

## 2020-21 Foothills Elementary School's Return to School Plan



*The safety of our staff and students remains the top priority as we return to work and learning for the 2020-2021 school year. The guidelines, plans and procedures outlined below are based on ASD20's Return to School Plan, El Paso County Public Health, and Colorado Department of Education guidelines. Social distancing will be observed and practiced to the fullest extent possible. We are continually monitoring guidelines from all entities in hopes restrictions will be lifted as we move forward this school year. As always, guidance will be given to schools from ASD20's district leadership team when changes occur that will impact student and staff health and safety. Information will be updated as guidelines and recommendations change.*

### Arrival

- Our student arrival process naturally allows for distancing with a staggered drop off for all students.
- Students attending **Champions** (before and after school care) will need a reservation. More information will be made available on the school's website soon.
- All students will meet their teacher at their designated areas surrounding the school ([See map](#)). Students will be met in their designated area by their teacher at 8:35 and be escorted into the building in staggered fashion adhering to social distancing. Students arriving later than 8:50 will need to go directly to the front office where they will be greeted by a staff member.
- Students should not arrive on campus before 8:35 am (including car drop off). At 8:45 students will begin to enter the school with their teacher and go straight to their classrooms.
- If students arrive after their class has entered the building, students should report to the front door.
- All persons are required to wear a mask or face covering once on school property outside and inside the building.
- Parents will self-monitor their child(ren)'s health prior to coming to school. (At Home Screening)
- Students eating breakfast will have an opportunity to get a grab-n-go bag in the breakfast line and take it with them to their designated area. Students will be allowed to eat in their classroom.
- Following our guidelines that no visitors are able to access FHES at this time parents will not be allowed to enter the school building at arrival with their child(ren).
- As students enter their classrooms, they will immediately utilize hand sanitizer in the classroom or wash their hands.

### Dismissal

- We will dismiss using a staggered system – First to be released will be bus riders, then walkers and bike riders (must leave campus immediately). Next, car riders will be released to the Kiss-N-Go parking lot with their teacher for parent pick-up. We are asking drivers to display a sign with their family's last name so we can put a call over the radio for their child/children. Every family will be given two laminated signs to keep in their vehicle. As usual, parents should proceed to the end of the Kiss N Go loop to pick up their child.
- All classes will have a designated spot in the Kiss-N-Go Loop ([see attached map](#)).

- Kindergarten walkers will be dismissed from their exterior door at 3:40 pm to meet their parent at the amphitheater. Older siblings can still pick up their Kindergartener, they will need to exit from their exterior door and meet their younger sibling outside the Kindergarten exterior door.
- Parents on foot need to wait at the outdoor amphitheater. No gathering at the front entrance, or the Kindergarten area. Parents will need to wait for their child's class to arrive at their designated Kiss and Go spot before picking them up.
- Students being picked up at Kiss and Go will remain with their teacher, distanced, while waiting for their parents to arrive in the line.

### **Attendance**

- **Parents must keep their children home if they are exhibiting and/or have been exposed to any symptoms of illness (see At Home Screening below).**
- Please call our main school line at 719.234.4500 or email our office staff to report any attendance-related matters.
- If you have any questions or need to report any COVID-19 related illness or attendance matters, don't hesitate to reach out to our health room staff by calling our main school line.

### **Classroom Guidelines & Set Up**

- Class/cohort information will be made available to parents at the time of school opening.
- Students will store their own materials in their designated area in the classroom or outside the door (no shared materials).
- All classrooms have hand sanitizer available for student use throughout the day.
- Teachers will remove any unnecessary items in the classroom in attempt to provide more space for student work areas.
- Soft furniture in the classroom, that is not vinyl or a solid surface, will be placed in storage to decrease the possible housing of germs.
- Classrooms will follow daily and weekly cleaning and sanitizing procedures as outlined by the district and FHES administration.
- Whenever possible, teachers will go outside with their students to their designated Outdoor Learning Area. This option will be at teacher's discretion, weather permitting, and strongly encouraged.

### **Cleaning & Sanitizing Procedures**

- Cleaning and sanitizing processes will occur at the classroom and building levels, with daily and weekly processes for all spaces of FHES.
- Teachers will support the cleaning protocols in their classrooms. School will provide materials.
- Windows will be open whenever the physical infrastructure and weather allows, in order to increase ventilation within buildings.

### **Clubs**

- At this time, there will be no clubs or organized school affiliated before/after school activities to limit the interaction between cohort groups in the school building/space.

### **Common Learning Spaces**

- All common learning spaces utilized for interventions and services will be cleaned and sanitized between each cohort.
- All students will remain adequately distanced to the best of our ability while in a shared learning space.
- All common learning spaces have hand sanitizer dispensers available.

### **Drinking Fountains**

- Drinking fountains are turned off. FHES has two water bottle filling stations that are for larger water bottles, one upstairs and one downstairs.
- It is important that students have water bottles filled prior to school. Students will have access to drinking water in the classroom. Please mark water bottles with student name.

