



Harbor Elementary School

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Harbor Elementary School COVID-19 Reopening Plan 2020-2021	
Drop-Off	<ul style="list-style-type: none"> All students riding a bus will be required to wear a mask. Masks must be worn before boarding the bus. Students will fill the bus from back to front to prevent students from passing others before sitting. Students will be assigned seats based on their bus stop. Bus Monitors will ensure safety guidelines are being followed by adults and students. Busses – students will remain on the bus until greeted by a staff member who will review/monitor procedures for unloading the bus. Students will remain seated and leave the bus one seat at a time starting from the front. Students will enter the building on the Converse Street side following social distancing markings. Parent/Guardian Drop-Off – cars will enter School Street and identify a Harbor Staff member. During supervision, staff members will monitor as students exit the vehicles on the passenger side only. Students will proceed into the building following social distancing markings. Parents/guardians will not be permitted to enter the building. Staff will direct students to collect a breakfast and proceed to class. All students and staff are required to wear a mask. Students will walk single file following social distancing markings into the building. Staff members will direct students to their designated area for breakfast pick-up. Students will then proceed to their classrooms to eat breakfast. Teachers will be at their classroom door to greet and monitor students as they enter. (Alternate entrances may be utilized to alleviate congestion).
Breakfast	<ul style="list-style-type: none"> Breakfast will be offered to all students as they enter the building in the morning. Stations will be established based on Grade

	<p>Level/Cohort/Building Level floor to facilitate movement and prevent congestion.</p> <ul style="list-style-type: none"> • Preschool breakfast will be pre-packaged and delivered. • Kindergarten/First Grade - enter the hallway following floor markings that lead to the Kindergarten/First Grade hallway. Breakfast packets will be distributed to students in their classrooms. • Second/Third/Fourth/Fifth Grade – enter the doors and proceed to the (<i>Converse Street Landing for BUS entry</i>) and (<i>School Street landing for WALKER/DROP OFF entry</i>) where breakfast packets will be distributed. Student will proceed to their classrooms to eat.
Sanitizing Stations	<ul style="list-style-type: none"> • Hand sanitizing stations will be available throughout the building. • All students and staff will sanitize their hands upon entering the building.
Lunch	<ul style="list-style-type: none"> • Students will eat lunch with their cohort. Students will be given a choice of a <u>hot meal or sandwiches and salad</u> which will be preordered. Teachers will escort the students to the cafeteria to pick-up a prepackaged lunch and return to their classroom to eat. Masks are not required while students are eating lunch. Students will be required to eat at their desks (Kindergarten, First Grade, Self-Contained, and Preschool will order meals and will have meals prepared for pick up/delivery; where appropriate). <p><u>Procedures for the cafeteria:</u></p> <ul style="list-style-type: none"> • Everyone will enter the cafeteria/gymnasium through the first set of double doors nearest the bathrooms. Signage will be clearly posted for all to see. • Students will walk in a single file, socially distanced line along the wall of the cafeteria (based on meal choice). • Laminated signage will be used to delineate meal choice to expedite the process. <i>Allergies, Hot Lunch, Deli Sandwich, Sun-Butter Sandwich, Salad.</i> • After picking up their meal, students will exit through the double doors. • Cohorts will always follow clearly marked pathways and flow in a one-way direction.

	<ul style="list-style-type: none"> • If multiple cohorts are in the cafeteria at the same time, 14 feet will be maintained between each cohort. Markings on the floor will designate all traffic patterns and socially distanced spaces for standing while picking up meals.
<p>Recess</p>	<ul style="list-style-type: none"> • Recess for all students will take place outdoors-weather permitting. Class Cohorts will be assigned to specific areas of the playground and remain in those areas for the duration of recess. • Efforts will be made to provide each cohort with their own set of equipment (balls, hula hoops, jump ropes, sidewalk chalk, etc.). Equipment will be cleaned and sanitized. • Playscapes will be sanitized according to our maintenance schedule. • Masks will not be required during outdoor recess. • Indoor recess will be held in the event of inclement weather or when the temperature is below 32 degrees Fahrenheit. • Students will be expected to wear masks during indoor recess. • Consideration will be made for additional outdoor time throughout the school day. This time will be included in the daily schedule when feasible.
<p>Transitions in the Building</p>	<ul style="list-style-type: none"> • Cohort transitions in the hallway will be limited and scheduled whenever possible. • When hallway passage is necessary, clearly marked pathways will ensure social distancing. • Students and adults will be expected to walk on the right side of each hallway maintaining 3-6 feet of distance between each person when possible. • Hallway movement may be limited to one-way direction if the hallway is less than six (6) feet in distance between walls.
<p>Bathrooms</p>	<ul style="list-style-type: none"> • Bathrooms will be cleaned and disinfected regularly following established guidelines/schedules. • Bathroom use will be scheduled for each classroom/grade level to reduce mixing of cohorts whenever possible. • All bathrooms will be equipped with soap or sanitizer containing at least 60% alcohol.

