

Southside Ashpole School Re-Entry Plan

	Task	Person(s) Responsible	Plan (Please include your school's plan.)	Date Completed
SHN	6 Feet Markings or Spacing <ul style="list-style-type: none"> ● Classrooms ● Restrooms ● Staff Meetings ● Lunch Room ● Office/Reception Area ● Etc. 	Principal School Custodians Admin Team CO Maintenance	Use the vinyl circles are on the floor to reminds students and staff to have adequate distance between each other	8/14//2021
SHN	Signage Posted <ul style="list-style-type: none"> ● Main Entrance(s) about Symptomatic Entry ● Six feet reminders and all other required	Principal School Custodians Admin Team CO Maintenance	Front office has signage and six feet reminders All hallways, bathrooms, and classroom has signage	August 2021
SHN	Arrival Procedures for Bus Riders to include Temperature Screening, Entrance	Principal Teachers Bus Drivers	Students will exit the bus upon notification. One staff member will check the temperature to make sure students are OK to enter the building. Another staff member will be on hand to take care of any sick children. Those students will be taken to the	

	Doors		isolation room (across from the main office). Parents will be called to pick up children immediately.
SHN	Dismissal Procedures for Bus Riders indicating Entrance and Exit Doors	Principal Teacher	Students will exit the building upon notification from office personnel by grade level. This procedure will continue until all grade levels are on the bus. Students are to remain inside the classroom until called.
SHN	Arrival Procedures for Car Riders to include Temperature Screening	Principal Teachers	There will be one car drop off area at the front of the school. One staff member will check the temperature. Sick children will not exit the vehicle. Make sure you turn off heat as you enter the school campus, to ensure an accurate temperature. In the event a parent does not turn off the heat, and the temperature is not accurate, a parent may pull around and wait a few minutes to have their child's temperature rechecked.
SHN	Dismissal Procedures for Car Riders indicating Exit Doors	Principal/Asst. Principal	Students will be dismissed by grade level over the intercom . Teachers will take students to the bus area first, then to the car pick-up area. Once students are on the bus, they will not be able to exit to the car pick-up area. Option 2: One teacher will take car riders, and one will take bus riders.
EHN	Arrival Procedures for Staff to include Temperature Screening	Principal/Asst. Principal	All staff will enter the main office, have his/her temperature checked, then sign-in and then report to their classroom or designated work area. Sick staff members should not report to school. Contact Principal and Secretary/Bookkeeper. If staff have a temp. Of 99.9 or higher, please leave the school.
EHN	Dismissal Procedures for Staff indicating Exit Doors	Principal/Asst. Principal	Due to the open campus staff members will exit the building by their designated hall/grade level.
SHN	Physical Barriers	CO	Every other stall and sink is marked unavailable

	installed in Restrooms or block off alternating sinks. (Where Applicable)	Maintenance/Custodian		
CN (Oper)	Breakfast Procedures (Served in the classroom)	Principal Child Nutrition Staff	Breakfast will be grab and go. Students will pick up breakfast from the cafeteria and report to class. Desks should be cleaned before and after eating.	
CN (Oper)	Lunch Procedures (Served in the classroom)	Principal Child Nutrition Staff	Classes will have designated times to pick up lunch and report back to their classroom. Lunch will be delivered to K-1 students. Desks should be cleaned before and after eating.	
SHN	Daily Handwashing Schedule to include before and after lunch	Principal Teachers	All staff will follow the master schedule and designated times for bathroom breaks and handwashing(i.e. sanitizing when entering classroom, handwashing before and after lunch)	
SHN	Daily Restroom Schedule	Principal Teachers	All staff will follow the master schedule for bathroom breaks. Students needing to use the restroom outside of those times will have to be monitored by the teacher standing outside of his/her classroom door	
SHN	Students and teachers in small cohort groups that stay together to minimize interactions. (Where applicable)	Principal Teachers	Students will be monitored and follow CDC guidelines as they change class.	

