

Safe Reopening Plan

Sycamore Ridge



Topic Location

| Section | Focus | Slide Number |
|---|--------------------------------------|--------------|
| Section 6: Staff and students will wash their hands or use hand sanitizer frequently throughout the day. | | |
| Section 6: B | Restrooms | 4 |
| Section 6: C | Handwashing | 5 |
| Section 15: The school will maintain physical distancing between students, as practicable during the following: | | |
| Section 15: A | School busses/stops | 7 |
| Section 15: B | Daily symptom checks | 8 |
| Section 15: C | Waiting location | 9 |
| Section 15: D | Meal periods | 10 |
| Section 15: E | Recess | 11 |
| Section 15: F | Classrooms and other learning spaces | 12 |
| Section 15: G | Restrooms | 13 |
| Section 15: H | Exiting Campus | 14 |
| Section 15: I | After-school programs | 15 |
| Section 16: In order to ensure physical distancing to the greatest extent practicable, the following is in place: | | |
| Section 16: A | Ingress and egress points | 17 |
| Section 16: B | Staggered recess and lunch times | 18 |

| Section | Focus | Slide Number |
|--|---|--------------|
| Section 17: The school will limit student mixing with the following measures to the greatest extent practicable: | | |
| Section 17: A | Consistent teacher and student groups | 20 |
| Section 17: B | Minimize movement | 21 |
| Section 17: C | Recess activities | 22 |
| Section 17: D | Common use areas | 23 |
| Section 17: E | Snacks and meals | 24 |
| Section 18: The school will maximize space between student seating. | | |
| Section 18: A | Teacher desks | 26 |
| Section 18: B | Distancing inside and outside classroom | 27 |
| Section 18: C | Staff use of PPE & hygiene protocols | 28 |

6

Staff and students will wash their hands and use hand sanitizer frequently throughout the day.



Section 6: B

School site teams develop systems, schedules, and signage for bathroom use to ensure no more than two/three individuals are inside the bathroom at one time.

1. Shared bathrooms will be used by no more than 3 students at a time.
2. Kindergarten and 1st grade students will use the bathrooms located in their classrooms.
3. Primary students (2nd & 3rd) will use the bathrooms in the E wing. Upper-grade students (4th & 5th) will use the bathrooms in the C wing. Sixth grade students will use bathrooms near the MUR.
4. A visual magnet system will be used to identify how many students are in the bathroom. Magnets will be placed on the exterior of each bathroom door for student to use when entering and exiting the bathroom. When there are 3 passes on a bathroom door, a student will wait outside. There will be decals on the ground to denote where to wait in line to use the bathroom.
5. Sycamore Ridge staff will teach the bathroom protocol to all students so they understand how to use the bathroom in a safe and physically distanced manner.



Section 6: C

School site teams develop routines for regular handwashing. Regular hand washing includes before and after eating, after coughing and sneezing, after being outside and before and after using the restroom.

1. Staff will train students in appropriate hand washing techniques. They will also explain the importance of avoiding contact with one's eyes, nose, and mouth and covering coughs and sneezes. Visuals will be used to remind students of proper hand washing.
2. At a minimum, handwashing routines will be established for before entering the classroom, before/after recess, before/after lunch, before/after using the restroom, after coughing/sneezing.
3. Hand sanitizer will be available through both automatic and traditional dispensers in strategic locations across campus; i.e. near the entrance of hallways, classrooms, etc.
4. Additional handwashing stations have been added to campus.
5. Custodial staff will ensure an adequate supply of soap, hand sanitizer, tissues, etc. to support the hygiene needs of our students and staff.

15

The school will maintain physical distancing between students, as practicable.



Section 15: A

The school will maintain physical distancing between students, as practicable *during school buses/stops.*

1. Families and students will be provided with the information they need in order to physically distance at bus stops.
2. Our SPED staff and administration developed a plan regarding a drop-off and pick-up space for the busses who transport our students to school.
 - a. SPED staff will wait in the blue “Bus Only” section of the driveway at 8:00 am each morning.
 - b. Students will be dropped off in this location and will immediately be greeted by SPED staff.
 - c. SPED staff will walk students to their classroom.



