



School-Wide Reopening Plan

2020 - 2021

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OFFICE

“If you feel sick; stay home.”

District Plan:

- Personal protective equipment will be provided to employees based on assignment, including face masks, face shields, plexiglass, and hand sanitizer.
- Faculty and staff will wear face coverings.
- Health and safety issues will be communicated by the school in coordination with the county health department under the supervision of the appropriate Administrator of Schools.
- Offices will be equipped with a gallon of hand sanitizer and plexiglass screens.
- Administrators will submit a school plan by the first day of school to their Administrator of Schools, including plans and protocols that will:
 - Designate building entry and exit flow patterns (using multiple points of entry and exit in the morning and afternoon).
 - Describe the student check-in and check-out process at their school (may include walking younger students out to their car so parents do not need to enter the school).
 - Outline the expectations for visitors to monitor their health, wear a face covering, and enter the building beyond the office area only for necessary school business.
 - Establish a quarantine room for students who are ill and awaiting a return to home.
 - Establish a routine to monitor staff and student symptoms and absenteeism carefully.
 - Communicate health and safety issues transparently, while protecting the privacy of students and families.
 - Educate staff and students on the motto: “If you feel sick; stay home,”
 - Not allow symptomatic individuals to physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider.
 - Designate a contact person for parent questions regarding the return to school plans.
 - Post a link on school websites to District and School Reopening Plans.

What we are doing:

- Faculty and staff at Fox Hollow will wear face coverings. Any patron entering the school will have to wear a face covering.
- Parents needing to check-in their child, will wait in the front entryway and ring the buzzer. The office staff will communicate with parents and allow students to come into the building. The same process will happen when checking out their child. If a parent would like to call and do this, an office staff member will walk the younger student to their car.
- Fox Hollow has a designated quarantine room for students/staff that are experiencing symptoms.
- We regret that we are not accepting parent volunteers at this time to help minimize exposure to students. We will be reevaluating this on a regular basis.
- Teachers may send home tasks for volunteers to do.
- Ms. Adams, the principal, will be the contact person for parent questions regarding the return to school plans.

CLASSROOM AND SPECIAL EDUCATION CLASSROOMS

“If you feel sick; stay home.”

District Plan:

- Faculty and staff will wear face coverings or shields (provided).
- Plexiglass dividers will be available for employee use.
- Classrooms will be equipped with a gallon of hand sanitizer and soap (where sinks are available).
- Teachers will:
 - space desks as far apart as possible to limit contact.
 - arrange student desks and tables to allow for students to all be facing one direction.
 - move non-essential items in the classroom into storage to increase the space available for social distancing.
 - sanitize class materials on a regular basis.
 - use seating charts to help with contact tracing.
 - establish routines to limit congestion at entry/exit points and around the classroom.
 - establish routines for hand washing and sanitizing in their classrooms.
- Elementary - beginning of day, between major transitions, before/after recess, before/after lunch, end of day
- Secondary - beginning of day, before/after lunch, before riding the bus - send students who appear ill, or have symptoms such as fever, persistent cough, headache, difficulty breathing, nausea/vomiting, to the office who will then contact parents.
- Elementary rotations will involve rotating the teachers instead of students whenever possible.
- Students will
 - be required to wear face coverings in the classroom until further notice. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.
 - clean their own desks and chairs between class periods or at the end of the day, under adult supervision.

What we are doing:

- Desks will be spaced apart as much as possible.
- Students will use proper hand washing and hygiene. Teachers will teach and model good hand washing procedures. Posters explaining the steps in proper hand washing will be in each classroom.
- Seating charts will be used.
- Students and teachers will wear face coverings. Desks and other items that were used during the day will be cleaned (before lunch and at the end of the school day.)
- Teachers/adults will rotate instead of students as much as possible.
- Healthcare plans and IEPs will be reviewed to provide accommodations for special healthcare needs and updates to plans as needed.

BATHROOMS

“If you feel sick; stay home.”

District Plan:

- A sign template will be provided by the Office of Communications, outlining proper handwashing and hand hygiene techniques. Signs will be posted in every restroom and at every sink.
- Students will be required to wear face coverings in the restroom until further notice. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.
- Secondary teachers will be encouraged to allow students to use the restroom during class as needed in order to reduce the number of students in the restroom during class breaks.
- All restroom fixtures, sinks, toilets, showers, stall doors, hardware, partition doors, benches, and walls will be disinfected multiple times each day.
- Floors will be mopped and disinfected daily.
- Custodians will assist school administration with social distancing rules by:
 - placing markers on the floor to encourage physical distancing.
- Personal Protective Equipment (PPE)
 - All custodians and sweepers will use face coverings (nose, mouth and eyes) and gloves. All custodians and staff will be required to wear the recommended PPE as stated in the chemical safety data sheet.
 - No custodians will operate an electrostatic or misting sprayer with disinfecting chemicals when students or the public are present.

