



Milford Elementary Staff Re-Entry Safety Measures Plan 2020-21 School Year

(August 23, 2020)

****Reminder that the first step in the screening process starts at home. Students with a temperature of 100.4 degrees or higher must stay home. ****

All students entering Milford Elementary will go through our temperature screening process. All students with a temperature of 100.4 degrees or higher will be considered high risk and a phone call will be made to pick-up the student.

Also, please make sure that your contact information with the district is updated through Skyward! Important notifications will be sent through our system so please help us ensure that you are receiving our messaging!!

TOPIC	PROCEDURES
Arrival (Staff)	<ul style="list-style-type: none">• Staff members will complete the screening questionnaire weekly and will complete temperature checks daily.• Temperatures above 100.4 are to stay home or will be sent home.• Governor Laura Kelly signed Executive Order 20-59 which requires staff wear face masks while in all district school facilities, on school grounds and on school buses.• Staff members will wear face coverings and practice physical distancing throughout the school day.• Staff members must text Mrs. Boller to notify her that they are not coming in.• Teachers must have an emergency sub kit prepared and ready to go. It should include a minimum of two days of plans and clear and easy to follow.
Arrival (Student)	<ul style="list-style-type: none">• Still use current car drop off area – students utilize sidewalks to get to appropriate door.• Students adhere to 6-foot distance while waiting to enter building by standing on marked spots.

	<ul style="list-style-type: none"> • All K, 1st, 2nd students will enter through west door. • All 3rd, 4th, 5th students will enter through east door. • Student temperatures will be checked at the door before entering. Temperatures above 100.4 will be sent home. Parents need to pick up their student as soon as possible after being contacted. • Student arrival time is 7:40. This will keep students from congregating at doors. • Students go to their assigned grade level spot. • Governor Laura Kelly signed Executive Order 20-59 which requires students wear face masks while in all district school facilities and on school grounds.
Assemblies	<ul style="list-style-type: none"> • No assemblies during the first semester.
Buses	<ul style="list-style-type: none"> • Two per seat in assigned seat and will load back to front. • Governor Laura Kelly signed Executive Order 20-59 which requires students wear face masks while on buses. • Windows will be open when possible. • Students will exit bus front to back.
Breakfast	<ul style="list-style-type: none"> • Breakfast will start at 7:40. • After temperatures are checked, students will get their breakfast and go to their assigned spot. (K-1 west hallway, 2 & 5 gym, 3-4 east hallway) • Breakfast will be eaten at their assigned spot. • Masks will only be removed while eating. • Students will sanitize/wash before and after eating breakfast. • All students will face the same direction.
Classroom Environment	<ul style="list-style-type: none"> • Students will sit at assigned desks as much as possible. • Desks will face the same way with as much distance as possible. • Extra furniture and items not required, will be removed to allow for social distancing. • Fabric furniture and items must be able to be washed or will be removed from the classroom. • No community supplies. Manipulatives will be stored for individual use.

	<ul style="list-style-type: none"> • Staff will sanitize/clean as many areas throughout the day as possible. • Classroom teachers will clearly define expectations for sharpening pencils, hand sanitizer, etc. • Carpet seating will be used at 50% capacity. • Students will remain with their classroom family throughout the school day. • Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds.
Cleaning	<ul style="list-style-type: none"> • District will provide personnel for sanitizing building throughout the day. • Staff will sanitize as needed throughout the day. • Students will be taught expectations.
Close Contact Communication	<ul style="list-style-type: none"> • Close contact communication- Our nurse along with our designated close contact tracing team members will compile a form with information regarding the incident and a list of close contacts. Unless otherwise requested, the contacts will be forwarded to Geary County Health Department/Fort Riley Health for notification and further investigation. Our school nurses are participating in training to assist to a greater degree in the contact tracing investigations. • General communication- Standard messaging to indirect contacts and to the school's families has been developed by the District Support Team and the communications department. Messaging to families that have students that share a classroom with a positive case or are at the same school is done in a coordinated manner with district leadership.
Common Areas	<ul style="list-style-type: none"> • Common areas will be sanitized throughout the day. • Physical distancing will be practiced.
Computers	<ul style="list-style-type: none"> • Every student will take home their computer and charger daily.
COVID Symptoms	<ul style="list-style-type: none"> • The principal's office and nurse's office will be utilized as quarantine for students with symptoms.
Discipline	<ul style="list-style-type: none"> • Student support monitor/ principal will travel to students when needed.

Dismissal	<ul style="list-style-type: none"> • All students/ staff keep masks on during dismissal. • Bus students report to the gym and sit on assigned spots. • K –1st walkers and parent pick-up will exit north door and walk around to pick-up area. • 2nd walkers and parent pick-up will exit south door and walk around to pick-up area. • 3rd-5th walkers and parent pick-up will exit east door and walk to pick-up area. • Students will stand on assigned lines at the pick-up area. • Parents stand beside their cars so teachers can see them (it is recommended that during dismissal there will be no congregating on sidewalks). • Teachers will dismiss own students when teachers see parents at car. • Walkers will be led across the street after bus is loaded and other students have been picked up. • No congregating on the playground after school.
Face Coverings	<ul style="list-style-type: none"> • Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face masks while in all district school facilities, on school grounds and on school buses. Face masks will be required for students when outside when social distancing is not possible. • Masks are required for EVERYONE in the building by county mandate. • Masks will be taken home daily to be washed.
Hall Traffic	<ul style="list-style-type: none"> • Walk on right side of hallway with physical distancing facing forward. • Teachers will visually scan the halls before walking to their destination.
Hand Washing	<ul style="list-style-type: none"> • Recommended washing/sanitizing hourly.
IEP's	<ul style="list-style-type: none"> • Virtual if possible, if in person physical distancing and masks are required.
Library	<ul style="list-style-type: none"> • Library Media Specialist will develop appropriate safety procedures for book checkout and retrieval and delivery of classroom lessons. • Classes will use the library for library lessons. Library will be sanitized between classes. • Library Media Specialist will pick up returned books from classroom baskets and sanitize each before allowing them to be checked out again.