	<ul style="list-style-type: none"> • Paper towels will be provided in each bathroom and air dryers will be turned off and removed if possible.
Dismissal	<ul style="list-style-type: none"> • Dismissal will be a coordinated effort to ensure social distancing throughout the process. Masks will be required for all staff and students. <p>Bus Dismissal:</p> <ul style="list-style-type: none"> • Busses will be called, and cohorts will be escorted to designated loading areas. • Students will line up according to their assigned seat on the bus while maintaining appropriate distancing. • Students will board from the back to the front of the bus. • Students will remain in their assigned seats. • Bus monitors will enforce safety guidelines. <p>Parent/Guardian Pick-Up:</p> <ul style="list-style-type: none"> • Hybrid Dismissal – All students will be dismissed from designated areas. • For Grades 2-5, Parents will line up outside the School Street door and provide their name/identification and the name of their child to a staff member. • For Grades K-1, Parents will line up outside the Montauk Street door and provide their name/identification and the name of their child to a staff member. • For Preschool, Parents will line up outside the preschool door and provide their name/identification and the name of their child to a staff member. • The staff member will notify dismissal staff assigned to monitor students of the child being picked up.
Health Practices and Protocols	<ul style="list-style-type: none"> • Mask Breaks will be scheduled throughout the day at each grade level for staff and students. Breaks will take place outside as much as possible. • Bathrooms will be cleaned and disinfected regularly following established guidelines/schedules. • Water Fountains will be shut off.

	<ul style="list-style-type: none"> • Water stations will be set up, per food service guidelines, or individual water bottles will be provided for each student.
<p>Health Monitoring Plan</p>	<ul style="list-style-type: none"> • Parents/Guardians will be advised to not send their child/children to school if sick or displaying COVID-19 related symptoms or has a temperature of 100.4 or above. • Staff and parents of students are required to inform the school if they are sick with COVID-19 related symptoms. • Students will not have regular temperature checks at school unless displaying COVID-19 related symptoms. • Parents/Guardians are asked to check their child’s temperature at home before leaving for school. • Teachers/Staff will self-check their temperature each day prior to entering the building. • Anyone with a temperature of at least 100.4 will be required to stay at home.
<p>Containment Room</p>	<ul style="list-style-type: none"> • Space will be designated as a containment room (CARE Room) if a student has a temperature of 100.4 or above or is displaying other COVID-19 related symptoms. • Students will be supervised by an adult while in the containment room until dismissed to a parent. Please be as responsive as possible to calls made by Harbor staff to parents/guardians regarding the Care Room. • Harbor’s containment room (CARE Room) is located near the main entrance across from the Health Office in room 103A.
<p>Academics</p>	<ul style="list-style-type: none"> • Special Education, English as a Second Language, Speech, and OT/PT services will use a Push-in model as deemed appropriate, to reduce mixing of cohorts. • Essentials/Specials (Art, Music, Physical Education) will be delivered to students in classrooms or outside when possible. • Students will be required to bring their (Fully Charged) iPads/Chromebooks back and forth, between home and school, each day in the event a partial or full closure becomes necessary. <p>Remote Learning on GREEN of HYBRID Plan:</p> <ul style="list-style-type: none"> • Some students will be on a Distance/Remote Learning plan due to parent choice, medical concerns, illness, or quarantine. These students will receive distance learning support from school personnel throughout the week.

Classroom Materials	<ul style="list-style-type: none">• Desks/Chairs will be assigned for each student to promote social distancing.• Students will be provided with their own set of supplies and containers to prevent shared use.• Plexiglass dividers will be provided for classroom/student use.
Classroom Setup	<ul style="list-style-type: none">• All carpets/rugs have been removed from classrooms.• Stuffed animals/anything made of cloth cannot be used.• Fans may not be used in the classrooms. Windows may be opened for ventilation.• All classrooms aim to socially distance desks/tables by 3-6 feet.• Classrooms desks are arranged in rows, facing forward, with no clusters.• Bookcases remain in classrooms. Teachers may use books. If students use books, then they must remain in a bin untouched for 72 hours before it is returned to bookcase.• Lockers may be used to store bookbags, coats, etc., although teachers may choose to have students store their items in their own personal space for operational efficiency. Seat Sacks may not be used.• In Hybrid model, plan for approximately 10-14 students per classroom.
Mask Breaks	<ul style="list-style-type: none">• Mask breaks will be scheduled throughout the school day for all students.• Mask Breaks will be approximately 3 minutes in length and taken as an entire class.• Mask breaks are not meant to be utilized as additional recess.