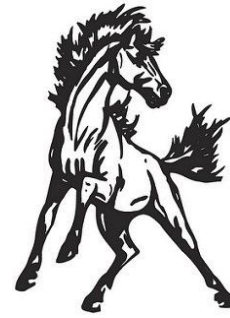


Building Specific Implementation:

Updated 8/6/2020

School: Bellville Elementary School
Principal: Stacey Swank
Address: 195 School Street Bellville, Ohio 44813
Email: swanks@clearfork.k12.oh.us
Office Phone: (419) 886-3244 (Local)
(877) 883-3244 (Long Distance)
Fax Number: (419) 886-3851



The Students Daily Journey:

Masks

All students kindergarten through fifth grade must wear a face covering/mask with the following exemptions:

- Children under the age of 2 years
- Any child unable to remove the face covering without assistance
- A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering
- A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask
- A child with a facial deformity that causes airway obstruction

The district will follow all mandates and recommendations by the Ohio Health Department, Richland County Public Health and the State of Ohio.

If social distancing is being adhered to in the classroom and with teacher permission, students may temporarily remove masks/facial coverings for a break.

Students will have to wear masks/facial coverings in communal areas outside the classroom.

Entering the Building:

All students (and staff) entering the building will need a "Daily Health Assessment" which will consist of a temperature check and answering 5 questions (appendix). The Daily Health Assessment will be implemented by teachers and aides. Car riders will be assessed before they leave their vehicle and walkers will be assessed as they cross School St.

Students will be required to wash their hands or sanitize their hands upon entry to the building. Hand sanitizer will be provided to students at the entrance's sanitizing stations.

Arrival Procedures

Bus Riders will arrive 7:50-8:00

- Mask/Facial coverings are required for all bus riders.
- Buses will report to high school/middle school to drop off students and then drive to the elementary buildings to drop off students.
- Staff member (1) will greet bus and ensure students are observing social distance guidelines while entering the building
- Staff members (2) will intercept students and oversee handwashing in the restroom off of the cafeteria. The staff members will then walk students to their classroom while observing social distance guidelines.
- Hand sanitizer stations will be available in the school entry as well.

Walkers will arrive after 7:35

- Staff members (2) will greet students and take their temperature and do Daily Health Assessment before entering the building.
- One staff member will take the temperature and the other will document on the National Federation of Sports document.
- If the temperature is 100 F degrees or above, the child will not be allowed in. The school secretary will be informed and will call the parent and ask if they would like the child to walk home or if they will come and pick their child up immediately.
- If a student is showing signs of illness, they will be put in the school clinic until parent contact is made.
- Staff members (2) will intercept students and oversee handwashing in the restroom on the top floor. The staff members will then walk students to their classroom while observing social distance guidelines.
- Hand sanitizer stations will be available in the school entry as well.

Car Riders will arrive after 7:35

- School resource officer will manage cars and ensure social distancing guidelines are in place.
- Staff members (2) will greet students and take their temperature and do Daily Health Assessment before entering the building.

- One staff member will take the temperature and the other will document on the National Federation of Sports document.
- Parents and students will remain in their car while their child's temperature is taken.
- If the temperature is 100 F degrees or above, the child will remain in car with parent and be taken home.
- Staff members (2) will intercept students and oversee handwashing in the restroom on the top floor of the building. The staff members will then walk students to their classroom while observing social distance guidelines.
- Hand sanitizer stations will be available in the school entry as well.

Tardy Students

- For students who arrive tardy to school, school resource officer will remain outside with the clipboard to sign students in for 15 minutes after the start of school.
- School resource officer will take clipboard to car for parent/guardian to sign child(ren) in. Parent and students will remain in vehicle and have temperature taken/daily health assessment completed by school nurse.
- After 15 minutes, school resource officer and nurse will return to the building. Any students who arrive after this time, a parent will need to call the office (419) 886-3244 as they arrive in the parking lot. One of the office staff will go out to the car with the clipboard to sign the child(ren) in and complete the temperature check and daily health assessment outside. Parent will not leave until temperature and the daily health assessment is complete.
- If the child's temperature is 100 F degrees or above, the parent/guardian will be required to take the child home.