Section 15: B

The school will maintain physical distancing between students, as practicable *during daily symptom checks.*

1. Before school, parents/guardians will screen students by checking their child's temperature to determine that it is below 100°F and observe for symptoms. Parents need to keep students home if they have symptoms consistent with COVID-19 or if they have had direct contact with a person diagnosed with COVID-19. Parents will be required to read, understand, agree to and sign the Parent/Guardian Health and Safety Agreement for In-Person Instruction for the 2020-2021 school year in order for their student(s) to attend in-person learning.
2. Each classroom teacher will have their own contactless thermometer.
3. Shortly after students arrive at school, they will be assessed via visual wellness checks and temperature checks with no-touch thermometers to ensure the temperature is below 100°F:
 - a. Teachers will conduct a wellness screening and take students' temperature as students arrive to the classroom.
 - b. Staff will follow our district's protocol should a child arrive with a temperature of more than 100°F and/or have symptoms of COVID-19.
4. Staff will teach the daily temperature and symptoms check-in system to students in their class so they understand how to engage in this process in a safe and physically distanced manner.



Section 15: C

The school will maintain physical distancing between students, as practicable *while students are entering campus and waiting for their first class to begin.*

1. Morning Arrival- students are encouraged to arrive between 8:00 - 8:15 am. No later than 8:15 am to allow for a staggered ingress.
2. To maximize physical distancing upon entering our campus, we will ensure multiple entry points are open and available.
 - a. F Building Gates
 - b. ASP Double Gates
 - c. Upper Blacktop Double Gates
 - d. Office Gate
 - e. Back Gate
3. Upon entering campus, all students will proceed to their classroom and engage in the daily temperature and symptoms-check process which needs to be completed by 8:30am.
4. Entry points will be supervised by staff.
5. Front and back ramps will be one way for students entering campus.



Section 15: D

The school will maintain physical distancing between students, as practicable *during meal periods.* (MUST BE 6ft. APART WHEN EATING)

1. A staggered snack and lunchtime schedule will be created to maintain classroom cohorts and promote physical distancing to the greatest extent practicable.
2. Classroom cohort will eat in specific assigned areas - field/outdoor classroom, lunch/picnic tables.
3. Students will maintain 6 feet of physical distance while eating.
4. The number of students per table will be limited as denoted by a marker.
5. Choicelunch will be prepackaged and distributed to each cohort.
6. Students will be encouraged to bring a beach towel to school daily to have a physically distanced picnic-style lunch.



Section 15: E

The school will maintain physical distancing between students, as practicable *during recess*.

1. A staggered recess schedule will be created to maintain classroom cohorts and promote physical distancing to the greatest extent practicable.
2. To maximize physical distancing during recess times, cohorts will play in designated “zones”.
3. Play “zones” will be on a rotation schedule to ensure students have the opportunity for variation around campus.
4. Sycamore Ridge will limit the sharing of recess materials by providing each classroom with their own equipment (balls, jump ropes, yard games).
5. Games that promote distancing will be encouraged and needed equipment will be provided (toss, jump rope, hopscotch, yard games).
6. Cohort assigned outdoor tents provide shade for students who would rather read or draw during recess times.



Section 15: F

The school will maintain physical distancing between students, as practicable *in classrooms and other learning spaces.*

1. When utilizing shared learning spaces, such as the MUR, library, or courtyard, staff will schedule their cohorts for these spaces - via an electronic Sycamore Ridge calendar - to ensure cohorts transition to/from these spaces when they are available in order to limit the mixing of cohorts.
2. Communication with custodial staff will occur to allow for cleaning protocols to be completed between cohorts.
3. In classrooms, teachers will arrange furniture to optimize physical distancing to the extent practicable.
4. Quiet rooms will be limited to teacher use or may be used one student at a time.
5. Classroom teachers will utilize the space just outside of their classrooms for students to access during the school day. Excess classroom furniture, lunch tables, picnic tables, and grassy areas outside of the classroom will provide additional spaces for children to learn.
6. Teachers will create a plan to share hallway spaces to ensure cohorts remain together and limit the mixing of students.
7. Exterior doors will be left opened or rolled up to allow for maximum distancing and additional fresh air
8. Students will use the exterior of the building to move throughout campus in order to maximize distancing and limit the mixing of cohorts.



Section 15: G

The school will maintain physical distancing between students, as practicable *in restrooms*.

