



LITTLE MIAMI PANTHERS

Return to Learn!

Fall 2020 Re-opening Plans

HAMILTON-MAINEVILLE PRIMARY SCHOOL PLAN

**PLEASE NOTE: ALL PLANS ARE SUBJECT TO CHANGE
DEPENDING ON GUIDANCE FROM STATE AND LOCAL AGENCIES.**

OPTION

1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS
(INCLUDING REMOTE LEARNING IF BUILDINGS
ARE REQUIRED TO CLOSE)

OPTION

2

STUDENTS AT HOME DAILY
INDIVIDUAL ONLINE LEARNING WITH SUPPORT
USING VIRTUAL LEARNING ACADEMY (VLA)

This plan was developed in collaboration with the Warren County Health District and other Warren County school districts.



CLASSROOMS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.• Provide a face covering (mask or gaiter) for your student to wear when needed during small group instruction or to move about the room.• Provide your student with a water bottle daily as water fountains will not be available for use (label with first and last name and teacher) <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when entering, exiting or moving around the room.• Wearing a face covering (mask or gaiter) is required when working directly with staff (i.e –one-on-one small group instruction, etc.) when distancing protocol cannot be maintained• Wearing a face covering (mask or gaiter) is required when working closely with other students in small groups or lab settings• Maintain maximum physical distance from peers whenever possible• Bring your own water bottle to use in the classroom/specials. Water fountains will be closed. (Label with first and last name)	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Ensure classroom setup of desks provides physical distancing for students• Wear a face covering (mask or gaiter) when working one-on-one with students or when circulating around the room and proper physical distancing cannot be maintained• Ensure students maintain physical distance whenever possible• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office• Eliminate shared classroom materials. This includes special area teachers.• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles• Use supplies provided to spray desks chairs, and any common materials/ areas needed at the end of each day• Stand at your door upon student arrival to ensure proper physical distancing in the hallways <p><u>Custodians</u></p> <ul style="list-style-type: none">• Make sure teachers are provided with all supplies needed for sanitizing• Disinfect classrooms after school hours <p><u>Principal</u></p> <ul style="list-style-type: none">• Ensure classrooms are physically distanced• Ensure classrooms are disinfected between classes, during plan bells, and after school• Ensure supplies are readily available for custodians and teaching staff• Organize lunch, recess and restroom schedules to ensure students are properly physically distanced



HALLWAYS/CUBBIES/COMMON AREAS - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a face covering (mask or gaiter) for your student to wear in hallways or at cubbies
- Provide your student with a water bottle daily as water fountains will not be available for use (label with first and last name and teacher)
- Label all items sent to school with first and last names that will be stored in cubbies

Students

- Wearing a face covering (mask or gaiter) is required when in hallways or moving about the school or classroom
- Report immediately to your classroom upon arrival at school
- (if purchasing/receiving breakfast go to cafeteria first to obtain bag/boxed breakfast to take and eat in classroom)
- Carry a water bottle as water fountains will not be available for use
- Follow all signage/expectations in the hallways. When possible stay to the right when traveling in the hallways.
- Access assigned cubbies only during a scheduled time provided by the classroom teacher
- Follow teacher guidance and safety guideline when waiting to enter a location to adhere to physical distancing

Staff Expectations

Teachers/Assistants

- Supervise hallways at arrival by standing outside of your classroom door to ensure students are reporting immediately to their classrooms and properly physically distancing
- Model and continuously supervise proper hallway expectations for movement around the school (specials, lunch, dismissal) such as proper physical distancing and awareness of self
- Provide reminders, issue warnings, contact parent/caregivers, and report repeated expectation violators to principal.
- Implement a schedule for student access to their cubbies to adhere to physical distancing guidelines and promote classroom safety
- Monitor cubby access to minimize congestion at the cubbies during arrival and dismissal
- Monitor and supervise students for physical distancing when standing in the hallway waiting to enter a location

Custodians

- Disinfect areas based on a schedule provided by school administration. This includes but not limited to door/locker handles, toilets, stalls and sinks.
- Ensure sanitizing stations are stocked, operational, and monitored throughout building.

Administration

- Ensure proper signage is installed in hallways and common areas
- Work with maintenance supervisor to ensure supplies are readily available for custodians
- Model and continuously supervise proper hallway expectations for movement around the school (specials, lunch, dismissal) such as proper physical distancing and awareness of self
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators
- Communicate with teachers the need for cubby access schedules
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety
- Monitor and supervise students for physical distancing when standing in the hallway waiting to enter a location