### **Guest Teachers**

- We will utilize a pool of Guest Teachers, who will follow the same building entry guidelines as all staff members.
- Guest Teachers will be responsible to adhere to the same guidelines for classroom set up/distancing and cleaning and sanitation in each classroom or learning space. This information will be reviewed/instructed upon their arrival at FHES at the beginning of their scheduled work time.
- These additional guidelines for guest teachers will also be included in teacher's sub plans to support adherence to processes.
- In the event that a Guest Teacher is not available on short notice or to fill a position, in house arrangements will be made to ensure cohorts of students are not mixed.
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### **Hallways & Traffic Flow**

- When entering the hallway, students will move throughout the hallways using the procedures much like the flow of traffic and follow proper social distancing protocols. Students and staff will adhere Facial Coverings guidelines when traversing in the common areas of the school.
- Students are not allowed to visit any other teacher's classrooms.
- Scheduling accommodations have been made to limit the number of classes in the hallway at one time.

### **Late Arrivals & Early Pick-Ups**

- Parents are still able to utilize late arrivals and early pick-ups when students have an appointment, etc.
- Parents must wear a mask to enter the building to drop-off or pick-up students. Hand sanitizer is available immediately inside the building entrance.
- Parents wait in the vestibule in spots designated until their child/children come out.

### **Lunch & Cafeteria**

- For the 2020-2021 school year, Foothills will be a NUT FREE school. Students should bring nut free snacks as well as a nut free lunch.
- The lunch schedule will be the same as previous years except that students will now go to lunch first and then to their recess second, in order to support more frequent hand washing.
- Students will have a picnic lunch outside when the weather is appropriate.

- Students will use hand sanitizer after lunch before going to recess and wash hands in the classroom after returning from recess.
- Lunch choices, either hot or cold, are provided in the cafeteria along with pre-packaged options like fruit and salad. Students purchasing lunch will walk to the cafeteria with their cohort/class and pick up a grab-n-go lunch and head outside or the classroom for lunch.

### **Facial Coverings**

- Students, teachers, and staff are required to wear facial coverings when entering and traversing the building and when appropriate distancing cannot be maintained. When individuals are distanced within classrooms or other precautions are in place, facial coverings are encouraged, but not required.
- Facial coverings must be provided and cared for by each student and family. If students forget or lose their facial covering, they will be provided with a disposable facial covering.
- All students, along with bus drivers and bus monitors, are required to wear facial coverings while on district transportation.
- All approved visitors on school grounds must wear a facial covering. Facial covering breaks will be provided to students as needed, guided by a staff member, while maintaining social distancing and health and safety guidelines. Staff and students who are medically directed are exempt from face covering requirements.

### **Recess**

- The number of recesses per day for students has not changed.
- The playground facilities will be divided into sections for students to play in their cohorts.
- Adult supervision will be provided for students at lunch recess.
- Students/cohorts will rotate each day to be able to access different play equipment, games, etc.
- Masks will be worn at outdoor recess and P.E. class, when social distancing is not available.
- Students will line-up safely distanced going to and coming from recess.

### **Security and Safety**

- We will conduct safety drills with increased emphasis on safe distancing and movement and decreased emphasis on timing factors.

### **Specials (Art, PE, Technology, Music)**

- Specials classes will occur daily on a two week rotation. This allows for student materials specific to special classes to only be utilized for a single cohort/class per grade level at a time. It also limits the number of contacts special teachers encounter in one day.
- Specials will deliver instruction in individual classrooms to ensure cohorts are not accessing shared learning spaces amongst many students all day long.
- PE classes will occur outside (weather permitting), in classrooms, or in the gym. If classes are occurring outside, this will allow students to remove their mask during the time of aerobic exercise **AND WHILE** students are adequately distanced.
- Students will still have access to the school counselor and weekly school counseling lessons via Microsoft Teams.

- STEAM classes will be on pause for now. Science will still be taught in the general education classroom. We can't wait to get STEAM classes back at Foothills!

### **Technology**

- Technology equipment will be dispersed adequately amongst classes/cohorts to ensure limiting sharing amongst cohorts.
- Technology equipment will be cleaned on an ongoing basis and after each user under the guidelines of the technology cleaning checklist.

### **Visitors & Volunteers**

- At this time, no visitors or volunteers are permitted to visit the campus to help teachers or to have lunch with kids.
- If a visitor must enter the building for any school administration approved reason, they are required to wear a mask and follow the protocol for signing in.
- We will make use of virtual meetings with staff and parents whenever possible.

### **Public Health**

#### **At-home screening:**

- Teachers, staff, students and families are expected to self-screen before entering the building each day. Screening should include a check for new onset of cough, shortness of breath, or at least two of the following symptoms:
  - *loss of sense of smell or taste*
  - *fever (100.4 or higher)*
  - *chills*
  - *muscle pain*
  - *sore throat*
  - *gastrointestinal symptoms of diarrhea, vomiting or nausea*

- Colorado COVID symptoms resource at <https://covid19.colorado.gov/covid19-symptoms>  
Students, teachers and/or staff who reside or have come in close contact with a person who is experiencing symptoms or is confirmed with COVID-19 are also required to stay home and should immediately inform the school administration of the situation.

#### **Contact Tracing:**

- If we receive information from a staff member or a parent indicating they, a family member, or a student tested positive for COVID-19, we will immediately notify district personnel who will conduct a contact trace investigation and direct administration on next steps.

#### **Symptoms at School:**

- In the event that a staff member or other adult develops symptoms while at school, that individual will leave campus (with any necessary assistance) and consult with a physician to determine next steps.

- If a student develops symptoms while at school, we will relocate that student to the health room or isolation location where they will have appropriate supervision while we wait for a parent to pick them up.

Please direct any questions or concerns to the following team members:

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