What we are doing:

- Only three students at a time will be allowed into the bathrooms at a time.
- Students will need to be prompt in going in and out of the bathroom.
- Students will need to wash hands after using the bathroom. Teachers will need to teach and model good hand washing procedures. Posters explaining the steps in proper hand washing will be in each bathroom above the soap dispensers.
- Students will wear face coverings.
- Bathrooms will be cleaned often throughout the day.

HALLWAYS

“If you feel sick; stay home.”

District Plan:

- Sign templates will be provided by the Office of Communications for Administration to use to create hallway traffic flow patterns.
- Administrators and staff will develop plans to monitor and minimize congregation of students in the hallways.
- Middle schools will encourage students to use backpacks instead of lockers to minimize the need for stops in the hallway.
- Custodians and sweepers will clean and disinfect daily, all touch point areas, as outlined on each job card for their assigned areas including: doors, doorknobs, and door casings, stair handrails, elevators, vending machines, light switches, and drinking fountains.
- Students will be encouraged to bring refillable water bottles and use touchless fountains wherever available.
- Students will be required to wear a face covering in the hallway until further notice. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.

What we are doing:

- Follow traffic flow throughout the hallways by following the signs throughout the building in order to avoid congestion.
- Teams will coordinate using the master schedule by lessening congestion within the school.
- Custodians and sweepers will clean and disinfect daily, all touch point areas, as outlined on each job card for their assigned areas including: doors, doorknobs, and door casings, stair handrails, elevators, vending machines, light switches, and drinking fountains.
- Students will be required to wear a face covering in the hallway until further notice.
- Hallways will be marked as to which side of the hall you are to walk.

CAFETERIA

“If you feel sick; stay home.”

District Plan:

- Sign templates will be provided by the Office of Communications for Administration to use to designate traffic flow patterns, line spacing and proper hand hygiene.
- Students will not be required to wear masks while eating in the cafeteria. We realize that physical distances of 6 feet apart may not be feasible. Reducing the amount of time students are in the cafeteria should be considered whenever possible.
- Plans will be put in place at each school to decrease the numbers of students in eating areas at once, including:
 - Utilizing outdoor spaces.
 - Opening Gymnasium curtains to space out cafeteria tables.
 - Seating Elementary students by classes. - Adding additional lunch periods or modified lunch schedules as needed.
- All lunches will be served utilizing disposable plates, trays and utensils for a grab-and-go style service.

Meal Serving

- A Nutrition Services employee will assist as students sanitize their hands.
- Students will enter designated serving areas (following line flow markers) picking up a prepackaged meal.
- Students will be handed a milk flavor of choice by a Nutrition Services employee.
- Students will be issued ID cards from which the clerk/cashier scans the barcode into the meal counting system. If student ID cards will not work in a given system, nutrition services workers will enter numbers for students.
- Students will receive a meal and sit at their designated table in the cafeteria, outside, or in the classroom.

Sanitation

- All food preparation surfaces will be cleaned and sanitized with Eco-lab throughout the workday.
- At the end of each day (after surfaces have been cleaned and sanitized) all high touch and work surfaces will be sprayed with EPA approved Peroxide Multi Surface Cleaner and Disinfectant. This product will remain on all

What we are doing:

- Students will not be required to wear face coverings while eating in the cafeteria.
- Seating will be staggered at each table in order for students to not sit by each other or face another student. Students will be eating with their classes.
- One grade level at a time will be in the lunchroom.

Meal Serving

- Students sanitize their hands.
- Students will enter designated serving areas (following line flow markers) picking up a prepackaged meal.
- Students will be handed a milk flavor of choice by a Nutrition Services employee.
- Students eating school lunch will be lined up in ABC order. They will tell the lunch employee their name and the lunch employee will scan the barcode next to the student's name.
- Students will receive a meal and sit at their designated table in the cafeteria.

surfaces throughout the night and rinsed off all food prep surfaces at the beginning of each workday.

NOTE: It is important that kitchens are not being used after the end of each work day until the beginning of the next work day.

Employee PPE and Personal Safety

- All Nutrition Services employees will:
 - be reminded “If you are sick, stay home.”
 - will take and log temperatures at the beginning of each workday.
 - will wear gloves and face coverings during food preparation and serving.
 - will be provided face shields or plexiglass protection where appropriate.

PLAYGROUND

“If you feel sick; stay home.”

District Plan:

- Administrators will review their recess schedules to ensure their plans for alternating groups will minimize group size.
- Students will not be required to wear a mask on the playground/outdoors while maintaining physical distancing, washing hands before/after recess and maintaining cohort groups.
- Playground equipment will be sanitized on a regular basis.

What we are doing:

- Students will not be required to wear a face covering on the playground/outdoors while maintaining physical distancing, washing hands before/after recess and maintaining cohort groups.
- Playground equipment will be sanitized on a regular basis.
- Doors will be labeled as entrance and exit. Flow patterns will be followed to minimize congestion.

LIBRARY

“If you feel sick; stay home.”