Lunch - In the Building	<ul style="list-style-type: none"> • Students will only remove masks when seated in their assigned seats to eat. • Students will sit 6 feet apart facing the same direction. • Students will be able to bring their own lunch or eat a prepackaged school lunch. • Students will wash/ sanitize before entering the lunchroom and when exiting to recess. • Lunch boxes will be placed on the sidewalk with distance between.
Lunch – Remote Learners	<ul style="list-style-type: none"> • Lunch pick up for Milford Elementary Remote Learners will be from 10:30-11:00 am through the front entrance. • Breakfast and lunch meals may be requested at this time. • Office staff will bring out the lunch upon arrival and student meal account will be processed.
MTSS (Multi-Tiered Systems of Support)	<ul style="list-style-type: none"> • Students will stay in their grade level classrooms and receive MTSS support from the classroom teacher.
Music	<ul style="list-style-type: none"> • For safety measures, students will not participate in singing activities. • Student area will be sanitized between classes.
Nurse	<ul style="list-style-type: none"> • Contact office (4170) for severe illness/injury that cannot be assessed or treated in the classroom or outdoor setting. • Teacher will notify office when students are headed to the office for any reason. (medication, temp checks, illness, etc.) • Classroom teachers will have first aid kits and icepacks in the classroom. • Students displaying COVID related symptoms will be isolated in nurse’s or principal’s office.
Office	<ul style="list-style-type: none"> • Limit number of people in office at one time. • When possible call or email with questions rather than coming to the office. (4170)

<p>Parents/Guardians and Visitors in Building</p>	<ul style="list-style-type: none"> • Virtual meetings will occur as much as possible. • Parents that are dropping off materials will buzz the office and office staff will get materials (lunch box, backpack, etc.) and take them to the student. • Staff will walk sick children to their car. • Students arriving late to school will be buzzed in and office staff will sign them in, parents will not enter the building • Upon parent notification students leaving for appointments will be walked to their cars by staff. • After school late pick-ups, parents can pick-up at front doors, staff will sign the sign-out sheet, parents will not enter the building. • Birthday treats will not be allowed at this time. • Visitors are not allowed in the school building.
<p>Physical Education</p>	<ul style="list-style-type: none"> • Materials will be sanitized between classes. • Weather permitting class is encouraged to be held outside.
<p>Recess</p>	<ul style="list-style-type: none"> • Grade level classes will not intermix. • The playground will be divided into two zones. • One class in a zone at a time. • Equipment will be sanitized throughout the day. • Students will sanitize when they return from recess.
<p>Restrooms</p>	<ul style="list-style-type: none"> • One student in and one out of the classroom at a time to use the restroom. • No whole classroom breaks. • Classrooms with restrooms will utilize the restroom in their classrooms.
<p>Safety Drills</p>	<ul style="list-style-type: none"> • Drills will be done by classes not by whole school.
<p>Snacks</p>	<ul style="list-style-type: none"> • Teachers will hand out prepackaged snacks. • No sharing of snacks between students.

	<ul style="list-style-type: none"> • Snack time should not last any longer than 10 minutes.
Social Distancing (physical distancing)	<ul style="list-style-type: none"> • Physical distancing of six feet will be utilized whenever possible.
Staff Meetings	<ul style="list-style-type: none"> • Physical distancing and masks will be worn and virtual meetings will be scheduled if needed.
SPED	<ul style="list-style-type: none"> • Specific information will be provided by the Special Education Department.
Student Supplies	<ul style="list-style-type: none"> • No community supplies (manipulatives will be stored for individual use). • Students will have own pencil box. • Teachers can collect supplies and distribute as needed.
Visitors to Building	<ul style="list-style-type: none"> • There will be no visitors at this time. • District employees will need to sign in and temperatures must be checked.
Water	<ul style="list-style-type: none"> • Students will be asked to bring a filled water bottle daily. One bottle per student will be provided by PTO for the year.) • Students will utilize water bottle filling station. • Water fountains will not be used because of safety and have been shut off. • Please have student names on water bottles. • Students' water bottles should be cleaned at home daily.

Changes in Activities and Events for 1st Semester 2020-2021

ACTIVITY/EVENT	ACTION/PROCEDURE
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After Hours Building Use	Not allowed - District decision
Assemblies	Not allowed - District decision
Bingo for Books	Canceled first semester
Book Fairs	Virtual
Field Trips	Canceled
Freedom Walk	Scheduled for Second Semester
Friendship Feast	Canceled
Halloween Costumes and Parade	Canceled
Holiday Events	Canceled
IEP/ Parent Meetings	Virtual
Music/ PE Programs	Scheduled for Second Semester
Orientation	Virtual
Pictures	Individual/ Class pictures postponed until second semester
PTO	Virtual or socially distance
Robotics	Canceled for first semester
Sneak a Peek	Virtual
Student Jobs	Canceled for first semester
Student Recognitions	Whole school not allowed during first semester (ex. Terrific Kids) Announcements and celebrations will be made over the intercom system.
Swimming (4 th Grade)	Canceled
Walk a Mile	Canceled