DROPOFF/PICKUP/VISITORS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a wellness check of your child prior to sending them to school. Students who have a temperature greater than 100°F should stay at home.• Provide a face covering (mask or gaiter) for your child to wear at school when needed• Limit visits to Maineville as much as possible. Please make sure that before a child leaves the home they have their book bag, homework, lunch, glasses, notes, etc.• Conduct a personal wellness screening prior to coming to Maineville as a visitor and do not come in if you are running a fever higher than 100°F or showing other symptoms• Wearing a face covering (mask or gaiter) is required when entering Maineville <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter)/shield is required when entering, exiting, or moving around the building• Report directly to your assigned homeroom upon arrival to school.• Maintain maximum physical distance from peers whenever possible in hallways, restrooms, gym, café, office, etc.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Upon student arrival please stand at your classroom door and supervise hallways to ensure students are reporting immediately to assigned homerooms and not congregating in hallways• Provide reminders, issue warning, contact parents/guardians and report on public school works repeated expectation violators• Provide positive feedback to students who meet expectations on physical distancing requirements and make positive phone calls home/ write students positive notes <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect hallways and common areas based on schedule provided by maintenance supervisor and building principal. This includes but is not limited to door handles, lockers, toilets, sinks, handrails• Ensure designated doors are propped open at arrival and dismissal• Ensure designated doors are closed after arrival and dismissal and door handles are sanitized properly <p><u>Principal</u></p> <ul style="list-style-type: none">• Ensure adequate supervision is available for bus arrival and car rider arrival• Ensure proper signage is installed in hallways and lobbies• Work with maintenance supervisor to ensure supplies are readily available for custodians• Provide reminders to staff and students about building expectations and issue consequences for repeat expectation violators• Provide positive feedback to staff and students who are role models for daily expectations• Reduce parent and community volunteers to ensure safety and health of students and staff



MEETINGS/CONFERENCES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.• In person meetings should follow appropriate physical distancing protocols and it is required that a face covering (mask or gaiter) be worn when entering, exiting, and moving around the building• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F• Arrive no more than 5 minutes prior to your assigned meeting time. Check in with building secretary and temperature will be taken.• Siblings will not be permitted to attend in person meetings• Remain in waiting area until meeting is ready to begin <p><u>Students</u></p> <ul style="list-style-type: none">• Follow physical distancing protocols• Wearing a face covering (mask or gaiter) is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Communicate with family on preference for meeting in person, via phone, or using virtual platform• Communicate with principal and service providers concerning details of the meeting preference• If meeting is held in the classroom, properly disinfect before and after the meeting <p><u>Custodians</u></p> <ul style="list-style-type: none">• If meetings are in common areas, clean and disinfect areas before and after meeting or provide materials for cleaning and disinfecting to take place <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide parents/caregivers with options for in-person, phone, or video conferencing• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held• Ensure physical space used for meeting allows for distancing guidelines• Sign in sheets for attendance of meetings• Communicate with staff of in-person or virtual meetings



RESTROOMS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a face covering (mask or gaiter) for your student to wear when in hallways and in restrooms <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when in hallways and in restrooms• Follow all signage and expectations in the hallways and restrooms (ie directional arrows on the floor, marked spots for standing, and maximum number of persons allowed in each restroom)• When maximum number of students in the restroom has been met, students will stand on the floor markings outside the restroom entrance.• When possible stay to the right when traveling down hallways to get to restrooms• Wash hand after using the restroom and dry hands properly. Use the paper towel to turn off faucet. Throw away paper towels in trash can.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Monitor and assist in supervision of restrooms and hallways during assigned classroom times• Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators in Public School Works and to the principal• Model proper restroom procedures including use of floor markings, hand washing safety, and entering and exiting the restroom safely.• Adhere to the provided restroom schedule to allow for appropriate physical distancing <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect restrooms based on schedule provided by school administration/maintenance supervisor. This includes but is not limited to door handles, toilets, stalls and sinks.• Ensure that soap and paper towel dispensers are stocked and fully functioning. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways and restrooms.• Ensure supplies are readily available for custodians• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators• Provide classroom teachers with restroom schedule to ensure limited numbers of students are in restrooms at the same time• Implement measures such as closing sinks or urinals when necessary to allow for disinfecting and cleaning



HEALTH SERVICES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.• Provide a face covering (mask or gaiter) for your child to wear on the bus and while at school• Ensure contact information (cell phone, work phone, landline and email) is up to date in the event the nurse needs to contact you• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms <p><u>Students</u></p> <ul style="list-style-type: none">• Follow physical distancing guidelines/protocols as much as possible when in the clinic• Wearing a face covering (mask or gaiter) is required when in or moving around the clinic• Wearing a face covering (mask or gaiter) is required if a student is determined to have a fever or other symptoms	<p><u>Nurse</u></p> <ul style="list-style-type: none">• Wear a face covering (mask or gaiter) when working individually with students• Ensure the workspace is kept clean and sanitized• Work with building principal to ensure cleaning supplies are on hand and readily available• Isolate students who are showing symptoms to a separate area away from other students already in the clinic• Ensure the clinic/separate area is disinfected immediately following a student entering and/or exiting who is exhibiting symptoms• Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect clinic after school hours. This includes but is not limited to door handles, countertops, sinks, cots, chairs, restroom, floors• Disinfect the separate area/isolation area after students who utilize the area have left the building.• Assist nurse with the cleanup as needed (bodily fluids, etc.) <p><u>Principal</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in the clinic• Ensure regular cleaning and disinfecting takes place in the clinic• Ensure seating areas are properly physically distanced• Provide a space for an isolation area



BREAKFAST/LUNCHES AND CAFETERIA - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a face covering (mask or gaiter) for student
- Ensure student has lunch/lunch money on account to reduce the need for parents to come to school to bring items
- Pack napkins, silverware and condiments for students in bagged lunch
- Properly label lunch bag with child's first and last name along with homeroom teacher
- No-contact online payments for lunch accounts are strongly encouraged. Checks given to teacher/office are also preferred. Cash or checks paid in line require close contact with students.

