



LITTLE MIAMI PANTHERS

Return to Learn!

Fall 2020 Re-opening Plans

HARLAN-BUTLERVILLE 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 during the school day <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.• Maintain maximum physical distance from peers whenever possible.	<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 (including specials).• 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 needed before new students transition into the room• Notify custodians via email if more cleaning supplies are needed. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Make sure teachers are provided with all supplies needed daily including disinfectant and rags.• Disinfect classrooms after school hours <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure classrooms are physically distanced when possible• Ensure classrooms are disinfected on regular basis.• Ensure supplies are readily available for custodians and teaching staff



HALLWAYS/LOCKERS/COMMON AREAS - 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 or at lockers.• Provide your student with a water bottle daily as water fountains will not be available for use. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when in hallways or at lockers.• Upon arrival to school report immediately to your classroom.• Carry a water bottle as water fountains will not be available for use.• Follow all signage in the hallways and common areas.• When possible, stay to the right when traveling down hallways and using stairs.• Access assigned cubbies/lockers only during scheduled time provided by the classroom teacher.• When standing in hallways, students must stand on markers on the floor to ensure safe social distancing.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal.• When standing in the hallway or playground, ensure students are maintaining safe social distance by standing on floor markings <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.• Ensure sanitizing stations are stocked, operational, and monitored throughout building <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways and common areas.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Adjust specials schedule to maximize physical distancing and student safety.• When standing in the hallway or playground, ensure students are maintaining safe social distance by standing on floor markings.



DAILY STUDENT ARRIVAL AND DISMISSAL - 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 on the bus and while at school.• Limit visits to school as much as possible.• Remain in car during student drop off and pick up.• 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 or showing other symptoms.• Follow posted guidelines and read all signage whenever entering the building.• Wearing a face covering (mask or gaiter) is required when entering the building. <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 building.• Report directly to your assigned classroom/area upon arrival to school.• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.• 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.• Ensure designated doors are propped open at arrival and dismissal.• Ensure designated doors are closed after arrival and dismissal. <p><u>Principal</u></p> <ul style="list-style-type: none">• Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.• Ensure proper signage is installed in hallways and common areas.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Ensure designated doors are propped open at arrival and dismissal.• Ensure designated doors are closed after arrival and dismissal.• Eliminate visitors to ensure safety and health of students and staff.• Adjust arrival/dismissal procedures to maximize physical distancing and student safety. <p><u>Secretary</u></p> <ul style="list-style-type: none">• Adhere to adjusted late arrival/early dismissal procedures to maximize physical distancing and student safety.



LATE ARRIVALS/EARLY DISMISSALS - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregivers

- 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 while at school.
- Limit visits to school as much as possible.
- 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 or showing other symptoms.
- Do not enter the building unless deemed necessary by the school principal.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a face covering (mask or gaiter) is required when entering the building.

Students

- Wearing a face covering (mask or gaiter) is required when entering, exiting, or moving around the building.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.

Staff Expectations

Teachers/Assistants

- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.

Custodians

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.

Administration

- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Adjust late arrival/early dismissal procedures to maximize physical distancing and student safety.

Secretary

- Adhere to adjusted late arrival/early dismissal procedures to maximize physical distancing and student safety.

Nurse

- Adhere to adjusted early dismissal procedures for ill students to maximize physical distancing and student safety.



VISITORS AND VOLUNTEERS - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregiver Volunteers

- Attend safety protocol training and undergo a background check prior to volunteering.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100o F or showing other symptoms.
- Agree to a temperature check upon arrival in the building.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a face covering (mask or gaiter) is required when entering the building.
- Maintain physical distancing whenever possible.
- Visitors will not be permitted.
- Fall/Valentine Party volunteers will ensure only individually pre-wrapped store-bought snacks are permitted

Students

- n/a

Staff Expectations

Teachers/Assistants

- Supervise classroom volunteers to ensure physical distancing. Notify principal of any volunteers not adhering to guidelines
- Ensure only two volunteers are permitted per classroom for Fall and Valentine parties

Custodians

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.

Administration

- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, and remove volunteer privileges of repeated expectation violators.
- Eliminate visitors to ensure safety and health of students and staff.

Secretary

- Take temperature of all volunteers before allowing them to enter building. Volunteers with temperatures over 100°F will not be permitted.



