



El Dorado Elementary  
School  
El Dorado Eagle Scholars SOAR!

# Procedures for Safe Operation

## Fall 2021

### COVID COMPLIANCE TASK FORCE:

Todd Coleman

Sharon Wade

Pam Johns

Monica Gonzalez

Cheri Newlander

Brittany Alvarez

Bettie Gonzalez

Celeste Arriba Cabanlit

### Table of Contents

Hallway Supervision	Page 2
Staff/Student break	Page 2; 8
Staff Arrival	Page 3
Student Arrival	Page 4
Tardy Students	Page 4
Class Line Up	Page 4
Water, Restroom, Breaks	Page 5
Behavior	Page 6
Safety Measures	Page 5
Office Support for families	Page 6
PPE/Water Requests	Page 6
Isolation Room	Page 6
Health Office	Page 7
Breakfast/Lunch	Page 7
Emergency Drills	Page 8
Student Departure	Page 8
Students Not Picked Up	Page 8
In-Person Timelines	Page 9
Distance Learning Schedule	Page 10
General/SDC Schedule	Page 12

### **Safety Support Locations**

- **Kindergarten parking lot- Dorla/Todd**
- **Support staff at Kindergarten gate- Melissa Montoya/Shyla**

- Student supervision line up Kindergarten- Kanisha/Samantha S.
- Student supervision line up first grade- Kanisha/Xzavier R./Samantha
- Support staff at the second grade gate- London C./Claudia V./Alex
- Student supervision line up second gate- dismissal bell
- Support staff at front gate entry- Krystal B./Cheri N.
- Valet at the Upper grade parking lot- Miles D.
- Crossing guards- Claudia A. and Kevin G.

### **Hallway Supervision-**

- AM/PM Sessions- (Dorla, Shyla, Connie, Alex,

#### **Kindergarten-**

- Kindergarten AM quad break- 9:30-9:45am (A); 9:45-10:00am (B)
- Kindergarten PM quad break- 1:10-1:23pm (A); 1:23-1:26pm (B)
  - Supervision aide supervision

#### **1st grade-**

- First grade AM quad break- 10:00-10:15am
- First grade PM quad break- 1:55-2:08pm
  - Supervision aide supervision

#### **2nd grade-**

- 2nd grade AM quad break- 10:15-10:30am
- 2nd grade PM quad break- 1:40-1:53pm
  - Supervision aide supervision

#### **3rd grade-**

- 3rd grade AM quad break- 10:00-10:15am (upper playground)
- 3rd grade PM quad break- 2:10-2:23pm (lower playground)
  - Supervision aide supervision

#### **4th grade-**

- 4th grade AM quad break- 9:45-10:00am
  - Supervision aide supervision

## 5th grade-

- **5th grade AM quad break- 10:15-10:30am**
  - **Supervision aide supervision**

## SDC-

- **SDC AM quad break- 10:00-10:15am (C)/9:45-10:00am (A)**
- **SDC PM quad break- 2:10-2:23pm (C)**
- **SDC paraeducators will support in the supervision of restroom breaks if needed.**

**Sanitizing- Custodian will disinfect high traffic and close contact areas every two hours. Restrooms will be cleaned and sanitized immediately after restroom breaks.**

## Staff Arrival

- Masks that cover the mouth and nose must be worn on campus at all times. Face shields, drapes are optional.
- **Parent Locker** must be completed prior to arrival (phone/computer app)
- Enter at entry and have temperature taken.
- Temperature will be taken using hands free tower at the gate
- Limit time in the office to essential activity through use of phones and email
- Practice social distancing in common areas:
  - Lounge, one person per table
  - Restrooms
  - Disinfect shared items in common areas: microwaves, toaster, laminator, desk, work station, copy machines, and Rizo machines.

## Student Arrival

- **Student drop off** (AM/PM)- 3 locations
  - Gates are open at 7:45am.
  - **Driving families** will have two options for drop off: TK/K students will enter from the City Park entrance. 1st/2nd/3rd/4th/5th will enter through the main school off of Pondera Street. SDC will enter through the bus gate.
  - Signs displayed along the entrance up to the drop off point will include reminders about Parent Locker completion, drop off zone, and temperature check.
  - Staff will check the student's **Parent Locker App** for **'green light'** or **QR code**.
    - Staff will take student's temperature before entering school grounds
    - Students are encouraged to bring a refillable water bottle
    - Backpacks will be permitted at this time.
    - Students will be directed to the designated gate entrance based on their grade level.

