

Whitman Elementary School
Building Protocol for Opening 2020-2021
Independent School District #1
Last Updated: 8/26/2020

<p style="text-align: center;">Level Green- Low Level Community Spread</p> <p>Students attend with a normal schedule and added safety precautions according to CDC guidelines and local health officials when and where possible.</p>	<p style="text-align: center;">Action Description</p>	<p style="text-align: center;">Responsible</p>
<p>Classrooms</p>	<ul style="list-style-type: none"> ● Teach and review steps to care for yourself and others. ● Clean/Sanitize hands upon entering/leaving classrooms. ● Practice physical distancing (6 ft.), when possible. ● Strongly recommend wearing of face coverings when physical distancing is not possible. ● Allow classrooms to be held outdoors, when possible. ● Minimize sharing of materials between students, when possible. ● Clean/Disinfect shared materials between use. ● Utilize assigned seating. ● Assign space for personal items. ● Clean/Disinfect electronic devices on a regular basis. ● Provide personal supplies for students, as needed. ● Open hallway classroom doors and windows to increase air flow, weather permitting. ● Remove non-essential furniture and items for ease of cleaning and to allow more space in the classroom. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students

	<ul style="list-style-type: none"> • Clear workspaces, counters, shelves, and teacher’s desk areas for ease of cleaning. • Follow library protocol for classroom libraries. • Encourage students to bring water bottles that can be filled in classrooms, as needed. Water fountains will not be available. • Provide only individual, store bought, pre-packaged classroom snacks. • Provide only individual, store bought, pre-packaged treats (ex., birthdays, class parties, etc.) <ul style="list-style-type: none"> ○ Deliver directly to the front office. 	
<ul style="list-style-type: none"> • Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Avoid activities that involve physical contact, when possible. • Limit shared equipment. • Clean/Disinfect equipment between use, when possible. • Hold class outdoors, when possible. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit amount of singing. • Sharing instruments will not be allowed. • Clean/Disinfect instruments between use. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Library 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Limit the number of books for check out. <ul style="list-style-type: none"> ○ Two books for grades K-2 and one book for grades 3 - 5. • Quarantine all returning materials for four days. • Clean/Disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> • Staff
<ul style="list-style-type: none"> • Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> • Sanitize computer keyboard, mouse, and work area between use. 	<ul style="list-style-type: none"> • Staff
Transition	<ul style="list-style-type: none"> • Practice physical distancing, when possible. • Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as common areas. (Required) <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. 	<ul style="list-style-type: none"> • Staff • Students

	<ul style="list-style-type: none"> • Escort class utilizing exterior classroom doors to the scheduled special where they will be met by either their PE, Music, Library, or Computer Lab Teacher. Teachers will meet their classes outside of scheduled specials and return to their classrooms through exterior doors. Only individual students or small groups will use hallways. • Avoid student gatherings/stoppings in the walkways/hallways. • Post visual markers and signage to direct the flow of traffic. 	
Cafeteria/Lunch	<ul style="list-style-type: none"> • Practice physical distancing, when possible. • Utilize table dividers, when possible. • Sanitize hands prior to entering the cafeteria/courtyard. • Collect breakfast and lunch counts in the classroom, and send information to the office. <ul style="list-style-type: none"> ○ This information will then be communicated to the cafeteria. • Eliminate self serve/self select items. • Assign student seating by classroom in the cafeteria. • Utilize paper sacks for cold lunch. • Utilize outdoor space for lunch, weather permitting and when possible. • Clean/Disinfect lunch tables and benches between lunch groups. • No visitors/guests during lunchtime. • Students eating <u>breakfast</u> will enter through the South gym doors. All students entering the building will be required to wear masks, sanitize their hands, and practice physical distancing when possible. 	<ul style="list-style-type: none"> • Staff • Students • Parent/Guardian
Arrivals/Departures	<ul style="list-style-type: none"> • Establish designated arrival and departure areas for student drop-off and pick-up. • Utilize exterior doors for arrivals/departures. • Wash/Sanitize hands upon entering/leaving classrooms. • Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. • Enter the cafeteria for breakfast through the exterior door. 	<ul style="list-style-type: none"> • Administrator • Staff • Students • Parent/Guardian

