

Re-opening Plan

Harrison Elementary School Re-opening Plan

Dr. Keshia R. Gaymon
Principal

Re-opening Plan

Purpose

This document serves as guidance to mitigate the risk of COVID-19 transmission and provide safety protocols to ensure the wellbeing of everyone. The document is based on current guidelines and the latest scientific information available and will be updated as appropriate.

Pandemic Team Members

Dr. Keshia Gaymon	Principal
Carol Tanner	School Nurse
Brian L'Oiseau	School Counselor
Chaneika Harris	Grade 5 Teacher (Building Rep)
Kelly Fullard	ESL Teacher
Michael Jensen	Physical Education Teacher
Rene Lintz	Rosetta Stone Teacher
Lillie Hawkins	Custodian

Key Functions of the Pandemic Response Team:

- Implement and disseminate COVID-19 policies.
- Provide training to teachers, staff, students, and parents/guardians prior to school opening.
- Start each day with a morning message to the entire school, reinforcing health messaging.

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- Create and display signs around the school as reminders of rules, roles, and responsibilities.
- Hold monthly pandemic team meetings to evaluate safety protocols
- Providing necessary communications to the school community and to the district.

Staggered Start Dates

Week of May 3 rd	K-2 nd Grade Hybrid Students Only
Week of May 10 th	All 3 rd -5 th Grade Hybrid Students Start

School Hours

The “In person” session for Trenton Public Elementary School students is from 8:45 AM to 1:00 PM.

Daily Schedule

- All Hybrid Learning Students will be divided into 2 cohorts/groups (Cohort A & Cohort B).
- Cohort A reports to school every Monday & Tuesday only and are virtual all other days.
- Cohort B reports to school every Thursday & Friday only and are virtual all other days.
- Wednesdays will be virtual for everyone and will continue to be a reduced day for students.

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Students Entering the School Building

- Students must wear a face mask when entering the school building.
- Thermometer scans are located at 2 entrances for students (Door #1 – Main Door and Door #5)
- Students will be given staggered times to enter and exit the building to decrease congregating at the door/thermometer scan. A schedule will be provided.
- After passing through the screening device, students will report to their first period class.
- Students who exceed the baseline temperature will report to the school nurse for further screening to determine whether they should continue to class. Students who need to be sent home will report to the Wellness Center with a health professional for safe monitoring.
- Staff will monitor for appropriate social distancing (AM/PM monitors and Security Guards).
- **ESL and Specialists will be assisting with arrival of students to monitor appropriate social distancing.**

******Parents/caregivers and/or students should perform a daily assessment for symptoms before arriving at school.***

Grade K	Grades 1-2	Grades 3-5
Kindergarten students will enter the trailers utilizing the stairs and the ramp. Ms. Penny's class will utilize the ramp to the left to enter and exit Trailer 1. Ms. Hines class will utilize the ramp to the right to enter and exit Trailer 2. Students' temperature will be taken before entering the trailer.	Students will enter through the main entrance door (staggered times). Students will exit the building through Door #4 (staggered times). Ms. Branham's class will exit the building through Door #2	Students will enter through Door # 5 and go up the stairwell directly facing the entrance. (staggered times) Students will exit the same stairwell to exit the building through Door # 5 (staggered times)

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Entrance Procedure		
8:45	Fifth Enter	Door #5
8:50	Third and Fourth Enter	Door #5
8:45	First and Second Enter	Door #1
8:45	Kindergarten Enter	Trailers

Students Exiting the School Building

- Students will be dismissed at staggered times.
- Signs and floor markings will be utilized to encourage physical distancing.
- ESL and Specialists will be available to assist with Dismissal for appropriate social distancing.
- Students will receive a To-Go lunch upon dismissal.

DISMISSAL PROCEDURE			
12:45 PM	Fifth Grade Exit	Door #5	*Lunch Received at Door of Exit
12:50 PM	Third and Fourth Exit	Door #5	
12:55 PM	First and Second Exit	Door #4	
1:00 PM	Kindergarten Exit	Trailers	

Staff Entering the School Building

- **Staff** must enter through Door #1 (Main Door)
- Staff must wear a face mask when entering the school building.
- **All** Staff entering the building **must** have their temperature scanned.
- **All** staff must sign in on the staff sign- in sheet located in the hallway next to the security desk (this is to minimize the amount of people in the main office)
- **No more than 1 staff member along with the Secretary in the Main Office.**

*****Staff should perform a daily assessment for symptoms before arriving at school**

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Visitors Procedures

- All visitors must schedule an appointment prior to arriving at the school building. They must call the main office at (609) 656-4750, or email mtirado@trenton.k12.nj.us to schedule an appointment. Walk-ins will not be permitted.
- Visitors who arrive without an appointment will be asked to call the school or complete a form to schedule an appointment.
- Student registrations and transfers are by appointment only.
- For sick student pick-ups, the school will contact the parent or authorized person and provide instructions for pick up.
- Visitors must enter through Door #1 (Main Door)
- Visitors must wear a face mask when entering the school building.
- All Visitors entering the building must have their temperature scanned. The security guard will have the visitor sign-in on the Visitor's Log (includes Contact Tracing information), and complete a COVID Screening Form.
- If any visitor has a fever of 100 Fahrenheit or higher and/or answers "yes" to any of the COVID screening, they will not be permitted to enter the building.

