



**Tri-Community Elementary School
2020-2021 Health & Safety Plan
Reopening during COVID 19 Pandemic &
Returning to Online Learning**

Table of Contents

	1
General Expectations	1
Student Expectations	2
Staff Expectations	3
Type of Reopening	3
Building Cleaning & Sanitizing	4
Tri-Community Elementary School Building- Social Distancing & Safety Protocols	4
Transportation	4
Entrance into school	4
Cafeteria	5
Breakfast	5
Lunch	5
Hallways	5
Classrooms	6
Recess	6
Nurse Visits	6
Instrumental Instruction/Physical Education	7
Creative Arts Classes (Music, Art, Library)	7
IEP/504/Parent Meetings/Visitations	7
Isolation of Ill Student, Staff or Visitors	7
Tri-Community Elementary School Distance Learning Program	8
Tri-Community Elementary PBIS Supports	8
Tri-Community Virtual PBIS Matrix	9

General Expectations

- **Face coverings, such as masks or shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop off and pickup.**

[CDSD Face Covering Information Link](#)

- All non-student face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.
- Schools may allow students to remove face coverings when students are: Eating or drinking when spaced at least 6 feet apart; Seated at desks or assigned workspaces at least 6 feet apart; Engaged in any activity at least 6 feet apart
- **Face coverings will be worn by students when maintaining a social distance of 6 feet is not possible.**
- All group meetings such as Parent-teacher conferences, staff meetings, and curriculum planning will be held **virtually**.
- We strongly recommend frequent washing of hands, and/or use hand sanitizer stations to keep hands clean.
- If you are feeling sick prior to coming to school, please stay home.
- Students and staff, if falling ill, should be fever free for 24 hours before returning to school.
- If a child gets sick during school, the parent will be contacted to pick up the student. Failure to pick up the student may result in a referral to Children & Youth.
- If a parent or someone in the home tests positive for COVID 19, then the student will be required to stay home for 10 days, from the onset of symptoms.
- Classrooms will be provided with Clorox wipes, encouraged to wash hands frequently for at least 20 seconds, and hand sanitizer stations are mounted around the school. **Class donations of Clorox wipes are welcome.**
- We recommend that the drinking fountains **not** be used. We recommend students and staff bring water bottles to school.
- All nonessential visitors, volunteers, and activities that involve other groups will be restricted.
 - Visitors will not be permitted into the building.
 - Guardians picking up students will not be allowed past the school vestibule.

Student Expectations

- All students and parents/guardians/caregivers are required to perform a symptom screening prior to arriving at school or at the bus stop each day.
- If you are feeling sick prior to coming to school, please stay home.
[Student Self-Screening Tool Link](#)
- **Face coverings will be worn when maintaining a social distance of 6 feet is not possible.**
 - Schools may allow students to remove face coverings when students are: Eating or drinking when spaced at least 6 feet apart; Seated at desks or assigned workspaces at least 6 feet apart; Engaged in any activity at least 6 feet apart

- Wash hands vigorously for at least 20 seconds with soap and water after using the bathroom, coughing, sneezing, and eating. Hand sanitizer stations will be placed around the building if you cannot get to the bathroom to wash your hands. [Hand Washing Poster](#)
- Students are permitted to carry backpacks to class and will be assigned a space in the classroom to keep their belongings.
- We recommend that the drinking fountains **not** be used. Students will be permitted to carry water bottles.
- Student belongings should be kept at their desk and/or an assigned space in the classroom.
 - Students should use their own supplies, pencils, and materials when in school. Sharing supplies is strongly discouraged.
 - **Students will be encouraged to leave personal items at home.**
- Attempt to maintain social distancing in the classrooms, cafeteria, gym, hallways and move promptly to your assigned locations.
- Students should stay to the right side of the hallways as much as possible when walking and leave an area in the middle to attempt to create distance from those walking on the other side.

