

The daily operations of Crystal Lake Elementary during COVID school year 2020-21

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This document has been designed to provide staff and parents with answers to how students will operate throughout the school day at Crystal Lake Elementary while we operate out of phase 4 of the Return to School Roadmap issued by the state. Please understand that this is a living document and subject to change as we navigate through the school year. We are all committed to being solution focused and providing the optimal learning environment for our students.

Specials

Protocol:

Music/Art held in the Art/Music Room- Students will not share supplies in the music/art room. Each student will have their own learning kit for music/art. The music/art teacher will clean the classroom in between classes.

Library

Protocol:

Lower Elementary: Music/Art teacher will provide library time by bringing bins of books to the classroom.

Upper Elementary: Each teacher will select a bin of books and take to their classroom for student use. Teachers bring the bin of “used” books back to the library and leave them to sit for 3 days to self-clean. Bins will be marked with the teacher name and when the books will be clean.

Drop Off and Pick Up

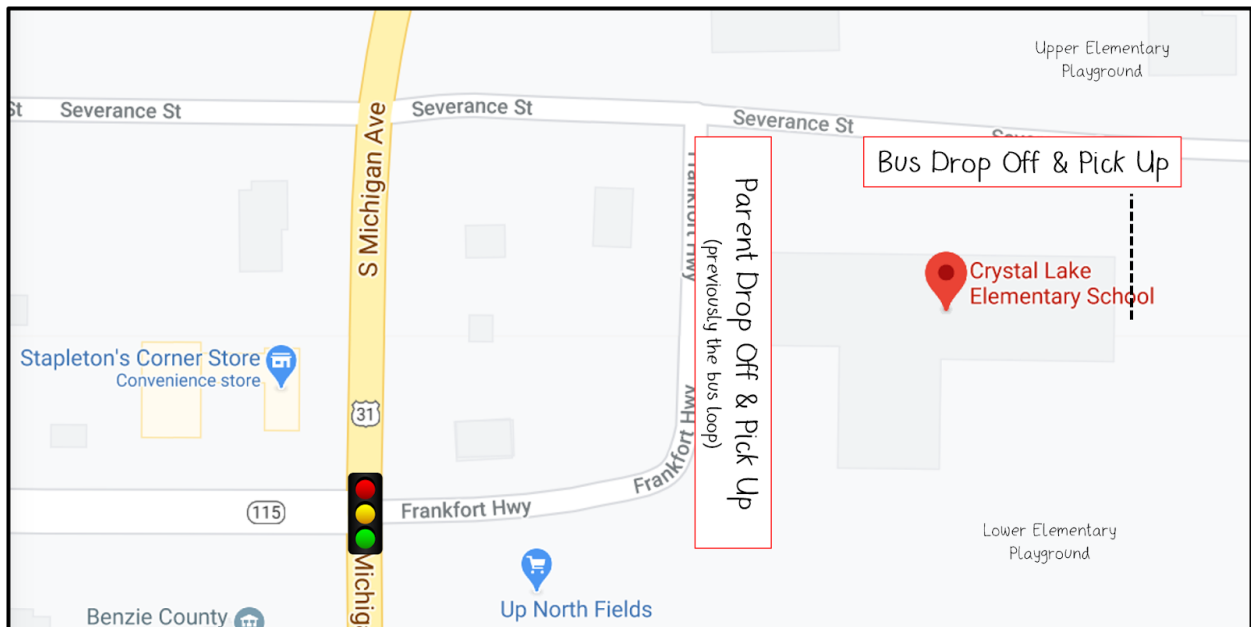
Protocol:

Students will be kept in their classroom at the end of the day. Students will not be mingling with students from other classrooms.

Radios will be on and used to call students down as parents arrive.

Parent Pick Up/Drop Off	Bus Riders
<ul style="list-style-type: none"> ● The bus loop will be used for parent pick up and drop off. ● Drop Off: <ul style="list-style-type: none"> ○ Students will go straight to their classrooms ○ Parents please say your goodbyes outside before sending your child in. ● Pick Up: <ul style="list-style-type: none"> ○ Each family will get 3-4 signs with their name and their teacher(s) name(s) on them. These signs will be placed in the car's window for pick up. ○ "Pick Up Patroller" (Title/Sped/Para?) will radio down to classrooms the student name. The teacher will send that student down to the office exit/entrance 	<ul style="list-style-type: none"> ● Busses pick up and drop off will take place along Severance St. Students Will use the back entrance/exit to go to and from busses. ● Drop Off: <ul style="list-style-type: none"> ○ 1 bus will release at a time ○ Title/Sped will be releasing busses ○ Students will go straight to their classrooms ● Pick Up: <ul style="list-style-type: none"> ○ Paras will walk bussers out by class. Teachers will stay in their classroom with their pick up students.

Pick Up and Drop Off Map



Office

Protocol:

Students will not be sent to the office for things that can be handled in the classroom such as calls home or bandaids.