Early Arrival Procedures and Available Spaces:

- Students will not be permitted to get out of vehicles or enter the building until 7:35 a.m.
- Students will place arms straight out at their sides (airplane arms) to make sure they are social distancing from others.

Exiting the Building:

- Students will wash hands in classrooms prior to exiting the building whether they are leaving by bus, walker or car rider.
- Students will continue to place arms straight out at their sides (airplane arms) to ensure social distancing.

Dismissal Procedure

Bus Riders dismissed at 1:20-1:30 when buses arrive

- Classroom teachers will ensure students have washed their hands prior to reporting to dismissal areas.
- Students will be taken to the cafeteria by a staff member observing social distance guidelines.
- Students will sit with siblings at their assigned bus number while observing social distance guidelines.
- Students will sit at benches with arms outstretched (airplane arms) to ensure social distancing between families.
- Students will sit in an assigned seat at the bench so the bus is loaded from back to front according to bus stops.
- Students will leave masks on as they exit the building as masks are mandatory on all school transportation.
- When buses arrive, a staff member will lead students to designated buses while still observing social distance guidelines.
- Hand sanitizing stations will be utilized as students depart the building.

Walkers dismissed at 1:10

- Classroom teachers will ensure students have washed their hands.
- Student masks will remain on in the classroom and while exiting the building.
- Hand sanitizing stations will be utilized as students depart the building.
- Students will utilize airplane arms to ensure social distancing guidelines are adhered to as they leave school premises.
- A staff member will guide walkers to the exit and students will leave immediately using the alley off of School St.

Car Riders dismissed at 1:15

- Classroom teachers will ensure students have washed their hands prior to reporting to dismissal areas.
- Students will wait in the classroom until Mrs. Swank texts the car order to teachers. When names are read, student will leave the classroom under staff supervision to observe social distance guidelines, and stand on the spots in the hallway. Each family will stand on one spot to observe social distance guidelines.
- Student masks will remain on until the child enters their family vehicle.
- As each family leaves the building, students will advance to the next spot until it is their turn to exit the building.

- School resource officer will be outside to help manage and ensure adherence to social distancing guidelines by using airplane arms.
- Hand sanitizing stations will be utilized as students depart the building.
- As in the past, parents will remain in their vehicles, students will open the car door, enter the vehicle and close the door behind them. Students are expected to be buckled in the vehicle or booster seat before the parent pulls away from the curb.

Hallways

- Social Distancing in the Hallways and Traffic Flow Throughout the Building.
- Students will continue to stay to the right side in the hallways.
- We will schedule transitions to ensure students are not passing one another in the hallway.
- Students will be required to wear masks/facial coverings while in hallways.
- Markings: In the main hallway by the office and library, there will be dots placed on the floor in order for car riders to use to ensure social distancing from each other.
- Social Distancing and monitoring: Teachers will monitor their students as they move through the hallways for restroom breaks. Students will line up using airplane arms and move through the hallways accordingly.
- Control of Movement: Students will remain with their teacher and classmates for the entire school day. Teachers will not switch classes, but will use virtual learning to teach classes when departmentalized. The only exception to this is for physical education. Each class will participate in a 35 minute phys ed class each week with the physical education teacher.

Locker and Cubby Usage/Student Possessions

- Lockers will not be utilized as there is no way to social distance.
- Cubby usage will only be utilized if students can hang their coat and backpack up without assistance from the teacher and get their things at the end of the day without teacher assistance. If cubbies are not used, a coat and backpack will be placed on the back of the student chair. All students will manage, control and keep all supplies in his/her possession.

Classroom:

- Class Sizes: Class sizes will range from 18-23 students and social distancing will be managed throughout the day. Students will stay in their 6 foot diameter to ensure social distancing from one another.