Staff Expectations

- **Face coverings will be worn by all staff at all times, even when maintaining a social distance of 6 feet.**
 - Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.
- **Staff will follow a self-screening protocol.** If you are feeling sick prior to coming to school, please stay home. [Staff Self-Screening Protocol](#)
- Wash hands with soap and water and use hand sanitizer after using the bathroom, coughing, sneezing, and eating. [Hand Washing Poster](#)
- Limit the sharing of materials, food.
- Maintain social distancing in the classrooms, cafeteria, hallways, faculty room(s) and other spaces used frequently by staff.
 - Staff is discouraged from congregating in shared spaces such as faculty rooms and staff lounge areas.
- Staff will be trained and expected to teach proper hand washing, healthy hygiene practices, and how to maintain as much personal space as possible to students.

Type of Reopening

- Tri-Community Elementary School will be conducting a hybrid reopen for all students and staff. Students/families may opt for distance learning out of safety/health concerns.

- Total reopening of Tri-Community Elementary School will occur on August 24, 2020.
- Kindergarten/New Student Orientation, Back to School Night, PTA Meetings, Parent Meetings and other activities that are held in the evenings with large gatherings of people will be held **virtually**.
 - Please stay up to date with events at our school webpage
[Tri-C Webpage Link](#)

Building Cleaning & Sanitizing

- Tri-Community Elementary School's custodial staff will be cleaning learning spaces, restrooms, drinking fountains, cafeteria and hallways daily.
- [CDSD Cleaning and Disinfecting Protocols Video Link](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting](#)

Tri-Community Elementary School Building- Social Distancing & Safety Protocols

Transportation

- All students and parents/guardians/caregivers are required to perform a symptom screening prior to arriving at school or at the bus stop each day.
[Student Self-Screening Tool Link](#)
- Central Dauphin School District will continue to use bus transportation, but social distancing cannot be guaranteed. [CDSD Transportation Link](#)
- Parents are encouraged to transport their own children to school.
- To the extent required by the Department of Health's Universal Face Coverings Order, **face coverings, such as masks or shields, must be worn while on district transportation.**
- Students will be encouraged to sit apart from other students when feasible.
- School buses and vehicles will be disinfected nightly, at minimum.
- All field trips this year will be virtual.

Entrance into school

- Students will remain in the buses until 8:45 a.m. They will exit the bus and maintain social distance as they enter the school.
- Staff will be on duty at the bus loop and in hallways to help promote and manage social distancing.
- Signs will be placed on hallway walls to serve as a visual for social distancing expectations.

Cafeteria

- CDC Germs Are Everywhere and Wash Your Hands Posters will be posted. [Germs Poster](#) [Hand Washing Poster](#)

Breakfast

- Students participating in breakfast will receive their breakfast bag when they get to their classroom.
- Students will eat their breakfast at their desk.

Lunch

- All students will wash their hands before and after lunch.
- Hand sanitizer will be located in the Cafeteria.
- Grade Level cohorts will eat lunch in the Cafeteria.
- Grade Levels will enter through one entrance and exit through another in order to facilitate arrival/dismissal traffic patterns.
- Students will be assigned a seat by their homeroom teacher to keep students together.
- Students will maintain appropriate social distancing, with 2 students per table.
- Overflow spaces may be utilized to facilitate social distancing if needed.
- Signs will be placed along the wall to denote social distancing expectations in line.
- Staff on duty and principals will facilitate student lunch purchase lines.
- Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.
- Students will be directed to obtain all needed lunch items prior to sitting down in order to minimize student movement during lunch and maintain social distancing to the extent feasible.
- Tables will be cleaned after each lunch by the custodian and NIAs on duty.
- Staff on duty will facilitate condiment issuance in order to minimize sharing of supplies.
- Lunch visitors will not be permitted.

Hallways

- There will be signs to remind students to stay to the right side of the hallways. Students will be reminded when walking to leave an area in the middle of the hallway to attempt to create distance from those walking on the other side.
- **Face coverings will always be worn in the hallway, even when maintaining a social distance of 6 feet is possible.**
- Signs will be placed on hallway walls to serve as a visual for social distancing expectations. CDC Germs Are Everywhere and Wash Your Hands Posters will be posted. [Germs Poster](#) [Hand Washing Poster](#)

- Signs will be posted on Cafeteria doors to denote entrances/exits from the main hallway.
- Students will follow any district signs posted in the hallway, including signs when utilizing stairwells in order to facilitate social distancing traffic patterns.
- Appropriate hallway traffic patterns and expectations will be reviewed through a PBIS grade level virtual assembly. As well as, reinforced by direct classroom instruction and morning announcements.

