

# West Preston School

## SAFETY PLAN



### Student Illness

Students illnesses throughout the school day will be evaluated by the school nurse. Students displaying COVID-19 symptoms will be quarantined until a parent/guardian arrives. Prior to returning to school, students must have a negative COVID test, doctor's note, or quarantine for 10 days. Students should report directly to the nurse upon returning to school.

### Masks

Students in grades 3-8 will be required to wear a mask/face covering at all times unless outside and able to socially distance. If students cannot wear a mask due to medical reasons, they will need a doctor's note and may be asked to wear a face shield. All WPS students should have a face covering with them daily in the event of transitions or small group instruction. In the event that a student refuses to wear a mask, s/he will be moved a safe distance from their peers until a safe arrangement can be made.

### Arrival

All students must wear a face covering upon entering and exiting the school building. Face coverings are mandatory on school buses and at parent drop-off. Students may not enter the school building until 7:00 AM. Parent drop-off will run from 7:00 - 7:30 AM. Buses will unload one at a time and students will report directly to their classrooms.

### Dismissal

All students must wear a face covering upon entering and exiting the school building. Face coverings will be mandatory on school buses and at parent pick-up. Buses will be loaded one at a time and students will be dismissed from classrooms as parents arrive. Parent pick-up will begin at 2:00 PM. Students will remain in class until they are called for dismissal. We are working on a new QR code system for parent pick-up. We hope this will increase safety and speed. Please be patient as we get students out of the building safely.

### Late Arrival/Early Dismissal

Parents may enter into the front entrance breezeway when dropping off or picking up their child. For an early dismissal or late arrival, the parent/guardian must present the QR code for the student. The secretary will scan the QR code through the glass to sign-in or out the students. Parents may not enter into the main office space.

### Hallways

All hallways will be one-way with the exception of the PK-1 wing of the building. Teachers will use a yield system in this space to eliminate close contact with other classes. On the elementary side, traffic will flow from the office towards the 5th grade wing then loop around to the cafeteria. On the middle school side, students will go up the stairs by the office and down the stairs by the music room.

### Social Distancing

We have placed 6 ft. markers in the hallways to aid students in maintaining appropriate distance. Students will be given assigned seats in the classroom and spaced apart as much as possible.

### Lockers

Elementary students will still be permitted to use lockers in their classrooms. Teachers will limit the number of students at the lockers to allow for social distancing. Middle school students will not be allowed to use lockers. Students will be permitted to carry backpacks with them to each class. They should limit their belongings to essentials only.

### Restrooms

All teachers will be given one bathroom pass. Two hooks will be hung outside each bathroom. Students will hang their pass outside the bathroom upon entering. Only two students will be permitted at a time. Students will need to sanitize before and after leaving the classroom. Bathrooms will be sanitized several times throughout the day.

### Water Fountains

All water fountains will be shut off across the school. However, "hands free" automatic filling stations will be left on for students to use. The filling stations are located on each level of the middle school and in the cafeteria. These stations will be sanitized regularly. Please make sure your child has a water bottle.





## Recess

Classes will not be combined during recess time, but will still go outside when weather is appropriate. Students in grades 3-8 will be required to wear masks when outside unless social distancing can occur.

## Breakfast

Students can pick up a grab and go breakfast upon entering the school building. Students will report directly to their classroom to eat.

## Lunch

Our cafeteria will be limited to 50% capacity, this equates to approximately two grade levels. PK and K students will eat lunch in their classrooms. All other students will eat in the cafeteria at a safe distance apart. Students will be given assigned seats and will report directly to their seat upon entering. Lunches will be prepared in closed plastic containers. The adults will deliver lunches to each student so that students do not need to stand in line.

## Nurse Protocols

Mrs. Peddicord will be evaluating and handling student needs based on severity. She will report to classrooms to screen students as necessary and determine next steps. Students displaying COVID-19 symptoms will wait in the isolation room, supervised by Mrs. Peddicord, until someone can pick him/her up. Please do not send your child to school with any COVID symptoms unless a negative test or alternative diagnosis has been provided.

## Transitions/Fine Arts

Students will attend their fine arts classes as usual. Younger students may be asked to wear a mask in the hallways during transitions. We have allowed extra time for sanitation between classes. Middle school students will be released one grade at a time to transition to their next class. Middle school will function on an alternating block schedule with 4 classes per day instead of 8 in order to limit transitions.

## Visitors

There will be no visitors or volunteers at WPS unless pre-approved by the principal. Any visitors will have to go through a health screening.

## Communication

Homeroom teachers will maintain frequent contact with parents/guardians. Teachers in grades PK-5 will be using SeeSaw and grades 6-8 will be using Schoology. Administration and some teachers will be using remind to connect with parents and students.

## Friday Virtual Learning

Friday is not a day off for students. Our staff will work diligently on Fridays to deep clean the entire school. Students will be expected to engage in the posted instruction on Fridays. This is also a great time for students to check-in with teachers.

## Cleaning & Sanitation

Any time a student enters or leaves the classroom they must sanitize their hands. Middle school desks will be wiped down between each class. Elementary desks will be wiped down daily. Classroom libraries, as well as, the school library will be in use. Returned books will be placed in isolation for 3 days. Bathrooms, doorknobs, bottle fillers, and high traffic spaces will be sanitized several times a day.

## Daily Screening

Parents/Guardians are asked to screen their student(s) each morning to ensure everyone's safety. Please check that your child does not have any of the symptoms associated with COVID-19. If they do, please keep your child at home or seek medical attention if necessary.

## SYMPTOMS OF COVID-19

Stay home if you have the following symptoms

**Cough**  
**Shortness of breath/Difficulty breathing**  
**Fever or chills (100.4 or greater)**  
**Muscle or body aches**  
**Vomiting or diarrhea**  
**New loss of taste or smell**  
**Sore throat**

Seek immediate medical attention if you have the following symptoms

**Trouble breathing**  
**Persistent pain or pressure in the chest**  
**New confusion**  
**Inability to wake or stay awake**  
**Bluish lips or face**