distance.

- Swings/Jungle Jim
- Field
- Basketball/Tetherball
- Grade-levels will take their grade-level ballbags/equipment as needed.
- Personal play equipment will not be used (balls, frisbees, jump ropes, etc.)