	<ul style="list-style-type: none"> ● Stagger release times to allow for physical distancing. ● Keep personal belongings (backpacks, coats, lunch boxes) in possession. ● <u>Whitman will offer two drop off and pick up areas for parent use.</u> ● Drop off zone number 1. The East End Parking Lot Entrance on 9th Ave. – Please use the parking lot for drop off and pick up children. We recommend dropping younger students here to avoid using the ramp on the South Side of Campus. ● Drop off zone number 2. The South Side of Campus on 10th Ave. This zone is especially convenient for students who intend to eat breakfast. We recommend this zone for older students or older students escorting younger siblings. Please adhere to traffic cones and staff directing traffic 	
Outdoor Areas/Recess	<ul style="list-style-type: none"> ● Establish recess times which allow for physical distancing, when possible. ● Wash hands with soap and water when finished playing on the playground. ● No personal playground/sports equipment. 	<ul style="list-style-type: none"> ● Administrator ● Staff
Restroom	<ul style="list-style-type: none"> ● Post proper hygiene posters. ● Limit the number of students to the restrooms at one time. ● Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as in common areas. (Required) ● Utilize physical distancing markers, when needed. ● Wash hands with soap and water after using the restroom. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students
Bus Lines	<ul style="list-style-type: none"> ● Practice physical distancing while in line. ● Strongly recommend wearing of face coverings when physical distancing is not possible. 	<ul style="list-style-type: none"> ● Staff ● Students
Cleaning	<ul style="list-style-type: none"> ● Clean/Disinfect communal areas as needed and on a nightly basis. 	<ul style="list-style-type: none"> ● Staff
Visitors	<p><u>Visitors will not be allowed in the classrooms or at lunch.</u></p> <ul style="list-style-type: none"> ● Wear face covering in all areas while on campus. ● Complete the health screening checklist prior to entering the building. ● Parents/Guardians should report to the window in our remodeled front foyer and the administrative assistant at the window will help you. Thank you in advance for your understanding of this necessary change. 	<ul style="list-style-type: none"> ● Staff ● Visitors

Communication from Classrooms and Schools	<ul style="list-style-type: none"> • Utilize Blackboard for all building announcements. • Utilize Seesaw for all academic communication for grades K-3. • Utilize Google Classroom for all academic communication for grades 4-5. • Provide parents/guardians with information and directions on the platforms. 	<ul style="list-style-type: none"> • Administrator • Staff
Who Attends	<ul style="list-style-type: none"> • All students attend, following their normal schedule. 	<ul style="list-style-type: none"> • Administrator • Staff • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily sanitizing of high touch surfaces in classroom/work areas. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ○ Follow sick child protocol, as necessary. • Monitor self for symptoms throughout the day. 	<ul style="list-style-type: none"> • Administrator • Staff

Level Yellow--Moderate Level Community Spread	Action Description	Responsible
<p>Reduced student population attends dependent upon grade level band, with K-5 attending everyday for ½ days and 6-12 attending alternating days.</p>		
Classrooms	<ul style="list-style-type: none"> • Teach and review steps to care for yourself and others. • Wash/Sanitize hands upon entering/leaving classrooms. • Practice physical distancing (6 ft.). 	<ul style="list-style-type: none"> • Administrator • Staff • Students

	<ul style="list-style-type: none"> ● Strongly recommend wearing of face coverings when physical distancing is not possible. ● Allow classrooms to be held outdoors, when possible. ● Minimize sharing of materials between students, when possible. ● Clean/Disinfect shared materials between use. ● Utilize assigned seating. ● Assign space for personal items. ● Clean/Disinfect electronic devices on a regular basis. ● Provide personal supplies for students, as needed. ● Open hallway classroom doors and windows to increase air flow, weather permitting. ● Remove non-essential furniture and items for ease of cleaning and to allow more space in the classroom. ● Clear workspaces, counters, shelves, and teacher’s desk areas for ease of cleaning. ● Follow library protocol for classroom libraries. ● Encourage students to bring water bottles that can be filled in classrooms, as needed. Water fountains will not be available. 	
<ul style="list-style-type: none"> ● Physical Education 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> ● Avoid activities that involve physical contact, when possible. ● Limit shared equipment. ● Clean/Disinfect equipment between use. ● Hold class outdoors, when possible. 	<ul style="list-style-type: none"> ● Staff
<ul style="list-style-type: none"> ● Music 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> ● Limit amount of singing. ● Sharing instruments will not be allowed. ● Clean/Disinfect instruments between use. 	<ul style="list-style-type: none"> ● Staff
<ul style="list-style-type: none"> ● Library 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> ● Limit the number of books for check out. <ul style="list-style-type: none"> ○ Two books for grades K-2 and one book for grades 3 - 5. ● Quarantine all returning materials for four days. ● Clean/Disinfect materials after quarantine and before check-in. 	<ul style="list-style-type: none"> ● Staff