- Classroom Setup: The maintenance and custodial staff will set up student desks in classrooms to ensure social distancing guidelines are adhered to.
- Social Distancing: Students will remain in the 6 foot diameter, and if they need to leave their assigned space, they will use airplane arms to ensure they do not encroach in another individual's space.
- Students will wear masks/face coverings while in class. Students will be permitted to temporarily remove their mask/facial covering with teacher permission for a break.
- Shared Equipment and Supplies: There will be no shared equipment or supplies. Students will have access to their own supplies, and will not share with classmates. This goes for math manipulatives, pencils, scissors, glue, markers, etc.
- Updated Supply Lists: Supply lists are being updated to respect parent situations and to ensure students have only what they need and will be able to manage at their desks.
- Procedures for Supplies brought in for class use: Any supplies brought in for classroom use such as paper towels, wipes or hand sanitizer will set for 72 hours before touched.

Specialty Classes and Considerations:

Physical Education:

Phys ed classes will be social distanced and will be held out on the basketball court or inside the gymnasium. Students will be socially distanced throughout the class.

Recess:

There will be two areas in the green space set aside for recess. Each classroom will be assigned a 20 minute recess throughout the school day. The classroom teacher will need to take students out to the green space and monitor for social distancing. Students will not be allowed to use the playground equipment. Students will have the opportunity to run, but not play tag, or other games that would put them in close proximity to others. Students will need to use airplane arms in order to social distance. All students will exit one door and enter another door.

Music:

Music class will be recorded and will be watched in classrooms while students are at their own desk. Music will consist of rhythm and movement activities, not singing. Homeroom teachers will provide classroom management to reduce points of contact.

Art:

Art will be recorded and will be watched in classrooms while students are at their own desk. Students will use their own supplies at their desks. Homeroom teachers will provide classroom management to reduce points of contact.

Tech Classes:

If Mrs. Kinney is overseeing distance learning, there will not be technology classes. No one will use the computer lab. If Mrs. Kinney is able to provide technology, she and Mrs. Long will record a joint lesson to be watched in the classroom. Homeroom teachers will provide classroom management to reduce points of contact.

Library: Mrs. Long will record herself reading a story and doing a lesson with Mrs. Kinney. Mrs. Long will bring a cart of library books to each classroom weekly in order for students to check out books to read. Upon return of the books, they will sit for 72 hours before being checked in for student use.

Community Spaces

Gym-will only be used by physical education classes. Miss Hendrix will see one grade level class each day. If equipment is used such as hula hoops, jump ropes, etc. it will only be touched by one student, and will be cleaned with a district approved cleaner before used again. There is 15-20 minutes scheduled between classes for cleaning and sanitation before the next class enters.

Fields-green spaces will be divided into two fields and each teacher will have a 20 minute recess assigned during the course of the day.

Offices-If teachers need anything turned into the office, they will call the office and the resource officer, Mrs. Swank or Mrs. VanHorn will wash hands, go retrieve the items, and take them to the office. Hands will be washed once the items are brought back to the office.

Field Trips: There will be no field trips.

Bathrooms:

Each classroom will have two 15 minute assigned bathroom times throughout the school day to ensure there is only one class at a time at the restroom. Students will use the facilities and fill water bottles at the touchless bottle filling stations. There is a five minute break before and after each assigned time to ensure classes do not pass one another in the hallway.

If a child has an emergency and needs to use the restroom, he/she will travel to the office to use the restroom in the clinic on the main floor of the building. If the student is on the lower level of the building and has an emergency, the student will use the family restroom located by the cafeteria. This will allow classes to adhere to the scheduled bathroom breaks, and ensure social distancing.

Sanitation: Restrooms and water filling stations will be cleaned and sanitized regularly by the custodial staff.

Water Fountains:

Students are expected to carry their own water bottle and may refill their bottle at school at the touchless bottle filling stations throughout the day during their assigned time. Water fountains will not be accessible and will be turned off. Students will take water bottles home nightly to be washed.

Food Services:

Breakfast Procedures: There will be a breakfast station set up in the downstairs area and upstairs area.