Classrooms

- All desks in rows facing the same direction and spaced 6 feet apart.
- If desks or workstations cannot be moved, students will be spaced apart and sitting on only one side of tables.
- Avoid sharing supplies.
- Students are encouraged to bring a water bottle to avoid using the water fountains.
- Attempts will be made to maintain appropriate social distancing, when social distancing is not attainable, masks will be worn. Example-small group instruction and carpet time.
 - If carpet area is used, students will wear masks. Students will keep all belongings at their desk and/or an assigned space.
 - If a group table is needed for intervention and/or learning support instruction, students will wear masks.
- Signs will be posted in each classroom at the doorway denoting handwashing expectations. [Hand Washing Poster](#)
- Staff will be encouraged to leave doors propped open, IN THE LOCKED POSITION, to permit air flow.

Recess

- Students will wash their hands before and after recess.
- Reinforce physical distancing during playground play to the extent feasible. Staff on duty will be encouraged to help facilitate games and activities that promote social distancing and minimize shared recess materials.
- Grade level cohorts will go to recess together. Only one grade level cohort will be at recess, in a designated area, at a time.
- All grade level cohorts will be issued a recess equipment bag in order to minimize sharing of recess materials.
- Students **should not** bring their own recess materials **from home**.
- **While in the Green Phase of reopening**, students will be permitted to use large playground equipment.

Nurse Visits

- Student visits to the nurse's office should be purposeful and meaningful.

- Students visiting the nurse will be required to wear a mask in the hallway to and from the nurse's office and while in the nurse's office.
- The number of students in the nurse's office at one time will be limited.
- Attempts will be made to maintain appropriate social distancing, but it cannot be guaranteed.

Instrumental Instruction/Physical Education

- Classes will be held outside as often as possible depending on the weather.
- Limit the use of shared equipment.
- Attempts will be made to maintain appropriate social distancing, in some cases masks may need to be worn.
- Classroom instruction (push-in to the classroom) and rotate teachers instead of moving students whenever possible.
- Clean and disinfect shared items between uses.
- Teachers will provide students instruction on these cleaning policies prior to resuming instrumental music lessons or classes.
- [COVID19 Instrument Cleaning Policies](#)
- [Considerations for Youth Sports Link](#)

Creative Arts Classes (Music, Art, Library)

- Limit the use of shared equipment.
- Attempts will be made to maintain appropriate social distancing, but if not attainable, masks will be worn.
- Classroom instruction (push-in to the classroom) and rotate teachers instead of moving students whenever possible.

IEP/504/Parent Meetings/Visitations

- Use of video conference platforms, such as Zoom, will be encouraged to limit parental access to building.
- Parents/Guardians will continue to use the vestibule at Tri-C to drop off items, and access to the actual building will be limited.
- **All non essential visitors will not be permitted in the building.**
- Lunch visitations will not be permitted.

Isolation of Ill Student, Staff or Visitors

- In the event a student, staff member or visitor displays signs of illness, the person will be isolated in the Nurse's office.
- Staff and Tri-Community families must be notified, while maintaining confidentiality of a person that has contracted COVID-19.
- Local DOH staff or the CMHD will notify the district upon learning that someone who tested positive for COVID-19 was present at the school while infectious. DOH or CMHD will assist the district with risk assessment, isolation

and quarantine recommendations, and other infection control recommendations.

Tri-Community Elementary School Distance Learning Program

- Tri-Community Elementary School staff and students may need to return to Distance Learning on short notice.
 - Whenever the school shuts down, the Distance Learning Master Schedule will go in effect the following day to allow for a seamless transition to instructional online learning.
 - Each grade level will be assigned a schedule to facilitate coordination of Core Block Zoom access to families with students at multiple grade levels.
- Distance Learning Daily Schedule Expectations

Example Grade Level Schedule:

