



**LITTLE MIAMI PANTHERS**

**Return to Learn!**

Fall 2020 Re-opening Plans

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



# HALLWAYS/LOCKERS/CUBBIES/COMMON AREAS - OPTION 1

## Student and Parent/Caregiver Expectations

### Parents/Caregivers

- Provide a face covering (mask or gaiter) for your child to wear when in hallways or at their locker/cubby
- Provide your student with a water bottle daily as water fountains will not be available for use. Please label student water bottle with first and last name.
- Label ALL items sent to school with first/last name that will be stored in lockers/cubbies

### Students

- Wearing a face covering (mask or gaiter) required when in hallways or at lockers/cubbies
- Report immediately to your classroom, upon arrival at school (unless purchasing/receiving breakfast)
- Carry a water bottle as water fountains will not be available for use during the school day
- Follow all signage in the hallways. When possible stay to the right when traveling thru hallways
- Follow locker/cubby access guidelines given by classroom teachers
- Follow teachers guidance and direction when standing in the hallway to adhere to proper physical distancing

## Staff Expectations

### Teachers/Assistants

- Supervise hallways by standing outside of your classroom door by ensuring students are immediately reporting to assigned homeroom and properly physically distancing.
- Provide reminders, issue warnings, contact parents/guardians of repeat violators and document in Public SchoolWorks
- Implement a schedule for locker/cubby access to adhere to physical distance guidelines.
- Provide and monitor locker/cubby use schedule to minimize congestion at the lockers/cubbies during arrival and dismissal
- Model and supervise proper hallway expectations for movement around the school (i.e specials, lunch, 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, handrails, toilets, stalls and sinks
- Ensure sanitizing stations are stocked, operational and monitored throughout the building

### Principal

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



# MEETINGS/CONFERENCES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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</li><li>• Please arrive no more than 5 minutes prior to your assigned meeting, check in with building secretary and temperature will be taken. Remain in waiting area until meeting is ready to begin</li><li>• Siblings will not be permitted to attend in person meetings.</li><li>• Notify the school of your preference to attend meetings in person, via phone or using a virtual platform</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Follow physical distancing protocols</li><li>• 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</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Communicate with family on preference of meeting (i.e in person or virtual platform)</li><li>• Communicate with building principal and service providers concerning details around meetings.</li><li>• Clean and disinfect before and after meetings</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Clean and disinfect meeting locations or provide materials for cleaning and disinfecting to take place</li></ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"><li>• Clean and disinfect before and after meetings</li><li>• Ensure physical distancing guidelines are followed as much as possible</li><li>• Ensure physical space used for meetings allows for distancing guidelines</li><li>• Sign- in sheets for attendance in meetings</li><li>• Communicate with staff of in person or virtual meetings</li></ul>



# RESTROOMS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Provide a face covering (mask or gaiter) for your child to wear when in hallways and restrooms</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering (mask or gaiter) is required when in hallways and in restrooms</li><li>• When possible, stay to the right when traveling down hallways and getting to the restrooms</li><li>• Follow all signage and expectations in the hallways and restrooms</li><li>• No more than 5 students in the restroom at one time. If all restroom stalls are in use, students wait on assigned floor markings outside the restroom entrance</li><li>• Wash hands after using the restroom and dry hands properly.</li><li>• Use the paper towel to turn off faucet. Throw away paper towel in trash can</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Monitor and assist in supervision of restrooms and hallways during assigned classroom time</li><li>• Provide reminders, issue warning, contact parent/guardian and report to building principal repeated violators</li><li>• Model proper restroom procedures (i.e use of floor markings, hand washing safety and entering and exiting restroom safely)</li><li>• Report repeated violators in Public School Works</li><li>• Adhere to the provided restroom schedule to allow for appropriate physical distancing</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Disinfect restrooms based on schedule provided by maintenance supervisor and building principal (i.e toilets, stalls, door handles, sinks</li><li>• Ensure all soap dispensers and paper towel dispensers are fully functioning</li></ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"><li>• Ensure proper signage is installed in hallways and restrooms</li><li>• Work with maintenance supervisor to make sure supplies are stocked properly in custodial closets</li><li>• Provide reminders, issue warnings, contact parents/guardians and issue consequences to repeated violators</li><li>• Provide teachers with restroom schedule to ensure limited numbers of students in restrooms at the same time</li><li>• Implement measures such as closing sinks/urinals when necessary to allow for appropriate cleaning and sanitizing</li></ul>