1. Site administration in conjunction with our custodial staff determined the physical distancing plan for the shared bathroom spaces at Sycamore Ridge (C and E wings) can support three students at a time while maintaining physical distancing as practicable.
2. There will be decals on the ground identifying physically distanced spaces where students can wait to enter the bathroom if it is already full (3 students).
3. Strategic stalls and sinks will be closed to ensure physical distancing between areas.
4. Bathroom locations will be assigned a specific grade level.
 - a. Bathroom locations will be assigned a specific grade level
 - i. K - Kinder bathrooms located inside classrooms
 - ii. 1st - Interior bathroom located in F7
 - iii. 2nd & 3rd - Bathroom located in the E wing
 - iv. 4th & 5th - Bathroom located in the C wing
 - v. 6th - Bathrooms located next to the MUR
5. Sycamore Ridge staff will teach bathroom protocols to all students so they understand how to use the bathroom in a safe and physically distanced manner.



Section 15: H

The school will maintain physical distancing between students, as practicable *while students are exiting the campus.*

1. To promote physical distancing, dismissal will be staggered in three waves by students last name at the end of each school day.
 - a. 1:30 - A-G
 - b. 1:35 - H-P
 - c. 1:40 - Q- Z
2. After School Program - students who go to ASP will be dismissed first from their classrooms by last name. ASP staff will pick up Kindergartners at their classroom doors. 1st - 6th grade students will walk to the ASP designated location.
3. Walkers will exit through gates depending on their route home: ASP gate, F building gate, upper blacktop double gate, office gate or back gate.
4. Students picked up by car will meet their drivers at the valet loop. While waiting, students will stand in their classroom cohort line which will be clearly marked. Families will be asked to have a card in the passenger side window with the last name of the students being picked up. These students will be called from line to enter the car by staff members on duty. Staff will monitor waiting lines and usher students to exit points as assigned by the duty schedule.
5. Sycamore Ridge families will develop a plan for sibling reunification pick up plan and communicate this with their children.
6. Front & back ramps will be used for students only and one way traffic.



Section 15: I

The school will maintain physical distancing between students, as practicable *during after-school programs.*

1. Enrollment has been limited to ensure maximization of space.
2. Classrooms are limited to 15 children and 1 to 2 adults throughout the day.
3. Every effort has been made to maximize space and distance inside and outside.
4. There will be staggered lunches, snacks, and recesses in different zones.
5. Student transition from school at the end of the day to after-school programs will be coordinated to minimize interactions between cohorts of students.
6. Instructional staff will utilize outdoor spaces for students to access during after-school programs.

16

In order to ensure physical distancing to the greatest extent practicable.



Section 16: A

In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Determine ingress and egress points on campus.*

1. Additional ingress and egress points will be used to include:
 - a. ASP double gate
 - b. Upper black top double gate
 - c. F building gates
 - d. Office gates
 - e. Back gate
2. Access points will be monitored by staff during school arrival and dismissal.



Section 16: B

In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Stagger recess and lunch time as appropriate.*

1. Lunch and recess times will be staggered to ensure physical distancing to the greatest extent practicable.
 - a. The schedule will stagger recess and lunch by grade levels and take into account how many classes can eat and play at the same time while ensuring physical distancing to the greatest extent practicable. Blocks of time will minimize the number of cohorts eating lunch at the same time and allow for physical distancing.
2. Lunch schedule will be developed around discrete blocks of time and specified meal areas.
 - a. Blocks of time will minimize the number of cohorts eating lunch at the same time and allow for physical distancing.
 - b. Time will be factored in to allow for cleaning of meal areas and transitions of cohorts from play zones back to classrooms.
3. We will limit the sharing of recess materials by providing each classroom with their own materials.

17

The school will limit student mixing with the following measures to the greatest extent practicable.



Section 17: A

The school will limit student mixing with the following measures to the greatest extent practicable. *Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.*

1. Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
2. Class sizes for all grades on the campus will be:
 - a. An average of 15-19 students in K-3.
 - b. An average of 18-21 students in 4-6.
3. Site-based service models for STEAM+ and Special Education are developed to limit student mixing; staff that interact with multiple cohorts of students will maintain 6ft. distance from staff and students in their classrooms.