After hands have been sanitized or washed, bus riders and kindergarten students will go to the cafeteria, grab a bag and milk, tell Mrs. Peterson their name and take breakfast to their desk to eat. Students will wash their hands before and after eating breakfast. The desk will be cleaned after breakfast is finished.

Car riders and walkers in first through fifth grade will go to the upstairs breakfast station, grab a bag and milk, tell Mrs. Weemhoff their name and take their breakfast to their desk to eat. Students will wash their hands before and after eating breakfast. The desk will be cleaned after breakfast is finished.

Lunch Procedures: Teachers will submit student names on a Google Doc of who is purchasing lunch and collect lunch money (when necessary) when attendance is taken. School resource officer will pick up lunch money from each classroom and take money to the cafeteria when he is checking classrooms.

11:00 Grades K-1, each class will go to the cafeteria in 5 minute increments

11:30 Grades 2-3 and Mrs. Sparks's class, each class will go to the cafeteria in 5 minute increments

12:00 Grades 4-5, each class will go to the cafeteria in 5 minute increments

- Students will wash their hands prior to eating lunch.
- Students will walk to the cafeteria with their class, social distanced, get their lunch and milk and return to their classroom to eat.
- Students will eat at their own desks which will be spaced six feet apart.
- Teachers will be made aware of any food allergies by the school nurse. A plan will be developed on how to limit exposure within the classroom.
- There will not be a microwave available to warm food. Students will need to bring food that does not need heating.

Sanitation Procedures: Staff member will spray and wipe down each desk after lunch

Social Distancing Procedures: Students will use airplane arms to ensure social distancing guidelines are adhered to while moving in the building.

Sanitation Procedures: Students will not be permitted to share or trade food due to allergies and sanitation guidelines.

Hand Washing Procedures: Hands will be washed before and after eating any meal.

Microwave Availability: There will not be a microwave available.

Food Allergy Awareness, Precautions, and Plans: Nurse Carr will compile a list for each teacher of student allergies. This information will also be given to the cafeteria staff to ensure food allergies are avoided.

Extra Curricular Activities:

There will be no extra curricular activities at Bellville Elementary during the pandemic.

Preventing the Spread/Health and Safety Measures:

Handwashing: A Hand Washing Poster developed by the CDC has been purchased for each classroom. It will be placed at each sink in each classroom. Teachers will practice with students correct handwashing procedures.

Minimum Hand Washing Requirements: Students will be required to wash their hands upon entry to the building, before and after breakfast, before and after lunch, and before leaving the school. Students will also be required to wash hands after coughing, sneezing or blowing their nose.

Hand Sanitizer: There are hand sanitizing stations located at each entrance/exit. There is also hand sanitizer located in each classroom. Hand sanitizer will not be used prior to students eating breakfast or lunch.

Daily Health Assessments:

Daily health assessments will be done at the beginning of each day. Students who ride the bus will have theirs done as they get on the bus. Walkers and car riders will have theirs done as they arrive at school. All staff members will have a health assessment as they arrive at school each day.

Temperature Checks:

All staff members will have temperature taken as they arrive at school. Bus riders will have their temperature checked as they get on the bus. Car riders and walkers will have their temperature checked as they arrive at school.

Homeroom teachers will do temperature checks of all students midday to ensure everyone is healthy.

Physical and Social Distancing:

Students will use airplane arms to practice social distancing when moving or around others. There will be decals on the floor in the hallway to help students monitor and maintain their distance.

Face Masks, Face Shields, Protective Barriers:

Face masks or face shields will be worn by all adults throughout the school day. Face masks/face coverings are mandated to be worn by students. District approved barriers will be used in order to ensure students social distance and the safety of everyone. Face coverings are required on all school transportation.

Promotion of Good Hygiene Practices and Education of the Practices:

- Provide reminders to students of good hygiene practices, physical distancing and contacting caregivers if repeated issues arise.
- Ensure proper signs are posted in hallways, restrooms, and common areas with messaging on social distancing, hand hygiene, staying home when sick, etc.