# HEALTH SERVICES - OPTION 1

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



# BREAKFAST/LUNCHES AND CAFETERIA - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Provide a face covering (mask or gaiter) for your student to wear while at school</li><li>• Limit visits to school as much as possible including visits to drop off forgotten items</li><li>• Pack napkins, silverware and condiments for students in bagged lunch</li><li>• Properly label lunch bag with child’s first and last name along with homeroom teacher</li><li>• 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.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• When possible, stay to the right when traveling down hallways</li><li>• Wearing a face covering (mask or gaiter) is required when in line or moving around the cafeteria</li><li>• Sanitize hands upon entering and exiting cafe</li><li>• Sit in designated seat(s)</li><li>• No sharing of food or trading items in lunch/on lunch tray</li><li>• Follow guidelines for restroom use during lunch period</li><li>• Follow physical distancing guidelines as much as possible when in line and in the serving area</li><li>• If you are packing your lunch go immediately to your assigned seat</li><li>• If purchasing/receiving breakfast go directly to the café upon arrival to pick up breakfast to take and eat in classroom</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Supervise designated eating areas to ensure students are properly physically distanced</li><li>• Provide reminders, issue warnings, and report repeated occurrences to administration</li><li>• Wear a face covering (mask or gaiter) when circulating the café</li><li>• Oversee all students have properly sanitized upon entering and exiting cafe</li><li>• Monitor bathroom use by students</li><li>• Use staggered dismissal to ensure physical distancing at the end of lunch</li><li>• Make sure students in lunch line are physically distanced while waiting on food</li><li>• Line students up alphabetical order if they are buying lunch, packers at the front of the line</li><li>• Allow students to eat breakfast in classroom</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Disinfect all tables/benches before and after students enter/exit café</li><li>• Disinfect restrooms between lunches (toilets, sinks, drinking fountains, stalls)</li><li>• Ensure ALL sanitizing stations are consistently monitored and filled</li></ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"><li>• Wear mask while serving food</li><li>• Clean and disinfect serving lines,</li><li>• Serve all food to students</li><li>• Prepare breakfast bags for students to pick up in the A.M.</li></ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"><li>• Ensure proper signage is installed in designated eating areas</li><li>• Ensure enough seating is provided for proper physical distancing and be practiced by classroom teachers</li><li>• Add additional seating in K Gym for packers/buyers</li><li>• Contact parents when students are not adhering to café guidelines and expectation</li><li>• Ensure staggered dismissal times to maximize physical distancing and student safety</li></ul>





# OFFICE - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• 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</li><li>• Wearing a face covering (mask or gaiter) is required when entering, exiting and moving around the school office/building</li><li>• In-person office visits should follow appropriate physical distancing protocols</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Use designated entrances and exits to the office</li><li>• Follow physical distancing protocols as much as possible when in the office</li><li>• Wearing a face covering (mask or gaiter) is required while in or moving around the office</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering (mask or gaiter) is required when moving around the office</li><li>• Follow physical distancing protocols as much as possible when in the office</li><li>• Limit trips to the office to plan bell and lunch break</li></ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"><li>• Monitor and control the number of people in the office at one time</li><li>• Ensure physical distancing guidelines are followed as much as possible when adults are in the lobby</li><li>• Wipe down as needed (this includes countertops, handles, seating area, etc.)</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Make sure office staff is provided with all supplies needed for sanitizing</li></ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"><li>• Reduce community and parent volunteers to ensure safety of staff and students</li><li>• Ensure proper signage is installed in the office and leading to the office and lobbies</li><li>• Ensure regular cleaning and disinfecting takes place in the office area</li><li>• Ensure lobby/visitor seating is properly physically distanced</li></ul>



# BEGINNING OF YEAR PARENT MEETINGS

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