District Plan:

- Students will be required to wear a face covering in the media center. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.
- Library staff will instruct students in increased hygiene protocol such as washing hands before handling books.
- Library staff will consider the layout of furniture to maximize social distancing.
- Mobile plexiglass partitions will be utilized as needed.
- Increased time between class visits will allow for cleaning and disinfecting of library surfaces.
- Signage and floor markings will be posted to encourage social distancing in the library.
- Books will be “quarantined” for 72 hours after check-in before being processed by library staff.
- Library staff feeling ill will stay home.
- The library will be managed with health and safety principles in place when students visit the library before/after school or during free time.

What we are doing:

- Students and teachers will be required to wear face coverings in the library.
- Before students enter the library, they will wash their hands. After they leave, students will wash their hands.
- Teachers and students will practice physical distancing. Signage and floor markings will be posted to encourage social distancing in the library.
- Books will be “quarantined” for 72 hours after check-in before being processed by library staff.

PE/GYMNASIUM

“If you feel sick; stay home.”

District Plan:

- Gym equipment will be sanitized on a regular basis.
- Activities/classes generally held in the gymnasium will be held outside when possible to increase social distancing.
- Gymnasiums may be used to expand the space available for cafeteria seating in middle schools and elementary schools in order to increase social distancing.
- Weight rooms and exercise equipment will be disinfected regularly.

What we are doing:

- PE will be outdoors as weather permits.
- If PE is inside, symptom checks will need to be done (temperature check with a no-touch thermometer).
- Gym equipment will be sanitized on a regular basis.
- Traffic flow patterns for entry and exit have been created to minimize congestion.
- Students will wash hands or use hand sanitizer before entering and exiting the gymnasium.



HEALTH/SYMPTOM CHECKLIST

Parents/Guardians if you can't do a temperature check on your child, ask your child if he/she is feeling feverish (your child's skin may feel hot or be red, or he/she may have chills or may be sweaty).

You can use the following checklist to check your child's symptoms.

Check the appropriate box (yes or no)	NO	YES
Have you been exposed to someone with COVID - 19 in the past 14 days?		
Do you feel ill?		
Do you have:		
• Cough		
• Shortness of breath or difficulty breathing?		
• Chills		
• Fatigue		
• Muscle or body aches		
• Congestion or runny nose		
• Sore throat		
• Headache		
• New loss of taste or smell		
• Nausea and/or vomiting (unidentified cause, unrelated to anxiety or eating)		
• Diarrhea		
Please record temperature in the box to the right. If your temperature is 100.4 F or higher, you may not participate.		



HEALTH/SYMPTOM CHECKLIST FOR FACULTY & STAFF

Faculty and Staff, please use the following symptom checklist daily to monitor your health. If you exhibit any of the following symptoms, please contact the office before coming to work.

Check the appropriate box (yes or no)	NO	YES
Have you been exposed to someone with COVID - 19 in the past 14 days?		
Do you feel ill?		
Do you have:		
• Cough		
• Shortness of breath or difficulty breathing?		
• Chills		
• Fatigue		
• Muscle or body aches		
• Congestion or runny nose		
• Sore throat		
• Headache		
• New loss of taste or smell		
• Nausea and/or vomiting (unidentified cause, unrelated to anxiety or eating)		
• Diarrhea		
Please record temperature in the box to the right. If your temperature is 100.4 F or higher, you may not participate.		



FRIDAY SCHEDULE

Here is the schedule for Fridays:

8:30 AM - 10:30 AM	PLCs & Principal Directed Professional Development
10:30 AM - 11:00 AM	Parent/Teacher Communication time
11:00 AM - 12:00 PM	Teachers will provide instruction to students. Teachers will schedule times for students to review/extend content, work with students one-on-one, and/or in small groups.
12:00 PM - 12:30 PM	Breakfast and/or Lunch will be offered to students as grab and go. Student accounts will be charged for breakfast and/or lunch. Teacher duty-free lunch.
12:30 PM - 1:55 PM	Teachers will provide instruction to students. Teachers will schedule times for students to review/extend content, work with students one-on-one, and/or in small groups.
1:55 PM - 4:05 PM	Teacher planning time



MONDAY - THURSDAY SCHEDULE

Here is the schedule for Monday through Thursday:

School will start 8:55 AM - first bell rings

Tardy will ring at 9:00 AM

Lunch times are as follows

Lunch	Recess	
11:05 - 11:20	11:20 - 11:40	4th
11:25 - 11:40	11:40 - 12:00	3rd
11:45 - 12:00	12:00 - 12:20	5th
12:05 - 12:20	12:20 - 12:40	2nd
12:25 - 12:40	12:40 - 1:00	6th
12:45 - 1:00	1:00 - 1:20	1st

School ends at 3:35 PM

Kindergarten start and end times (M/Th) below:

AM Kindergarten: 9:00 AM - 11:40 AM

PM Kindergarten: 12:55 PM - 3:35 PM

On Fridays: students will not physically be in school but will engage in school work either at home, online, or in the school building for small group and/or individualized instruction. In-person instruction will be by invitation only.

Friday bussing: students who have been invited to in-person instruction and who ride the bus will be picked up at their regular stop to be at school at 11:00 AM and will leave the school to return at 1:55 PM. Students will sit in assigned seats by family and by bus stop.