

Hommel Elementary

COVID Logistics

2020-2021

Arrivals

Staff - Staff will only be able to come through the side entrance door by the library and get their temperature checked. Please do not come through any other entrance. If a staff member's temperature is above 100 degrees, they will be asked to return home. Each staff member will complete the COVID-19 screener from their own device each day. This is the link to complete the screener.

Students (Walkers and Car Drop Offs) - Students will enter through the main entrance off of W. Enon Avenue. We will have all parents drop off their child in the front of the building on W. Enon Avenue. We will have staff members scan students' temperatures as they are getting out of their car. If a student has a temperature above 100 degrees, they will not be allowed to enter. Students will get a sticker to show that they have had their temperature checked. A staff member will be at the door to check the temperature of any student without a sticker. Parents will not be allowed to enter the building unless they need to take care of some registration item or get the necessary technology for their child. Upon entering the building, the students will have a choice of going to the cafeteria or to the waiting area before they go to their classroom.

Bus Students - When students arrive, students will come in through the back gate off of Hansbarger Street. Students may proceed to the cafeteria or to their waiting area if they have already eaten breakfast.

For dismissal, students will be picked up from their class and wait in the cafeteria before the bus arrives. Students will sit socially distanced from each other. Once the bus arrives, the students will be escorted on to the bus.

These are the waiting areas for the morning arrival:

1st grade - Room 8 and Room 10

2nd grade - Cafeteria

3rd grade - Computer Lab and Library

4th grade - Gym

5th grade - Science Labs

Students will proceed to the grade level waiting area if it is before 7:45am. Teachers will need to pick up their students from the designated waiting area by 7:50am. Please make sure you are not late to pick up your students. The staff that are watching your students have other responsibilities they need to tend to.

Backpacks

Students are allowed to bring their backpacks. Please do not allow students to share their backpacks or items out of their backpacks.

Birthday Celebrations

Parents will not be allowed to bring/send anything to celebrate their child's birthday. No outside food/drinks will be allowed to share with other students.

Classroom Entrance/Exit

Each teacher will come up with a plan for how their students will enter and exit the classroom. The students will be socially distanced from each other. Students will also use hand sanitizer when entering and leaving the classroom.

Cleaning Procedures

The custodial staff will ensure that the common areas including the restrooms are cleaned on a regular basis. There will be a cleaning log for the restrooms to show when they are wiped down each time.

Cafeteria Procedures

Once a student enters the cafeteria, they will walk towards the west wall and line up socially distanced from the person in front of them. Each student will proceed in a line through the cafeteria serving line, grab their bag of food, and sit in the seat they are asked to sit in. Students will be socially distanced from each other while they are eating breakfast and lunch. Once the student finishes breakfast, they will proceed to their waiting area if it is before 7:45am. If it is 7:45am or later, the student will proceed to their classroom.

For lunch, the students will follow the same procedure in getting through the line and making sure they are socially distanced from the person in front of them. Students will need to be in

alphabetical order when they come into the cafeteria. Each student will be assigned a seat for lunch where they will sit each day.

Contact Tracing

Hommel faculty will do their best to ensure the safety of each individual student by making sure protocol is followed. The faculty will help monitor the students and put things in place to make sure we can trace any contact of students whereabouts. If a student is infected with the virus, we will be able to know which students may have been near this student.

Cubbies

Students will only use their own cubby or space within their classrooms. They will not be able to share cubbies with another student.

Discipline

Students will be disciplined for not complying with the face covering and the other COVID-19 protocol. The staff and administration will do everything possible to de-escalate any situation to help all students.

Dismissal Procedures

At 3:20pm, when you hear the bell ring, please bring your students to the dismissal locations for your grade level. Please help dismiss your students at your designated locations. For siblings, we will have the older siblings meet their lower grade siblings at their dismissal location. (For example, if there are students in 1st and 5th grade, the 5th grade student would meet their 1st grade sibling in the barn to get picked up.) If you have a radio, please make sure you bring it to your dismissal location. By 3:35pm, please bring any children who have not been picked up to the office. Please fill out the student log for any students who have not been picked up. Please try your best to make contact with the parent to let them know where their child is and what the situation is. Please relay this information to the office staff so we know what is going on.