When students enter the building: If a student needs to come to the office, a staff member will radio or call the office to let (Amanda VanPoortfliet) the secretary know that a student is coming and what they need from the office. If the office is at capacity the secretary will tell you another time to send the student.

Emergency

If there is an emergency call office and send student(s) immediately.

If a student comes to the office ill, parents will be called and the student will be sent to the quarantine room. When the parent arrives, the parent will call the office (882-4641) and the student will be accompanied by an adult and brought out to the parent. The parent will sign the child out on a clipboard.

Medication

If a student regularly takes medication please send the student at normal every day time to receive medication. The office will plan for these students each day.

Students will not be sent to office for errands.

If a staff member needs to come to the office, the staff member will call the office to make sure the office is not already at capacity.

Visitors

Protocol:

Unfortunately family members or other guests are not allowed in the school except under extenuating circumstances. Please know under normal conditions we invite guests to be a part of our school community. If you need to get entrance into the building please call the office and Mrs. Capser will assist you.

Parapro Locations

Protocol:

Parapro will be assigned to a specific grade level in order to ensure the least amount of movement between classrooms as possible. Parapro personal spaces will be assigned.

Hallway

Protocol:

Students will not be in the hallway unless absolutely necessary. These reasons would include: bathroom, travel to specials, or granted permission to the office. Students will be reminded to keep 6 foot distance from other students or staff in the hallway. Masks will be worn by all who are in the hallway.

Recess

Protocol:

There will not be any morning recess offered. When students get dropped off in the morning they will report to their classrooms. At lunch recess students will take turns playing on specific parts of the designated for their cohort. Classes will not be mingling on the playground. Equipment will not be shared and sanitization of equipment will happen on a regular cleaning schedule.

Bathroom

Protocol:

Bathroom capacity will be monitored. Students will be expected to wash and dry hands before returning to the classroom. Students will be expected to maintain 6ft distance from other students while using the bathroom. Masks will be worn in the bathroom. Bathrooms will undergo regular cleaning and sanitizing.

Lockers

Protocol:

Teachers will use the locker space available to them and determine the greatest amount of distancing that is possible. Once that is determined, staff will label lockers into numbered groups (ex: locker 1 kids, locker 2 kids, etc). When dismissing students to lockers, staff will release them in designated locker groups to ensure distancing.

Related to seasonal changes: During warmer weather months, encourage students to bring their light jacket or sweatshirt into the classroom and hang it over their chair back. This will eliminate the need for many students to need their lockers at recess time. When winter weather comes, staff will train students in how to keep their bodies and their gear appropriately distanced while getting ready for recess.

Responding to Positive Test Among Staff and Students

Protocol:

Crystal Lake will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular must collect the contact information for any close contacts of the affected individual from two days before the student or staff showed symptoms to the time when the student or staff was last present at the school.

Cleaning

Protocol:

Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every 4 hours with either an EPA approved disinfectant or diluted bleach solution. Student desks will be wiped down after every class period. Staff will wear gloves, masks, and face shields when performing any cleaning. Cleaning and disinfection products will be stored securely away from children.

Water Bottles and Masks

Protocol:

We ask that each family provide their child with a water bottle. Please write your child's name on it. We will be sending these home each night to be cleaned. We have a new water bottle filler for students who need to fill it throughout the day. Traditional water fountains will not be used.

Also please send your child with two masks. One is an extra in case they need it. Please also wash masks nightly.

All transportation questions need to be directed to the transportation department.

STAFF/ADULTS

Staff/adults working in school with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be **excluded from work** and encouraged to follow up with their healthcare provider:

ONE of the following:

1. Shortness of breath
2. Cough
3. Loss of taste or smell

OR TWO of the following:

1. Muscle aches without another explanation
2. Chills
3. Sore throat
4. Headache
5. Vomiting or Diarrhea
6. Feverish

They should not return until it has been:

7. At least 10 days since symptoms first appeared **AND**
8. At least 24 hours with no fever without fever-reducing medication **AND**
9. Symptoms have improved

*(Employers **should not** require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.)*

STUDENTS

Student has **ANY** of the following symptom (new/different/worse from baseline of any chronic illness):

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache
- Loss of taste or smell

EXCLUDE FROM SCHOOL

Student has **ANY** close contact or potential exposure risk in the past 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

NO

Student may return based on the guidance for their symptoms (see "Managing Communicable Diseases in Schools"):

1. Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
2. Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
3. Cough/Shortness of breath: improvement
4. Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
5. Severe headache: improvement

1. Refer to Healthcare Provider
2. Refer to COVID-19 testing location for possible testing
*(Schools **should not** require testing results as a part of return to school policies.)*

YES

Diagnosed with COVID-19 OR no other diagnosis available

HOME ISOLATION UNTIL:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

COVID-19 Test Results NEGATIVE

Had close contact with a person with confirmed COVID-19 within last 14 days?

NO

YES

Finish 14 Day Quarantine

