



TWILLMAN
TIGERS

2020-2021
School Re-entry
Handbook
TWILLMAN ELEMENTARY SCHOOL

A New Day!

The Hazelwood School District was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID 19. The profound negative impact of loss of in-person learning on the well-being of children has been well documented and thus we are preparing for the return of students to school for the 2020-2021 school year.

Since this pandemic has not ended, our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and armed with protocols and procedures to respond to a case of infection. This implementational/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

There are 16 sections in this guide. This document is to be used as a supplement to the District Pandemic School Reopening Plan, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be in place that speak to the section topic.

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Arrival & Dismissal

Arrival

Arrival at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design arrival so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

This section must address:

- Car riders will enter the side gym doors beginning at 8:40 a.m..
- Walkers will enter the front doors beginning at 8:40 a.m..
- Bus riders will enter through the side door at the end of the 2nd/3rd grade hallway beginning at 8:40.
- Students will report to their classroom upon entering the building.
- Parents will NOT be walking students to class and will only be allowed into the building when necessary and approved by an administrator.
- Students arriving after 8:50 will sign-in, pick up a tardy slip outside the office, and walk to class. Parents will not be allowed in the building to drop-off late students.

Dismissal

Dismissal at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design dismissal so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

This section must address:

- Walkers will be dismissed first (starting with 4th and 5th to receive siblings out front) by grade level hallway.
- Bus riders will be called from classrooms by hallway upon bus arrival.
- Car riders will exit from the door by the library. They will be escorted by support staff in each grade level hallway to their dismissal location.
- Boys and Girls Club will go to the gym when an announcement is made from the office the bus has arrived.
- Van riders will travel to the gym when an announcement is made from the office.
- Teachers will remain in their classrooms until the last group of students is dismissed.
- Teachers will then report to their assigned duty to support dismissal location.

Social Distancing & Face Covering

Social Distance

Social distancing of at least 6 feet remains one of the best preventative measures for reducing the spread of COVID 19. It is recognized that this cannot be accomplished at all times, and distancing of at least 3 feet has been shown to reduce infections. Please note that most individuals who spend more than 15 minutes within six feet of an individual who tested positive for COVID 19 will most likely be asked to quarantine.

Hallways:

- Sticker labels will be placed every 6 feet along the entire path of the hallway.
- Teachers will check the hall before exiting with their class.
- No more than two classes should travel in the same hallway at a time.

Classrooms:

- All students will be seated at desks, six feet apart from one another.
- Students will utilize their own supply kits.
- Additional classroom materials such as rugs, and flexible seating will be removed.

Cafeteria:

- The cafeteria will not be utilized.

Gym:

- Physical education equipment will be disinfected between class periods.
- Only non-touch activities will be permitted.
- Labels will be placed 6 feet apart for students coming and entering the gym.
- Physical education will take place outside whenever possible.

Playground:

- Playground equipment will not be utilized.
- Social distancing markers will be placed 6 feet apart for students lining up on the playground.

Parent Visitors:

- Parents will only be allowed into the office in case of emergencies (approved by administrator).
- No parent visitors will be allowed in hallways or classrooms.
- When dropping off items for students, parents will leave the item labeled in a container in the foyer to be collected by a staff member.

Essential Visitors:

- Essential visitors, as determined by an administrator must complete the district COVID-19 form prior to entering the building.
- Essential visitors will wear masks while in the building.
- When picking up a student, the parent will call the office and a staff member will escort the student out to the car. The staff member will verify the parent's ID, and sign for the parent before releasing the student.

Non-essential Visitors:

- Non essential visitors will be asked to meet virtually with staff and/or students to minimize exposure from outside agencies in the building.

Face Coverings

Face coverings is another one of the best preventative measures for reducing the spread of COVID 19. Wearing a face covering greatly decreases your chance of becoming infected and infecting someone else when you are asymptomatic. St. Louis County is currently under a mandate that all persons above age 9 (third grade) wear face covering when out in public. Face coverings are one of the considerations that the St. Louis County Department of Health looks at when asking people to isolate and or quarantine.

- All students grades 3-5 will wear face coverings when not able to social distance from their teacher and peers.
- Teachers and counselors will review the expectations for proper mask wearing during social skills lessons.
- Students must wear masks while riding the bus.
- Students must wear masks when entering the building.
- Students and essential visitors who enter the building without a mask will be provided one by their teacher or in the office.
- Students will be incentivized to wear their face covering.
- If a student does not comply with face covering expectations, the teacher will review expectations, contact the student's parent, and follow-up with an administrator when needed.