<ul style="list-style-type: none"> ● Computer Lab 	<p><i>Follow classroom expectations, and the following:</i></p> <ul style="list-style-type: none"> ● Clean/Disinfect computer keyboard, mouse, and work area between use. 	<ul style="list-style-type: none"> ● Staff
<p>Transitions</p>	<ul style="list-style-type: none"> ● Practice physical distancing. ● Wear face coverings during transitions throughout the building, including upon entering/exiting the building, as well as in common areas (Required). <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. ● Escort class utilizing exterior classroom doors to the scheduled special where they will be met by either their PE, Music, Library, or Computer Lab Teacher. Teachers will meet their classes outside of scheduled specials and return to their classrooms through exterior doors. Only individual students or small groups will use hallways. ● Avoid student gatherings/stoppings in the walkways/hallways. ● Post visual markers and signage to direct the flow of traffic. 	<ul style="list-style-type: none"> ● Staff ● Students
<p>Cafeteria/Lunch</p>	<ul style="list-style-type: none"> ● Practice physical distancing. ● Utilize table dividers, when possible. ● Sanitize hands prior to entering the cafeteria/courtyard. ● Collect breakfast and lunch counts in the classroom, and send information to the office. <ul style="list-style-type: none"> ○ This information will then be communicated to the cafeteria. ● Eliminate self-serve/self-select items. ● Assign student seating by classroom in the cafeteria. ● Utilize paper sack for cold lunch. ● Utilize outdoor space for lunch, weather permitting and when possible. ● Clean/Disinfect lunch tables and benches between lunch groups. ● No visitors/guests during lunchtime. 	<ul style="list-style-type: none"> ● Staff ● Students

Arrivals/Departures	<ul style="list-style-type: none"> ● Establish designated arrival and departure areas for student drop-off and pick-up. ● Utilize exterior doors for arrivals/departures. ● Wash/Sanitize hands upon entering/leaving classrooms. ● Wear face coverings when entering through the main entrance of a building and throughout the hallways and common spaces. (Required) <ul style="list-style-type: none"> ○ This is not required when students are entering their classroom from an outside door. ● Enter the cafeteria for breakfast through the exterior door. ● Stagger release times to allow for physical distancing. ● Keep personal belongings (backpacks, coats, lunch boxes) in possession. ● Whitman will offer two drop off and pick up areas for parent use. ● Drop off zone number 1. The East End Parking Lot Entrance on 9th Ave. – Please use the parking lot for drop off and pick up children. We recommend dropping younger students here to avoid using the ramp on the South Side of Campus. ● Drop off zone number 2. The South Side of Campus on 10th Ave. This zone is especially convenient for students who intend to eat breakfast. We recommend this zone for older students or older students escorting younger siblings. Please adhere to traffic cones and staff directing traffic 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students ● Parent/Guardian
Outdoor Areas/Recess	<ul style="list-style-type: none"> ● Establish recess times which allow for physical distancing. ● No use of equipment. ● No use of playground structures. ● No personal playground/sports equipment. 	<ul style="list-style-type: none"> ● Administrator ● Staff
Restrooms	<ul style="list-style-type: none"> ● Post proper hygiene posters. ● Wear face coverings during transitions throughout the building(s), including upon entering/exiting the building(s), as well as in common areas. (Required) ● Limit the number of students to the restrooms at one time. ● Utilize physical distancing markers, when needed. ● Wash hands with soap and water after using the restroom. 	<ul style="list-style-type: none"> ● Administrator ● Staff ● Students
Bus Lines	<ul style="list-style-type: none"> ● Practice physical distancing while in line. ● Strongly recommend wearing of face coverings when physical distancing is not possible. 	<ul style="list-style-type: none"> ● Staff ● Students

Cleaning	<ul style="list-style-type: none"> • Clean/Disinfect communal areas as needed and on a nightly basis. 	<ul style="list-style-type: none"> • Staff
Visitors	<p><u>Visitors will not be allowed in the classrooms or at lunch.</u></p> <ul style="list-style-type: none"> • Wear face covering in all areas while on campus. • Complete the health screening checklist prior to entering the building. • Parents/Guardians should report to the window in our remodeled front foyer and the administrative assistant at the window will help you. Thank you in advance for your understanding of this necessary change. 	<ul style="list-style-type: none"> • Staff • Visitors
Communication from Classrooms and Schools	<ul style="list-style-type: none"> • Utilize Blackboard for all building announcements. • Utilize Seesaw for all academic communication for grades K-3. • Utilize Google Classroom for all academic communication for grades 4-5. 	<ul style="list-style-type: none"> • Administrator • Staff
Who Attends	<ul style="list-style-type: none"> • Half of the student population will attend in the morning, and the other half will attend in the afternoon. 	<ul style="list-style-type: none"> • Administrator • Staff • Students
Staff	<ul style="list-style-type: none"> • Wear appropriate face coverings when indoors--required. Building has access to PPE resources. • Establish routines for daily sanitizing of high touch surfaces in classroom/work areas. • Monitor students for symptoms throughout the day. <ul style="list-style-type: none"> ○ Follow sick child protocol, as necessary. • Monitor self for symptoms throughout the day. 	<ul style="list-style-type: none"> • Administrator • Staff