



Unionville Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Entrance	During the school day, door #1 (the front door by the flagpole) will be the primary entrance, though both the front door and the back door will be used for arrival and dismissal of students. (see "Arrival" and "Dismissal" section for details). There will be sanitizing mats located at the entrance for the sanitation of shoes.
Main Office	Office personnel will follow the same safety protocols as the rest of the students and staff. They will practice appropriate physical distancing and wear facial coverings. The number of students and staff passing through the office will be minimized so they are there only for essential purposes. While visitors will not be permitted to enter the building per MCCSC policy, school administrators and other office personnel may be reached by telephone or email. Arrangements can be made to have meetings by telephone with multiple staff members or even via the computer if video communication is necessary.
Restrooms	Each classroom will have a schedule of restroom breaks throughout the day to avoid multiple classes waiting to go the restroom at the same time. Restroom floors will be clearly marked with spots that are 6 feet apart so students know where to stand to wait to use the restroom. Restrooms will be continually cleaned throughout the day. Students will be reminded frequently of the importance of practicing proper hygiene, which includes washing their hands with soap and water for 20 seconds. Signs will be posted in all areas with sinks (including faculty restrooms) to remind everyone of the importance of washing their hands.
Hallways	Hallways and stairways will be marked throughout the building so students and staff can clearly see where to stand in order to keep 6 feet of physical distance between them. Hallway traffic will be directed in one direction and both sides of the hallway will be used to shorten the length of the line of students.
Classrooms	<p>Indoor classrooms spaces will be set up to maintain physical distancing and to promote the safest environment possible. Each student will have their own desk and their own set of materials. All desks will be facing in the same direction. Students will wear facial coverings and will maintain at least 6 ft. from other students and staff. Classroom/grade level configurations, classroom space assignments, and teachers assignments will be made to 1) maintain physical distancing and safety 2) ensure students have a reasonably sized peer group in their classroom, and 3) create the best possible learning environment. Spaces like the library, "stage," and cafeteria will likely be used as classroom space to ensure there is enough space for larger classes to spread out. Special attention will be give to ensure each of these classrooms are fully equipped and as welcoming as any typical classroom.</p> <p>We will also assign an outdoor classroom space to each teacher, who will utilize that space as frequently as possible.</p>
Cafeteria	In order to avoid having multiple grade levels of students share the same space by eating in the cafeteria, students will eat in their classrooms. It is possible that a portion of the cafeteria could be used to create a larger space for a classroom that does not have enough space to physically distance in their traditional classroom. Eating in the classroom will also prevent students from passing through the space if it is designated as a classroom area.



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Gym	When the weather does not permit the PE teacher to have class outside, the class may be held in the gym. There is plenty of room for students to remain physically distanced and for them to be spread farther than 6 feet apart when they are engaged in physical activity in our large gymnasium. When the gym is not in use for PE class, it will be available for use by classes, at scheduled times, with proper cleaning between groups. Additionally, the stationary bikes will be located in the gym, separated by 6 ft. for use by classes, for scheduled movement breaks and “read and ride” sessions.
Water Fountains	Water fountains will be turned off. Each student should have a water bottle available each school day. Students may bring water bottles from home. Unionville has refillable water stations on selected water fountains. Students can also fill their water bottles in the classroom using the sink. If a student needs a water bottle, please contact the office.
Library	Since it is one of our larger spaces, our library will likely be utilized as a classroom, in order provide enough room for physical distancing of larger classes. Additionally, in order to minimize students from different grade levels interacting in the same space over the course of the day, students will not go to the library. The librarian/media specialist will go to individual classes so students can still have library time each week. Students will be able to choose and check out books via our online system. Books will be delivered to them in their classrooms. After return, books will not be put back into circulation for at least 24 hours.
Arrival	Arrival will be staggered to structure the number of students entering the building at one time. *Tentatively: Car riders will be dropped off first, using both the front (near the flagpole) and back door (off the gym). Families will stay in their car and an employee on duty will ensure students are physically distanced as they enter the building (other staff members will monitor this in the hallway). Spots will be designated on front area for students to stand on while waiting their turn to enter building. As buses arrive, one bus will be unloaded into the building at a time. Buses generally arrive at Unionville at different times, which will minimize waiting time for students. Students who arrive late and parents who need to bring something important to the school need to use the main entrance of the school (door #1). Per MCCSC protocol, visitors will not be permitted. (Please see “Visitors” section for procedures to follow). Arrival time will begin earlier in order to allow time for students to follow new protocols. Sidewalks outside of the school and areas inside the school will be marked for students to stand 6 feet apart. All students will wash their hands as soon as they enter the school each morning. For car riders, the tentative time for arrival will be from 8:30 to 8:45. We plan to have all car riders in the building before unloading buses, which will arrive in the front parking lot. Please note: these times are subject to change and final times and drop off door assignments will be announced closer to the start of school. Bus riders will arrive at times that are yet to be determined by the MCCSC Transportation Department. Families will be contacted by the transportation department once morning pick-up times are determined for their children.
Dismissal	Dismissal will be staggered to structure the number of students moving through the building at one time. *Tentatively: Car riders will be picked up first, using both the front and back door. Families will stay in their car and an employee on duty will ensure students are physically distanced as they exit the building and load into vehicles. Bus riders will wait for their bus to arrive in assigned spots, physically distanced, in line by bus #, in the gym. One bus at a time will be released to the bus loading area once all car walkers are out of the building. Staff members will be assigned areas to supervise students in order to make sure they remain physically distanced. Exact times for bus routes are still being determined. Families will be contacted by the transportation department once afternoon drop-off times are determined for their children.