- ***Walking families*** will walk directly to the designated grade level entrance.
  - Students will have their temperature checked with a mobile or hands-free device.
  - Staff will verify that the Parent Locker App has been filled out. Staff can if necessary approve the entry of students by asking the Parent Locker questions. Office will follow up on ParentLocker app to see who was present and would require a call. Staff will then direct cleared students to their designated area such as the cafeteria or playground.
  - If a student arrives without a parent, health screening via ParentLocker will be completed, questions asked about contact, temperature checked and phone call to family related to ParentLocker completion if needed.
- Support staff will/may assist (along with classroom paras, rec. leader, campus supervisor, CNS workers etc.) in escorting students to classroom, practicing social distance and CDC guidelines)

### **Tardy Students**

- Students will enter either through the front gate if early enough or enter through the office
- Temperature will be taken either way.
- Complete health clearance via Parent Locker
- Student will report to class
- Teacher will mark student tardy
- **Supervision aides cover tardy gate**

### **Inclement Weather**

- In the event of bad weather, students will be lined up socially distanced in cafeteria, and in covered hallways upon entry
- Teacher break, and kindergarten stretch break, will be covered by supervision staff and paras using classrooms and covered hallways

### **During the day**

- Safety measures include:
  - Parent Locker completion for both staff and students; masks must be worn at all times indoors unless staff is in isolation.
  - Students will wear masks within all congregate settings whether outdoors or indoors.
  - MERV-13, HEPA filters, plexiglass dividers are provided.

- Teachers will escort their students from the designated locations and bring them into the classroom after recess, lunch, music, PE or other. (Teacher may offer hand washing/hand sanitizing to those students who choose)
- Students will remain in their own cohorts for the day.
- Students will be assigned a number that will keep a track of who they may have had contact with within six feet for more than fifteen minutes. This will be used to lunch, recess line up, music, or other.
- Individual supplies will be given to each child.
- Water-
  - Students are encouraged to bring water bottles to bathroom break
  - Students may drink from water bottles by removing mask and placing back on after taking a drink.
  - Teachers may allow students to take a drink using the above procedure.
  - Water stations outside are currently closed.
  
- Classroom restroom use-
  - Students may use the restroom as needed at any time during the day.
  - Hall passess will not be shared between students.
  - One student per bathroom at a time
  - Students will be required to wash their hands prior to leaving the bathroom
  - Bathrooms will be monitored by supervision staff as needed during roving periods.
  - Bathrooms will be sanitized regularly by custodian
  - Monitored class bathroom break and handwashing will include socially distanced students
  - Students will be allowed to go to the bathroom one person at a time as supervised by an aide to ensure that no more than 1 child at a time enters the bathrooms. Support staff will be present in each quad.
  - If students are using the restroom that has multiple stalls, every stall can used at this time.
  - Following bathroom rotation, additional sanitizing will be performed by custodial at both student and staff bathrooms.
  
- **Behavior**
  - Students who won't wear a face covering
    - Teacher/Student discussion.
      - Social contract/Parent notification
    - Administration referral if needed.
    - Parental contact
    - Students will be sent home/possible removal from in-person learning

- Students who cannot wear a face covering due to their disability (IEPs)
  - An attempt will be made to find a suitable mask that the student may wear.
  - Documentation will be made re: incident and disability.
  - IEP review if necessary.
- Disruptive students not related to Covid-19 safety
  - Progressive Discipline
- **Wellness Room** (room 33) and Covid-19 Safety measures
  - Teacher contacts health clerk or office staff
  - Health Clerk or Office Staff instructs teacher to have student put on a medical-grade mask, gather belongings and wait by the door
  - Health Clerk checks PowerSchool for known health issues
  - Health Clerk dresses in PPE, goes to student's location, screens student: temperature, symptoms, etc. determines student is Covid symptomatic
  - Health Clerk escorts student to isolation room
    - signs in on log at front door
    - places signage on door
    - turns on Hepa filter
    - Health Clerk contacts parent/guardian to come pick up student
    - Health Clerk activates CatipaultEMS system
  - When parent arrives student is escorted to Kindergarten gate
  - Health Clerk returns to Isolation Room
    - Sanitizes area where student occupied
    - Removes PPE
    - Removes Room in Use Sign
    - Updates time on Sign
- Health clerk notifies custodian via radio room is no longer in use
- Custodian notified follows protocol to sanitize room and bathroom
- Health Clerk documents health visit in Power School
  - Isolation rooms procedures (Room 23)
    - Isolation rooms will be used for students that the health clerk or other trained personnel have reason to believe that the child is exhibiting Covid-19 like symptoms.
    - Health clerk notifies office staff for a parent call for pick up.
    - Hepa filter will be turned on.
    - Parents will be contacted.
    - Parents will pick up the student at the Kindergarten gate. (Alternative gate will be the western most emergency gate off of playground blacktop.)
  - Return of a student to a classroom who didn't have COVID (but the teacher thought they did)