Section 17: B

The school will limit student mixing with the following measures to the greatest extent practicable. *Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.*

1. Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
2. At Sycamore Ridge we plan to keep the same students and teacher or staff with each cohort, to the greatest extent practicable.
3. At Sycamore Ridge we will develop daily/weekly schedules that honor minimizing movement of each cohort.



Section 17: C

The school will limit student mixing with the following measures to the greatest extent practicable. *Schedule recess activities in separated areas designated by class.*

1. Each classroom cohort will have a designated play “zone” that is clearly identified.
2. A grade level rotation schedule will be created so there is rotational use of the blacktop, playstacks and field areas.
3. A staggered lunch schedule will support fewer cohorts on the playground at one time.
4. Games that promote distancing will be encouraged and needed equipment will be provided (toss, jump rope, hopscotch, yard games).
5. Each classroom will be assigned their own recess equipment to limit the sharing of materials.



Section 17: D

The school will limit student mixing with the following measures to the greatest extent practicable. *Limit the use of common use areas such as lunch areas, libraries, MURs, and STEAM+ classrooms when practicable.*

1. When utilizing shared learning spaces, such as the MUR, library, or courtyard, staff will schedule their cohorts for these spaces - via an electronic Sycamore Ridge calendar - to ensure cohorts transition to/from these spaces when they are available.
2. Site-based delivery models for STEAM+ are being developed to limit student mixing; staff that interact with multiple cohorts of students will maintain 6ft. distance from staff and students in their classrooms.
3. Specific areas/sitting zones have been identified as places to eat coupled with a staggered lunch schedule which will minimize student mixing.



Section 17: E

The school will limit student mixing with the following measures to the greatest extent practicable. *Eat snacks and meals outdoors or in classrooms.*

1. Snack and lunch schedules will be staggered to ensure physical distancing to the greatest extent practicable.
2. A variety of areas/sitting zones have been identified around the designated cohort eating areas in an effort to minimize student mixing.
3. Students will stay with their cohort throughout the day.

18

**The school will maximize space
between student seating.**



Section 18: A

The school will maximize space between student seating. Teacher desk and other staff desks will be at least six feet away from student seating.

1. Teachers will rearrange and minimize furniture needed to support students' learning in their classroom to ensure their teaching station/desk/podium is at least 6 feet away from students' seating.
2. STEAM, Special Educators, and support staff who enter the classroom will maintain a minimum of 6 feet from student seating, and their teaching stations will be positioned at least 6 feet away from student desks.
3. Teachers and instructional staff will use plexiglass dividers when working with small groups of students. Students will use plexiglass dividers when working in collaborative groups.
4. Teachers will use technology (i.e. for projection, recorded lessons, etc.) to support the teaching and learning in their classrooms while maintaining physical distancing as practicable.
5. Teachers and instructional staff will explicitly teach students about physical distancing in their classroom and will provide visual supports around the room to support students' distancing as practicable.



Section 18: B

The school will maximize space between student seating. Space will be maximized to promote distancing inside and outside of the classroom.

1. Teachers and instructional staff will rearrange and minimize furniture needed to support students' learning to promote distancing inside their classrooms. Excess classroom furniture will be stored.
2. Teachers and instructional staff will utilize the space just outside of their classrooms for students to access during the school day.
3. Students will use plexiglass dividers when working in collaborative groups.
4. Each cohort will have a designated outdoor learning space (2 semi-permanent tents) to utilize throughout the school day.
5. Routines and furniture placement will be established to limit the gathering of students by cubbies, backpacks, or supply areas.



Section 18: C

The school will maximize space between student seating. If employees cannot maintain physical distancing with students, they should ensure that they are using proper PPE and following hygiene protocols.

1. Students and staff are encouraged to bring face coverings from home. Disposable face coverings are available for students and staff, and face shields are available for all instructional staff.
2. All students, K-6, and staff will be required to wear their face coverings throughout the school day unless they are eating (snack/lunch).
3. Staff will teach students how to properly wear their face coverings; posters around campus will provide additional visual reminders for students.
4. Staff will teach students how to sanitize/clean-up after themselves in all areas of their classroom.
5. Several plexiglass study carrels are available for each general education classroom, and for members of our SPED teams
6. Teachers will use plexiglass dividers when working with small groups of students. Students will use plexiglass dividers when working in collaborative groups.
7. For portions of the day, a face shield may be used in tandem with a mask for an additional layer of protection.