Placards - Each parent will be issued a placard - (a card with the student's name to help us verify that the child can be released to the person who has the card.) The placard will be placed in the windshield or the parent needs to bring the card with them if they are walking up to pick up their

child. If they do not have the placard, please direct them to the office and we will verify their identity with their driver's license or other identification.

Bus Students - Bus students will be picked up by one of our staff prior to the dismissal bell at 3:20pm. We are working out the details of what time that will be.

Daycare Students - Daycare students will be picked up by one of our staff prior to the dismissal bell at 3:20. We are working out the details of what time that will be.

Dismissal Locations -

1st grade - Outside the barn. We can use the hallway and room 10 if there is bad weather.

2nd grade - Science Labs in the Annex.

3rd grade - Gym

4th grade - Front of Building. Students will sit socially distanced in the hallway outside the front office.

5th grade - Front of Building. Students will stay in your classrooms if there is bad weather.

Face Coverings

Each staff member and student in grades 1-5 will always wear face coverings throughout the school day. Everyone will wear the face covering correctly, which covers the nose of each person. If a student does not comply with this rule, there will be disciplinary action.

Gym Procedures

When students go to the gym for P.E., they will have a designated spot to use in the gym. Each student will be socially distanced from one another. All students will need to continue to wear their face coverings at all times. If a student has asthma or other health concerns, they are able to see the nurse for any necessary medications.

Hallway Transitions

During hallway transitions, the students will make sure to have their face covering on and they are socially distanced from the person in front of them. We will limit the number of classes in the hallway at one time to ensure the safety of everyone. We will use the outdoor exits as well to get from one place to another. Whenever students are walking through the hallways, they will need to be in a specific order to help with contact tracing. If a student needs to go to the nurse

or move through the hallways without their class, they need to have a hall pass. No student is allowed to be in the hallway without a pass.

Hand Washing

Students will be encouraged to wash their hands for a minimum of 20 seconds to ensure their hands are clean. They will also be provided with hand sanitizer.

Health Checks

The classroom teachers will be provided with a touchless thermometer in order to check each of their students in the middle and at the end of each school day. Upon arrival, each student's temperature will be checked before he/she enters the building. The temperature of those students will be documented.

Recess/Playground Activities

Students will be encouraged to be active outside. The social distance and face covering mandate will still be in effect when students are outside playing on the playground. Students will need to follow the same rules. **Students will not be allowed to use the playground equipment.**

Restroom

Each class will be assigned a time to use the restroom throughout the day to limit the number of students using the restroom. We will have a staff member that will help monitor the restroom to make sure only 2 students are in the restroom at a time. We will have a restroom log to show who is entering the restroom with times indicated. This will help with contact tracing. If students need to use the restroom without their class, the students will need to sign out on a restroom log and sign in when they return.

School Supplies

School supplies will need to be given to each individual student. There will not be an opportunity for students to share school supplies.

Seating

Students will have assigned seating in each classroom as well as P.E. For their academic classrooms, students will need to wear their face mask at all times, except for when they are eating.

Signs

There will be signs throughout the building reminding students to socially distance from each other. There will also be signs about washing hands and other COVID-19 protocol.

Technology Devices

Students in grades first through fourth grade will keep their chromebooks at school. We will charge the students' chromebooks at school. Students in fifth grade will bring their chromebooks and chargers every day.

Training for Students Regarding COVID-19

Teachers will begin training the students on the necessary protocol before they return to Hommel. Upon the return of students, the staff will continue to go over these procedures to ensure these procedures become a part of the daily routine.

Water Fountains

The water fountains will remain off limits for use. They are covered for everyone's safety. Students will be encouraged to bring their own personal water bottle.

Wellness Room

If a student has a fever or other COVID-19 symptoms, they will be put in isolation. The isolation room will be the room next to the nurse's office. Only one student is allowed in the quarantine room at one time. Our nurse will help monitor the student.