- Health Clerk will explain the reason for return (example, allergies, contact with parents and no other symptoms , or previous condition unrelated to COVID)

### **Health Office**

(For non COVID symptoms, injury, need to take meds, bathroom accidents, etc.)

- Teacher or supervision staff notifies health clerk someone is being sent
- Students will go to outside door of health office and stand on X's outside the door
- Adult will open door and allow student inside (limit of two students at a time)
- Student will wash hands in the health office
- Student will return to class

### **Health Office**

(For non COVID symptoms, injury, need to take meds, bathroom accidents, etc.)

- Teacher or supervision staff notifies health clerk someone is being sent
- Students will go to outside door of health office and stand outside the door
- Adult will open door and allow student inside (limit of two students at a time)
- Student will wash hands in the health office
- Student will return to class

### **Ill Employee**

- Employee will immediately notify administration office of illness
- Administration office will secure coverage for class, if necessary
- Employee will gather belongings and leave campus
- Employee will call administrator once off campus
- Administrator will complete Contact Tracing Form, if appropriate
- Employee may return following Department of Health guidelines
- If employee is unable to leave immediately, Isolation Room may be used

### **Family Technology Assistance**

- Family members are to wear a mask on campus for meetings or school business.
- Families line up socially distanced using markers on main entry walkway
- Family members will have health check/temperature taken
- Family members will proceed to the alcove
- Computer tech will be contacted via radio/phone and report to alcove
- Computer tech will assist one family at a time.

### **Parent/Guardian Office Needs**



- All family members are to wear a mask on campus
- Parent/Guardian line up on main entry walkway using social distancing markers
- Family members will have health check/temperature
- One family at a time will enter office: west door during school hours
- Family members enter office and resolve concerns
- Family members exit through the main office door

### **New Practices and Protocols in the COVID-19 Environment**

- All classrooms will receive PPE supply for 14 students prior to student return to campus
- How to request PPE and other COVID related supplies
  - School secretary will place order for needs on our campus
- Process for when and how students will eat and drink?
  - Water bottles to be delivered to the site
  - Students may use to refill at their sink in the classroom
  - There is no snacktime. Water at the faucet can be used.

### **Fire Drills**

- Will take place on the back fieldt, lined up (social distanced) by grade level and teacher (map to be provided).
- Teachers will line up students for social distancing.
- Attendance checked

### **Earthquake Drills**

- Students will duck and cover
- When it is safe to exit classes line up on basketball court, (social distanced) by grade level and teacher (map to be provided).
- Teachers will line up students for social distancing.

### **Student Departure**

- Student pick up (AM/PM) - 3 locations
  - Driving families will have two options for pick up: TK/K/1st grade students will exit from the Kindergarten gate.
    - Parents will drive through the City Park entrance and form a line adjacent to the Kindergarten gate. Support staff will ask for verification of parental pickup.
    - 2nd/3rd/4th/5th will exit through the main school off of Pondera Street.
  - SDC will be escorted by SDC staff to the bus gate.
    - Students wear masks on the bus
    - Driver will instruct students when they may enter and exit bus

- Students will sit in assigned seats by family grouping or individually as determined by driver

### **Students not picked up**

- Students walked to alcove in front of office
- Students will be socially distanced as needed.
- Names will be radioed to office
- Office will attempt to contact parents
- Students will be released to parents
- Students not picked up on time several times will be returned to virtual instruction

### **Employee Safety Concerns**

- Employees will report safety concerns to any member of the site COVID Task Force
- Member of the COVID Task Force will notify concern to administration immediately
- Administration will address safety concern