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Breakfast	Students will grab breakfast when they enter building and then proceed to classroom. Physical distancing will be enforced while they wait in line.
Lunch	Students will eat lunch in their classrooms, at their desks. Lunches will need to be allergen free (void of any life threatening allergens, according to the needs of students in the specific classroom). Anyone with life threatening allergen in their lunch will have to eat in a designated area, away from the classroom.
Snack	Snack will be provided in class. Snacks must be provided by the parent and will need to follow the allergen guidelines for the specific class. Whole class snacks must be prepackaged purchased single packets.
Recess	Students will have recess with their class. All students will wash their hands right before recess. Each classroom will have a designated area to play in each day. They will then rotate to different sections of the playground on different days of the week. At this time, equipment such as balls, hula hoops and other items will not be permitted. After each recess, students will wash their hands. If recess is held indoors due to weather, a variety of activities will be available to students within their classrooms, but sharing of objects will be prohibited.
Specials	Special area classes such as music and art will take place in the homeroom classrooms in order to avoid having students from different classes in and out of art and music rooms. These classes -- as well as P.E. -- may also be held outside whenever possible. When P.E. class needs to take place in the gym, it will be with appropriate physical distancing for engaging in physical activities. School supplies and equipment in special area classes will not be shared between students.
Intervention	Providing targeted instruction is a priority for our staff. Instructional staff will be visiting students in classrooms to provide individual and small group instruction. Some students will have an assigned spot in another classroom, that allows them to leave their homeroom to receive instruction in a space with fewer distractions. In these cases, the learning space will not be used by any other students, to ensure a safe environment for the learner. Students may also be in small groups, out of the room to work (physically distant) at a table or outside, in a space with reduced distractions.
Library Book Distribution	Students will check out virtually using iPads. Media specialist will then distribute books selected by students once they have been untouched by other students for at least 24 hours. Students will choose and check-out books virtually. Students will be able to check out materials and return them without others touching them. After 24 hours, the librarian will put the books back into circulation. (See "Library" section for information regarding the librarian/media specialist going into classrooms for library time).
Beginning Band	This program will be offered virtually, first semester.
Strings/Orchestra	This program will be held virtually, first semester.
Choir	NA
Clubs & Extracurricular Events	These programs will be held virtually, first semester, if possible.



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Visitors	<p>Following corporation procedures, no visitors will be allowed in buildings. They may wait in the front vestibule and communicate via the phone available there. Meetings with administration and teachers can be arranged to take place virtually.</p> <p>Special note: We will continue to collaborate with Shane Gibson and Sycamore Land Trust, holding those sessions outside.</p>
Guest Teachers	<p>Guest teachers will follow the same protocol as full-time teachers in order to promote the safety of students, themselves and other adults.</p>
Lunch Coverage in Classrooms	<p>Teachers and/or staff members will be assigned to supervise students while they eat lunch in their designated classroom spaces.</p>
Handwashing Schedule	<p>Students are scheduled to wash their hands when they arrive at school. They will also wash their hands after breakfast, as well as before and after lunch. Hand-washing will also be required before and after recess. Additional hand-washing breaks may be scheduled as needed by individual teachers. Classrooms have sinks in them, so it is very convenient for students and staff members to wash their hands as needed throughout each day.</p>
Other Information	<p>Please know that these plans were made in accordance with MCCSC policy and guidelines and with the physical, academic, and social emotional needs of our students in mind. It is a challenging set of circumstances, but we are committed to making the best of it. We look forward to serving your family and are happy to answer any specific questions you have. Please know that your questions are very helpful in the planning process as they help us understand your particular needs and concerns.</p> <p>We appreciate your partnership as we think in ways we never have to solve problems we've never faced. We do this with the needs of our students at the forefront of our mind.</p> <p>Please note: Unionville will not hold an in-person Meet and Greet this year, nor an Open House. Instead, we will do this virtually. Ms. Albright will send out additional information about this in early August.</p> <p>It is very important that families register for in-person or online school as soon as possible, as this will help the school plan for appropriate numbers for the start of the school year. Please log on to https://www.mccsc.edu/enrollment.</p>
Self Screening	<p>Every family must complete a daily self screening of each child.</p> <ul style="list-style-type: none">● Fever (100.4 degrees Fahrenheit)● Chills● Cough● Shortness of breath or difficulty breathing● Fatigue● Muscle or body aches● Headache● New loss of taste or smell● Sore throat● Congestion or runny nose● Nausea or vomiting● Diarrhea <p>Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school. Then contact your medical provider to rule out COVID-19.</p>



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Facial Coverings	<p>Facial Coverings are required for students and staff throughout the school day. Facial Coverings may only be removed under the following conditions:</p> <ol style="list-style-type: none">1. During breakfast/lunch, if students are social distanced of six (6) feet or more2. During outdoor recess, if socially distanced of six (6) feet or more3. During a maximum of 3-5 minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.