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Illness

Illness

Any time a student is exhibiting sickness, they are to report to the school clinic. The nurse will then decide treatment or isolation.

Students, dependent on symptoms, can be placed in an isolation room located in the clinic.

If a student exhibits symptoms of COVID-19 they will be placed in an isolation room outside of the nurses office to await pickup. Students may only report back to in-person learning with proper medical documentation.

If staff members fall ill during the school day, administration will find coverage for the class and the teacher is to seek medical care.

Any communication regarding the exposure or potential exposure to COVID-19 will ALWAYS come from the district level.

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Hand Washing & Sanitizing

Hand Washing & Sanitizing

Hand washing/sanitizing remains of the best preventative measures for reducing the spread of COVID 19. It is proven that the main way that COVID 19 is spread is through touching something with COVID 19 germs on it and then touching your nose, mouth or eyes.

Handwashing/sanitizing needs to be an integral part of the school day.

- Upon entering the building, all visitors will be asked to apply hand sanitizer.
- Students will sanitize hands upon entering and exiting the classroom at the beginning and end of the day, and before and after transitions.
- If handwashing stations are available, classrooms will visit handwashing stations after lunch and recess.
- The classroom teacher and counselor will review handwashing procedures during social skills lessons.
- In the case of an empty soap dispenser, the teacher will contact the office, and the office will contact a custodian to refill the dispenser as soon as possible.

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Social Emotional Support

Social and Emotional Support

Meeting students' social/emotional needs are of utmost important during a pandemic. Children may feel worried, scared and isolated, which may lead to depression, high anxiety and suicidal ideations. Meeting these needs should be the first step we take before meeting academic needs.

- AIMS Web behavior screener will be conducted for all students three times yearly to identify students with social-emotional needs.
- The CARE team process will be utilized for students of which the teacher or another staff member identifies a social-emotional concern.
- The counselor and home school coordinator will meet with individual classrooms and with students in small groups as a SEL intervention.
- The Lutheran Family therapist will meet with a caseload of students weekly based on parent request and counselor referral.
- Teachers will teach social-emotional lessons and facilitate morning meetings each morning during breakfast from 8:40 a.m. until 9:00 a.m. Any needs conveyed during this time will be communicated with support staff to provide needed support.
- The behavior intervention classroom teacher will meet at least twice daily with her students to monitor progress toward individual goals and facilitate social-emotional lessons.

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Restrooms

Restrooms

Restroom use is a time where students can congregate in a small enclosed area which can expose many people to germs and an area that is a high touch area, with people touching many handles (stall, toilet and urinal) during restroom use.

- Masks must be worn for students grades 3-5, and encouraged for grades PreK-2 while waiting at the restroom.
- No more than two students will enter the restroom at a time.
- A restroom schedule will be posted, with each class visiting twice throughout the day.
- No more than one class will be allowed to visit a restroom at one time.
- Students will be permitted to visit the restroom individually only in emergency situations.
- Students will be allowed to visit their assigned restroom, and only.
- The teacher will reinforce handwashing procedures after restroom use and hand sanitizer will be available.

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Recess

Recess

- Playground equipment will not be utilized.
- The playground and field areas will be “zoned” to blacktop, front yard, and back field so classes will be separated for recess.
- Social distancing markers will be placed 6 feet apart for students lining up on the playground.
- Students will only play with their classroom’s recess equipment.
- No classrooms should mix equipment.
- Students should play structured, non-contact games to ensure social distancing.

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Meals

Breakfast & Lunch

Providing access to adequate breakfasts and lunches is a major function of schools. Many of our students may not have access to balanced meals at home due to food insecurity, especially during a pandemic. Providing access to breakfast and lunch while social distancing can be a challenge.

- Cafeteria and support staff will deliver breakfast items to classrooms by 8:40 a.m.
- Breakfast will be eaten in the classroom daily from 8:40 a.m.-9:00 a.m.
- Students will sanitize their hands before and after meals.
- Students will sanitize their desk after meals.
- Lunch will be delivered to classrooms as noted on the master schedule.
- Support staff will monitor students eating lunch in the classroom.
- Large trash cans will be placed in the hallways for clean-up.
- Any food allergies will be noted on a sign outside of the classroom, and those foods will not be permitted in the classroom.
- In the case of a clean-up, the teacher will contact the office and the office will contact a custodian.
- In the case of an emergency or allergic reaction, the teacher will contact the nurse immediately.

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