Cleaning and Sanitizing:

- Students may assist in daily wiping/cleaning of desks and chairs at the end of school day, or as requested.
- School staff will be responsible for any disinfecting or sanitizing, (Students can be involved in cleaning, but not disinfecting or sanitizing due to chemicals.)
- Ensure the workspace, door handles, countertops, seating areas, restrooms are kept clean and disinfected regularly.
- Prop doors open, when possible, to discourage high touch points. Clean doors and rails frequently.
- Regularly inspect HVAC system for proper operation and fresh air flow.
- Cleaning supplies and hand sanitizer will be readily available to all classrooms/offices/entrances.

Employee Training:

Employee training will take place during the five planned in-service days.

Student Training:

- Proper handwashing procedures
- Coughing, sneezing into elbow or tissue
- Proper social distancing
- Proper filling of water bottles at refilling stations

Building Visitors:

- Building visitors and volunteers will not be permitted in Bellville Elementary during the pandemic.
- If a student needs to arrive to school late or be picked up early, the parent will call the office when they arrive to the building at (419) 886-3244, and an office staff member will take the clipboard out to do the temperature check, health assessment and the parent will need to sign the student out/in.

Symptoms of COVID-19 at School:

- Daily wellness checks of students before sending to school. Students with temperatures of 100 degrees F or higher must stay home until fever free for 72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.
- Isolate students that are exhibiting any symptoms.
- Students exhibiting any symptoms are required to wear a facial covering or a face shield until they are picked up by a caregiver.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Testing location sheets and advice for care with the child's primary care physician are to be given to the ill child's guardian at time of pick up.

Diagnosed or Exposure to COVID-19:

Staff and students may not return to school until they are fever free for 72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.

Return to School after Quarantine:

If students or staff must quarantine due to exposure to Covid-19, students will begin remote learning with their assigned homeroom teacher for the period of the quarantine. As long as no symptoms or fever exist after the required quarantine period, students and staff can return to in person learning and teaching.

Educational Considerations:

Library: The librarian will put together collections of books for students to checkout in their assigned homeroom. The librarian will be conducting zoom classes and covering how to request books. The librarian will then pull books and have them delivered to the homerooms. Once books are returned they will sit for a minimum of 72 hours before they may be put back on the shelf.

Internet and Technology Accessibility:

Attached to this document is the acceptable use statement regarding the use of cameras on District Chromebooks. In addition, please refer to the acceptable use policy in the student handbook. Every student will be provided with a Chromebook. Teachers will utilize Google Classroom and Zoom as part of remote and face to face education.

Attendance and Consistent Attendance:

Face to Face: as outlined by student code of conduct

Remote Learning: attendance and participation at Zoom meetings in addition to completed assignments/assessments. Individual teachers will be documenting both criteria. Bellville Elementary will have at least 3 dedicated remote learning teachers. Remote learners will have different needs and circumstances, so these teachers will be able to focus on our remote learners.

Communication with Families:

Open House and Parent/Teacher Conferences will be done via YouTube videos, Zoom meetings, SMORE Newsletter, class DOJO, Remind, ClassTag, email or phone call.

Family Engagement:

Bellville Elementary will not be having in person family engagement activities through the pandemic. Any engagement with families such as Open House, Parent/Teacher Conferences, and Title I Meeting will be done via YouTube videos, Zoom meeting, class DOJO, Remind, ClassTag, email or phone call.

Supports for Staff:

Staff is being provided with the opportunity for training on:

- Google applications, including creating and managing Google classroom
- Use of webcams
- Putting existing online curriculum on google classroom
- Creating a YouTube video (for virtual Open House and for informational/training videos for parents to be posted on website to help with transition from in person to virtual.)
- Zoom increased tools with licensed product (Recording, breakout sessions, etc.)
- Renaissance Learning CBM program
- Moby Max Training
- Screencastify Training
- Flipgrid Training
- School Library Catalog, ebooks on Overdrive