SHN	Recess/Physical Activity Schedule, Mask Break Plan (limiting the use of shared equipment)	Principal Teachers	Alternating recess schedules and areas/use different areas along the perimeters of buildings to allow for outside activities Think of activities that would minimize touching things or each other; mask breaks only outside or while eating breakfast/lunch.
SHN	Instructional Plans for <ul style="list-style-type: none"> • Physical Education • Music • EC • EL • AIG 	Principal/Asst. Principal Arts Supervisor EC Director EL Lead Teacher AIG Supervisor Teachers	Students will be monitored and follow CDC guidelines as they change class.
SHN	Late Arrival Procedure for Students	Principal/Asst. Principal Secretary Teachers	Late arrivals will report to the main office. Temperature will be checked. Sick children with Covid-19 symptoms will be sent back home.
SHN	Early Dismissal Procedure for Students	Principal/Asst. Principal Secretary Teachers	Students will be called to the office for parents to pick them up. Parents will not be able to report to the classroom. Teacher assistants will walk K-1st grade students to the main office.
SHN	Non School Employee Visitor Procedure (No one allowed beyond front office.)		No one will be able to enter beyond the main office.
SHN	Protocol for Students sent to office	Principal Secretary Teachers	Students will not be sent to the office without administrative notification. Upon notification, administrative personnel will go and pick students up.

SHN	Protocol for Students sent to the Nurse's Office	Principal/Asst. Principal Teachers Nurses	Checklist of symptoms that can be photocopied for entire school with a set list of procedures to follow (for consistency)- *Temperature, *Coughing *Sneezing *Runny nose *Aches all over
SHN	Procedure for Cloth Face Coverings (Face Cloth Breaks, Providing Extras, etc.)	Principal Teachers Office Personnel	Extra masks- disposable- required; mask breaks to be done outside and when eating breakfast/lunch;
SHN OPER (Fac)	Procedure for Cleaning and Disinfecting High-Touch Surfaces	Principal Teachers Custodians	Continuous clean areas. All teachers will be supplied with district approved cleaning supplies. Please let Mrs. McCallum know via email when you need cleaning supplies. Do not wait until you run out.
SHN	Monitoring of hand sanitizer use and stations placed throughout the school.	Principal Teachers Custodian	There will be hand sanitizer stations (cafeteria, media center hallway, main office, and all classrooms) for students and staff to use as they enter and exit the building. Students would be monitored as they are walking to and from class and cafeteria; create a rotating schedule for each building for staff to check the status of hand sanitizer stations
SHN	Plan for Cleaning "Shared" Materials (i.e., Chromebooks, iPads, Calculators, Math Manipulatives, etc)	Principal/Asst. Principal Nurses Teachers	Students will have their own materials. In the event of any shared materials: Possible cleaning stations (small desk/table with sanitizer) in and outside of classrooms to allow for classroom materials and any devices to be cleaned at anytime; depending on how students will be instructed- devices may possibly need to be kept by students and brought back and forth using some type of carrying case- have to consider those students that are staying remote and those students that will be

			alternating weekly will need a device to work from home; with manipulatives and calculators- students may need a 1 to 1 for those within the classroom and have a cubby/basket/container of some sorts for students to house materials; set aside a cleaning time if needed (first thing in the morning when entering; mid-day-after lunch; before dismissal) students can assist in the process
SHN	Schedule for Daily, Weekly and Monthly Cleaning	Principal/Asst. Principal Custodian	Custodians have a schedule for cleaning daily, weekly, and monthly. All classrooms will be Covid cleaned at the end of the school day.
SHN	Safe Room for Symptomatic Individuals (Location)	Principal/Asst. Principal Nurses	<ul style="list-style-type: none"> • Location: Across from main office • Staff will monitor students from outside the classroom
SHN	Sick Room for Non-COVID incidents or accidents (Location)	Principal/Asst. Principal Nurses	Location: Main Office Administrative staff will monitor students in the sick room (Non-Covid Symptoms). Parents will be contacted.
SEW	Plans for Addressing Social and Emotional Health	Principal/Asst Principal School Counselor School Social Worker Youth Development Specialist	There are specific SEL lessons that will be available; this will be part of the weekly announcements and morning meetings to address different needs- (through read alouds, videos, guidance time). The counselor will also be available for students through individual and small group time.