



University Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Entrance	We will use two entrances to the school for students, following the same process as we have in the past. Entrance 11 (north side of the building) is where walkers and car riders will enter/exit the building each day. Entrance 4 (south side of the building) is where buses will unload each day. Buses will be loaded and unloaded one at a time. University staff will be on duty to ensure students are socially distanced as they enter and exit the building as well as when they travel through the hallways. Visual aids will be on the ground and on the walls to assist in the process. All entrances utilized will have sanitizing mats for students to wipe their shoes when they enter the building.
Main Office	Visitors, staff, and student traffic will be kept to a minimum as much as possible during the school year. If/when there is a student that needs to meet with Mr. Hopkins or Mrs. Guthrie, the classroom teacher will call the office and one of them will go to the classroom to collect the student, if needed. Families will need to use the intercom system in the front entryway to communicate with the front office. Students that are in the nurse's station will be escorted to the families in the entryway where they can sign their child out. Any materials that are dropped off for students will be collected by the office staff wearing gloves and delivered to the classroom using gloves. Families needing to meet with Mr. Hopkins or Mrs. Guthrie can do this by phone, email, or virtual conference.
Restrooms	Classrooms with restrooms will be utilized as much as possible (Select kindergarten and early learning classrooms). Restroom breaks will be assigned by classroom. One class at a time will be allowed at the restroom. Students will stand on identified spots that are 6 feet apart while waiting to use the restroom. Restrooms will be continually cleaned by our custodial staff.
Hallways	The layout of University School has allowed us to develop a plan for one-way traffic throughout the day. Safety procedures in kid friendly language, along with social distancing visual aids, will be posted throughout the hallways. Students will not be permitted to work in the hallways during the school year. Dismissal times will be staggered to help minimize the amount of students in the hallways when going home.
Classrooms	Classrooms sizes (number of people per classroom) will be determined by the square footage of each classroom while allowing for 6ft social distancing. The average University classroom allows for 23 people (including the teacher). Grade level/classroom enrollment will be utilized to determine the number of students per classroom. It is our goal to keep our class sizes between 18-22 students. Depending on enrollment, individual classes may exceed the capacity for a classroom. In these cases, additional classrooms will be developed and supervised by a combination of the classroom teacher, administration, instructional coach, SPED, ENL staff, and/or preventionists. Students in these classrooms will continue to work on core content in conjunction with their grade level peers. Specific details for a grade level will be communicated with families prior to the start of school if/when additional classroom space is necessary to meet the requirements of social distancing. Supplies will not be shared between students and outdoor spaces will be utilized for instruction when possible.
Cafeteria	University School will continue to utilize the cafeteria for lunch purposes. See "Lunch" on the next page for additional information.



University Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Gym	Physical Education will go outside when possible. When weather does not permit, Physical Education will take place in the gym. University's 2020-2021 specials schedule has been developed to allow for adequate time for all physical spaces to be sprayed/wiped down with disinfectant as well as time to dry (10 minutes).
Water Fountains	Water fountains will be turned off. Students may bring water bottles from home. University School is installing 4 water bottle filling stations around the building to our preexisting water fountains. Students will also be able to fill their water bottles in the classrooms using the sink. It is important for water bottles to have a strong seal as students will be bringing home iPads each night and we do not want anything to leak on their iPads. If your child does not have a water bottle, please notify your child's teacher or contact the school social worker.
Library	University School will utilize the online catalog for students to request books. Mrs. D'Eliso and Mrs. Sher will pull books to deliver to classrooms. Books will be collected each week and left for 24 hours on the cart before being checked in and reshelved. Mrs. D'Eliso will travel to classrooms each week for International Baccalaureate lessons.
Arrival	We will use two entrances to the school: Entrance 11 (north side of the building) is where walkers and car riders will enter the building each day from 8:30-8:45. Car riders will use the same drop off format that we have used in the past where they pull up to the curb in the north parking lot and will exit one car at a time with the assistance of the custodian and school administrator. Walkers will need to park in the City Church Parking Lot and walk their child(ren) across the street with the assistance of the crossing guard. There will be visual aides on the sidewalk to assist families in social distancing. No families will be allowed beyond the pine trees next to the front playground. Families will then continue on the sidewalk to return to their car, following one way flow. Signage will be present to help guide families. Entrance 4 (south side of the building) is where buses will unload each day beginning at 8:45. Buses will unload one at a time to assist with social distancing. University staff will be on duty to ensure students are socially distanced as they enter the building as well as when they travel through the hallways. Visual aids will be on the ground and on the walls to assist in the process.
Dismissal	All students will remain in their classroom until they are dismissed from school. Walkers and riders will begin dismissal at 3:15 (Kindergarten) and 3:20 (Grades 1-6). Car riders will follow the same procedure they have followed in the past, using Entrance 11 (north side of the building) by pulling up to the curb and waiting in their car. All families will be provided with a card at the start of the year with their child(ren)'s name on the card to place in their front passenger window. Walker parents will need to park in the City Church parking lot and utilize the crossing guard to come to school. Families will need to wait on a social distance sticker on the sidewalk. A staff member will radio for students to come out. Bus riders will begin dismissal at 3:45. Buses will exit the school property one bus at a time to assist with social distancing. University staff will be on duty to ensure students are socially distanced when exiting the building. Visual aids will be on the ground and on the walls to assist in the process.



University Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Breakfast	Breakfast will be a "grab and go" where students will eat in their classrooms. Breakfast will be delivered to their classroom in the morning. Students will wash their hands upon arrival at school.
Lunch	University School will utilize a hybrid model for lunch this year as we have the space in the cafeteria, using individual desks, to allow for students to be socially distanced. For additional safety, we are having one grade level in cafeteria at a time. While some grades will eat lunch in the cafeteria, we have designated 3 classrooms for other grade levels to each lunch. This will allow us to maintain the lunch block that we have utilized in the past (10:45-1:30). When appropriate, we will work to take students outside for lunch while maintaining 6 feet social distance. Lunches will be "grab and go" this year which will be delivered to individual students at their seats. No waiting in lunch lines. Students with allergies will have specially prepared and marked lunches as well as seated locations.
Snacks	Snacks will be eaten in individual classrooms. Families will need to provide snacks for their child(ren) while taking into account the needs of the individual classroom (ex. nut free classroom). When purchasing snacks for the entire class, snacks must be store-bought and in single pre-packaging by the company. For the safety of students and staff, classroom birthday parties will not take place this year.
Recess	Recess times are assigned to each grade level. One grade level will be on the playground at a time with each classroom being assigned to a specific section of the playground (ex. field, redtop, bluetop). Classes will rotate sections weekly. Students will not mix with students from other classrooms to assist if/when we need to contact trace. Equipment (ex. basketball, soccer ball, jump ropes) will not be utilized this year to assist in cutting down on contact. Playground equipment will be cleaned frequently by our custodial staff. Teachers will work with their class to develop appropriate games that support social distance play. Two hand washing stations will be available on the playground and students will wash their hands following recess.
Specials	Art, Music, PE, and Library will take place in their respective spaces while following social distance measures. Each of these spaces will be cleaned between classes. Spanish will be on a cart and Mrs. Terwilliger will travel between classrooms. All special area classes will go outside when possible. Art, Music, and PE will be 55 minutes each week. Spanish will run for 50 minutes each week. No materials will be shared during any specials classes (ex. Paintbrushes, scissors, crayons, instruments).
Intervention	Intervention plans will be developed by grade level teachers and implemented by the individual teacher in the classroom through small group or individual support. In addition, students with an IEP, 504, or ILP will continue to receive services/support as outlined in their individual plan.
Library Book Distribution	University School will utilize the online catalog for students to request books. Mrs. D'Eliso and Mrs. Sher will pull books to deliver to classrooms. Books will be collected each week and left for 24 hours on the cart before being checked in and reshelved.



University Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Band/Beginning Band	This program will be available virtually first semester.
Strings/Orchestra	This program will be available virtually first semester.
Choir	This program will be available virtually, first semester, if possible.
Clubs & Extracurricular Events	These programs will be held virtually, first semester, if possible.
Visitors	Following MCCSC procedures, no visitors will be allowed in building. They may wait in the front vestibule and communicate via the intercom. Meetings with administration and/or teachers can be arranged via email, over the phone, or virtually.
Guest Teachers	Guest teachers will check in at the front office where the school nurse or health aide will provide a facial covering as needed and review all the safety precautions as outlined by the CDC and MCCSC. The front office will provide the guest teacher with an outline of the additional procedures we are following this year at University School in response to Covid. Guest teachers will follow the same procedures as our full time faculty and staff.
Lunch Coverage in Classrooms	University School will continue to utilize school administration along with lunchroom supervisors, custodians, and support staff to supervise students during lunch in the lunchroom, designated classroom, or outside.
Handwashing Schedule	Students are scheduled to wash their hands when entering the building, after breakfast, before and after specials, before lunch, and after recess. Additional hand washing breaks will be scheduled by classroom teachers. Classrooms have individual sinks that will aid in this process.
Other Information	<p>Please know that the re-entry plan that we have developed follows MCCSC policy and guidelines while taking into account the physical, academic, and social/emotional needs of our students. We know that in-person learning will present new variables as we move forward, but we are confident that we will make the 2020-2021 school year as successful as possible as we work together using patience and flexibility.</p> <p>University School will not hold an in-person Meet and Greet this year, nor an Open House. Instead, we will do this virtually. Mr. Hopkins will send out additional information about this prior to the start of school.</p> <p>It is vital that families register for in-person or virtual school in a timely manner as this will help the school plan for appropriate numbers/space for the start of the school year. Please log on to https://www.mccsc.edu/enrollment.</p>



University Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
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 <u>the student should not report to school. Then contact your medical provider to rule out COVID-19.</u></p>
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.