Students

- When possible, stay to the right when traveling down hallways
- Wearing a face covering (mask or gaiter) is required when in line or moving around the cafeteria
- Sanitize hands upon entering and exiting the cafeteria
- Sit in designated, assigned seat
- No sharing of food or trading items in lunch/on lunch tray
- Follow guidelines for restroom use during lunch period
- Follow physical distancing guidelines as much as possible when in line and in the serving area
- If you are packing your lunch go immediately to your assigned seat
- If purchasing/receiving breakfast, go directly to the cafeteria upon arrival to pick up breakfast bag/box to take and eat in classroom.

Staff Expectations

Teachers/Assistants

- Supervise designated eating areas to ensure students are properly physically distanced
- Provide reminders, issue warnings, and report repeated occurrences to administration
- Wear a face covering (mask or gaiter) when circulating around designated eating areas
- Oversee all students have properly sanitized their hands upon entering and exiting the cafeteria
- Monitor and issue passes for bathroom use during lunch time
- Use staggered dismissal to ensure physical distancing at the end of lunch
- Make sure students in lunch line are physically distanced while waiting on food
- Line students up alphabetically if they are buying lunch, packers at the beginning of the line
- Allow students to eat breakfast in classroom

Custodians

- Disinfect all table tops and seats before and after each lunch
- Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
- Ensure that ALL sanitizing stations are monitored and filled

Cafeteria Staff

- Wear masks while serving food.
- Clean and disinfect serving areas and tables between lunches.
- Students will select only pre-wrapped self-serve items to place on their tray. Staff will serve items when a common utensil is necessary.
- Prepare bag/box breakfast each morning for students to purchase. Students will enter café upon arrival to pick and purchase/receive breakfast and take classroom.

Administration

- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to ensure proper physical distancing
- Contact parents when students are not adhering to café' guidelines and expectation
- Ensure staggered dismissal times to maximize physical distancing and student safety



OFFICE - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a personal health screening prior to coming to Salem and do not come if you are running a fever higher than 100°F or showing other symptoms• Wearing a face covering (mask or gaiter) is required when entering, exiting and moving around the school office/building• In-person office visits should follow appropriate physical distancing protocols <p><u>Students</u></p> <ul style="list-style-type: none">• Use designated entrances and exits to the office• Follow physical distancing protocols as much as possible when in the office• Wearing a face covering (mask or gaiter) is required while in or moving around the office	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when moving around the office• Follow physical distancing protocols as much as possible when in the office• Limit trips to the office to plan bell and lunch break <p><u>Office Staff</u></p> <ul style="list-style-type: none">• Monitor and control the number of people in the office at one time• Ensure physical distancing guidelines are followed as much as possible when adults are in the area <p><u>Custodians</u></p> <ul style="list-style-type: none">• Sanitize office based on schedule provided by maintenance supervisor and building principal. This includes but not limited to door handles, copy machines, countertops, staff restrooms, etc.• Make sure office staff are provided with all supplies needed for sanitizing.• Wipe down as needed (this includes but is not limited to door handles, countertops, seating areas, etc. <p><u>Principal</u></p> <ul style="list-style-type: none">• Install barriers to protect employees working in the main office• Monitor volunteers to ensure safety of all students (temperature checks, physical distancing, proper sanitizing, etc)• Ensure proper signage is installed in the office and leading to the office and lobbies• Ensure regular cleaning and disinfecting takes place in the office area• Ensure lobby/visitor seating is properly physically distanced



BEGINNING OF YEAR PARENT MEETINGS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required for in person meetings• Communicate with teacher about meeting preference (i.e. – in person, via phone, virtual)• Sign up for a time in PTC Fast• Attendance at in person parent/student meeting for beginning of the year must be parents/caregivers and grade level student (no siblings please)• Bring all school supplies to in-person meeting <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face face covering (mask or gaiter) is required for in-person meetings• Attend in-person meeting if possible to meet your teacher	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Create a PTC Fast Schedule for BOY Meetings• Wearing a face covering (mask or gaiter) is required for in-person meetings• Communicate with each parent/caregivers about preference of meeting (i.e. in person, phone, or virtual)• Communicate with building principal with parent meeting times for BOY meetings• Sanitize classroom between each in person meeting <p><u>Custodians</u></p> <ul style="list-style-type: none">• Provide teachers with all supplies needed for proper sanitation• Disinfect classrooms during open time slots of teacher meetings• Work with building principal on schedule of daily cleaning for proper classroom/building sanitation <p><u>Principal</u></p> <ul style="list-style-type: none">• Collect teacher PTC Fast Schedule for parent meetings• Ensure that teacher/custodian has cleaning supplies for proper sanitation• Communicate cleaning needs and schedules with custodians• Create principal welcome letter stating guidelines for BOY meetings (in person, phone, virtual)