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Bathroom Procedures

- Marking/Decals shall be placed on the floor outside of the bathroom that shows where students should stand while waiting to enter. This will also allow adequate space to socially distance when students exit the bathroom.
- Students enter the bathroom to use facilities. Every other sink, lavatory and urinal shall be covered to prevent usage. This will allow for proper social distancing practices.
- Wash hands signage shall be posted on mirrors and/or walls in restrooms.)

Bathroom Schedule

- Each teacher will be given a bathroom schedule; please do not send students to use the bathroom outside of your assigned times to assist with social distancing
- Teachers will maintain a Bathroom Sign-Out Log to keep track of students.

<i>Grade K</i>	<i>Grades 1-2*</i>	<i>Grades: Branham & 3-5</i>
Students will use their classroom bathrooms.	Students will use their classroom bathrooms.	<ul style="list-style-type: none">● Security Guard will assist students; adhering to only <u>2 students at a time</u>, while maintaining social distancing in the hallways.● Teachers must keep an efficient & accurate sign in/sign out sheet in their classroom.

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**Bathroom Rotation:
Please Follow Your Scheduled Time**

Students must sign out.

2 students only are permitted to use the bathroom at one time

8:45-8:55 am	Breakfast in the Classroom/Arrival
8:55-9:00am	Breakfast in the Classroom/Arrival
9:10-9:25am	Branham
9:25-9:40am	Austin
9:40-9:55am	Moore
9:55-10:10am	Bourbon
10:10-10:25	Ross
10:25-10:40am	Harris
10:40-10:55am	Leavitt
10:55-11:10am	Branham
11:10-11:25am	Austin
11:25-11:40am	Moore
11:40-11:55am	Bourbon
11:55-12:10pm	Ross
12:10-12:25pm	Harris
12:25-12:40	Leavitt
12:40-1:00	Dismissal

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COVID Related Procedures

- Students with a temperature of 100.4 or above will be sent home.
- Any students experiencing COVID symptoms will be sent home.
- Students must be picked up by a parent, guardian, or emergency contact within an hour of receiving a phone call.
- For reentry, documentation of a medical evaluation and clearance will be required.
- This documentation must be submitted to the nurse and/or administrator.

Health Screening Survey

All parents will be required to complete a daily health questionnaire for their child prior to the student entering the building. Any students who exhibit illness symptoms will be sent to the school's Wellness Room to wait for immediate pickup from a parent/guardian.

Student Immunization

Parents who choose to have their child return to hybrid learning must have a current physical examination and up-to-date immunizations (excluding COVID vaccine). Your child will be required to remain remote if we do not receive documentation of either of these. You may email Nurse Tanner at ctanner@trenton.k12.nj.us or call the main office at 609-656-4750 to inquire about your child's immunizations and physical examination records.

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Grab and Go Meals

- Grab and Go Meals will continue on Wednesday's from 1:15pm – 3:30pm.
- Students will receive grab and go breakfast as they enter the school building.
- Grab and Go lunches will be distributed to the students as they exit the school building during dismissal time.

SCHOOL NORMS & EXPECTATIONS

- Hallways must be kept clear.
- All staff and students in the hallway will move in the same direction when transitioning throughout the building. The directions will be displayed in various areas throughout the hall.
- Stairwells will also be marked to indicate a specific direction to be followed.
- Teachers are expected to keep students in the classroom during instructional periods. Due to social distancing, students will not be able to come to the main office or the nurse's office without the teacher notifying the main office or nurse first.
- Nurse will provide each classroom with Band-Aids and tooth holders.
- If a student is/has bleeding, bruising, a broken bone, and/or vomiting, please contact the School Nurse.
- Visiting colleagues' classroom should be avoided
- Assemblies--Until further notice, assemblies are not permitted.
- All staff meetings should occur virtually.
- Limit one staff member in the teachers' lounge to avoid congregation.
- The number of employees in the main offices will be limited to adhere to social distancing guidelines.
- Meetings with families and teachers should occur virtually whenever possible.