Schedule	Course/Period	Delivery
8:45 – 9:30	Office Hours	Teachers available for support
9:30 - 10:30	Core Block	Zoom (10 - 20 minutes whole group)
10:30 - 11:30	Intervention Block	Students Zoom with specialists as denoted by data; Core students work on Learning Path and conference with teacher (as needed)
11:30 - 12:30	Creative Arts	Zoom (10 - 20 minutes whole group); follow cycle day rotation
12:30 – 1:00	Lunch	Student lunch block/free time
1:00 - 2:00	Core Block	Zoom (10 - 20 minutes whole group)
2:00 - 3:00	Content	Zoom (10 - 20 minutes whole group)
3:00 – 4:00	Conferencing Period	Students work on their Learning Path, Tier II interventions provide, Teacher available digitally for conferencing


Tri-Community Elementary PBIS Supports

- Daily Morning Announcements will be made encouraging safe and responsible practices for following CDC and school guidelines.
- School Video will be created and shared at a virtual grade level student assembly to review school rules, expectations and mitigation measures.
- Signs will be placed throughout the hallway to help serve as a visual reminder and aid for social distancing expectations during hallway transitions.

Tri-Community Virtual PBIS Matrix

	Responsible	Respectful	Safe
Classroom 	<ul style="list-style-type: none"> *Clean up after yourself *Follow directions and classroom routines *Complete your best work *Use your own materials 	<ul style="list-style-type: none"> *Work well with others *Listen carefully while others are speaking *Use appropriate voice level *Maintain personal space 	<ul style="list-style-type: none"> *Use walking feet *Use materials appropriately *Wear your mask *Wash hands often
Hallway 	<ul style="list-style-type: none"> *Walk on the right side of the hall *Stop at stop signs *Take the shortest route 	<ul style="list-style-type: none"> *Maintain personal space *Be considerate of items on the walls *Quiet voices 	<ul style="list-style-type: none"> *Face forward *Hands by your sides *Stay in line *Wear your mask
Playground 	<ul style="list-style-type: none"> *Listen to the adults *Share and take care of equipment *Line up quickly *Dress appropriately for weather 	<ul style="list-style-type: none"> *Be honest and play fair *Include everyone *Use kind words and actions *Take turns *Demonstrate sportsmanship 	<ul style="list-style-type: none"> *Report problems immediately *Stay in designated areas *Contact-free play *Wash hands before and after

<p>Cafeteria</p> 	<ul style="list-style-type: none"> *Talk quietly *Pick up and clean up your table and floor *Know your lunch choice *Know your number 	<ul style="list-style-type: none"> *Maintain personal space *Eat your own food *Use kind words and actions *Wait patiently 	<ul style="list-style-type: none"> *Report problems immediately *Stay in your assigned seat *Raise your hand if you need something *Wear your mask unless seated *Wash hands before and after
<p>Bathroom</p> 	<ul style="list-style-type: none"> *Flush the toilet *Wash hands *Clean up after yourself *Return in a timely manner 	<ul style="list-style-type: none"> *Maintain personal space *Give others privacy *Use quiet voices 	<ul style="list-style-type: none"> *Report problems immediately *Wear your mask
<p>Bus</p> 	<ul style="list-style-type: none"> *Follow instructions *Be on time *Listen to the driver *Report problems to the bus driver immediately 	<ul style="list-style-type: none"> *Use kind words and actions toward others *Maintain personal Space 	<ul style="list-style-type: none"> *Enter and exit quietly and orderly *Keep supplies and food in backpack *Quiet voices *Bottom to bottom, back to back, backpack on your lap *Hands to yourself *Wear your mask

<p style="text-align: center;">Gym</p> 	<ul style="list-style-type: none"> *Play fairly *Follow directions and rules *Try your best *Give others personal space (6 feet) 	<ul style="list-style-type: none"> *Work well with others *Demonstrate teamwork *Listen carefully while others are speaking *Use appropriate voice level 	<ul style="list-style-type: none"> *Use equipment safely *Follow the boundaries of each game *Keep your hands and feet to yourself *Wear your mask when asked
<p style="text-align: center;">Online Learning</p> 	<ul style="list-style-type: none"> *Follow online directions *Comments should be on topic. *Complete your best work. *Ask your teacher questions when you need help. *Be on time and ready to learn. 	<ul style="list-style-type: none"> *Post comments that are kind and respectful to others in the class. *Listen carefully to the speaker and if you have a question, raise your hand. *Use kind words and faces. 	<ul style="list-style-type: none"> *Keep your account username and password safe. Don't share with others. *Download only things that your teacher posts.