MEETINGS/CONFERENCES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Attend meetings using video technology, when possible.• In person meetings should follow appropriate physical distancing protocols and it is required that face coverings 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 or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none">• Participate in meetings as requested by parents/caregivers or school staff.• 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">• When possible, attend meetings from the classroom using video technology.• Clean and disinfect area at the conclusion of each meeting. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Provide materials for cleaning and disinfecting to take place at the conclusion of meetings. <p><u>Administration</u></p> <ul style="list-style-type: none">• Due to COVID-19 and space restrictions, ensure in-person meetings are only held when it is determined an in-person meeting is essential.• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.• Ensure physical space used for meetings allows for distancing guidelines.



HEALTH SERVICES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
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Parents/Caregivers

- 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 on the bus and while at school.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Students

- Use designated entrances and exits to the clinic.
- Following physical distancing 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.

Nurse

- Wear a mask when working individually with students.
- Ensure the workspace is kept clean and sanitized.
- Ensure physical distancing protocols are followed whenever possible.
- Use isolation area for students who are exhibiting symptoms and well clinic area for other students.
- Ensure the isolation area is disinfected immediately following a student entering 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.
- Ensure students being sent home due to illness leave through the front door.
 - Verify the name of the person picking up the student prior to opening the door.
 - Proceed to the front door and will verify parent ID matches name given.
 - Record student name, parent name, pick up/drop off time, and reason in logbook (no touch pickup)
- Disinfect clinic and isolation area based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

Custodians

- Disinfect clinic after school hours. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
- Disinfect the isolation area after students who utilize the area have left the building.
- Assist nurse with the clean up as needed (bodily fluids, large messes, etc.)

Administration

- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Ensure the student well clinic area and isolation area are properly supervised when in use.



BREAKFAST/LUNCHES AND CAFETERIA - 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 while at school.• Limit visits to school as much as possible including visits to drop off forgotten items.• 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. <p><u>Students</u></p> <ul style="list-style-type: none">• When possible, stay to the right when traveling down hallways.• Wearing a face covering (mask or gaiter) is recommended when in line or moving around the cafeteria.• Sit in designated seats.• Follow guidelines for restroom use during lunch periods.• If bringing a packed lunch, report immediately to your designated seating area.• Follow physical distancing guidelines as much as possible when in line and in the serving areas.• Sanitize hands prior to entering the cafeteria.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Line up students buying lunch alphabetically.• Supervise designated eating areas to ensure students are properly physically distanced.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Wear a mask when circulating around designated eating areas.• Monitor and issue passes for bathroom use during lunch time. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect all tabletops and seats before and after each lunch.• Disinfect restrooms and common spaces before and after lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none">• Wear masks while serving food.• Clean and disinfect serving areas and tables between lunches.• Serve all food to student that required serving utensils. There will be no self-service that uses common utensils. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in designated eating areas.• Ensure enough seating is provided to ensure proper physical distancing.• Adjust lunch schedule to reduce the number of students in the cafeteria to ensure proper physical distancing.• When dismissing lunch use staggered dismissal• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.



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 in the hallways, common areas and restrooms.• When possible, stay to the right when traveling down hallways to get to restrooms.• If all restroom stalls are in use, students wait on floor markings outside the restroom entrance.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Assist in supervision of restrooms, hallways, and common areas between classes.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.• Ensure all 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, common areas and restrooms.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Create building restroom schedule to limit numbers of students that are in restrooms at the same time.• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.



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 a school building 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 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.• Following physical distancing protocols as much as possible when in 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 area.• Follow physical distancing protocols. <p><u>Secretary</u></p> <ul style="list-style-type: none">• Monitor and control the number of people in the office at any one time.• Wipe down office as needed (this includes but is not limited to door handles, countertops, seating areas, etc). <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.• Make sure office staff is provided with all supplies needed for sanitizing <p><u>Administration</u></p> <ul style="list-style-type: none">• Eliminate visitors to ensure safety of all students.• Ensure proper signage is installed in the office and leading into the office.• Ensure regular cleaning and disinfecting takes place in the office area.• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.



BEGINNING OF YEAR PARENT MEETINGS

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 or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none">• Participate in meetings when necessary.• Follow physical distancing protocols.• Wearing a face covering (mask or gaiter) is recommended 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">• Allot ample time in between conferences for cleaning and disinfecting.• Offer parent and student a virtual meeting option.• Wear a face covering (mask or gaiter) when meeting with families and when traveling around the building• Clean and disinfect area at the conclusion of each meeting. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Provide materials for cleaning and disinfecting to take place at the conclusion of meetings. <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• Establish a one-way traffic pattern for the building

