



Ashland Elementary School  
School Year 2020-2021

July 30, 2020

Goal: Traditional face-to-face school operations with protocols and procedures in place to mitigate transmission of Covid 19

Access to Building	<ul style="list-style-type: none"><li>● Protocols in place for staff to enter<ol style="list-style-type: none"><li>1. Google Form completed at home</li><li>2. Take temperature, 100F or above, call out/stay home</li><li>3. All staff to wear masks</li></ol></li><li>● Protocols in place for students to enter<ol style="list-style-type: none"><li>1. Google Form completed at home by parent/guardian</li><li>2. Take temperature, if 100F or above, stay home</li><li>3. If not feeling well, stay home</li><li>4. Required face masks for all students</li><li>5. If masks are required, parents refuse, remote option</li><li>6. Possible exclusions: legitimate health concerns, IEP/504 plan component</li></ol></li><li>● Minimize transitions in the building</li><li>● Only staff and students allowed in building</li><li>● Parents drop off outside at given location, stay in vehicle</li><li>● Primary tier- use Ober Wing door</li><li>● Intermediate tier- Use playground door</li><li>● Middle tier- use back door by room 133</li><li>● IEP, 504, Parent Conferences will be done remotely</li></ul>
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Playground	<ul style="list-style-type: none"><li>● Only staff and students allowed on playground</li><li>● Designated areas on playground for each cohort(homeroom)</li><li>● Frequent hand sanitizing on way out and way in</li><li>● Frequent hand washing on way in</li><li>● This is the pick up area for car riders orders at end of day</li><li>● Traffic control? Drop off, no parking or exiting the vehicles</li></ul>
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Nurse	<ul style="list-style-type: none"> <li>● Low threshold for illness at this time             <ol style="list-style-type: none"> <li>1. Temperature of 100 F or more, sent home</li> <li>2. Students and/or staff not feeling well, stay home- they can teach or learn remotely</li> <li>3. Call nurse before sending a student to her office</li> <li>4. First aid kits in all classrooms for minor needs</li> <li>5. Quarantine/Observation Room- room #112 with window to Nurse’s Office and air circulation</li> <li>6. Quarantine sick child in room #112</li> <li>7. Use of PPE when working with sick child</li> </ol> </li> <li>● Groups that should stay home:             <ol style="list-style-type: none"> <li>1. Unexplained, mild symptoms</li> <li>2. Close contact with suspected/confirmed Covid 19</li> <li>3. Traveled outside of New england 14 days prior to coming</li> </ol> </li> </ul>
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K-5 Classrooms	<ul style="list-style-type: none"> <li>● Set up with 12-14 desks 6 ft apart</li> <li>● Window fans for air circulation for ventilation</li> <li>● Designated homerooms</li> <li>● Assigned seats, with individual materials, not shared</li> <li>● Teachers move between classrooms, students stationary</li> <li>● Frequent handwashing, hand sanitizing</li> <li>● Frequent movement breaks</li> <li>● Mask breaks outside</li> <li>● Outdoor learning environment as much as possible</li> <li>● No extraneous, soft covered furniture</li> <li>● Integrity and Respect embed Google classroom daily lessons</li> <li>● Caring and Honesty embed SeeSaw in daily lessons</li> <li>● Designate “office hours” time each day for remote learning</li> </ul> <p>Parents need to understand that these office hours are the times for them to engage in remote learning, other times are for in-person teaching responsibilities.</p> <p>Co-Teacher is responsible for remote teaching for designated subject areas and home communication.</p> <p>Assignments, video lessons, etc.. will be uploaded by 8AM daily</p> <p>VLACS is an option for students/parents wanting more, its free</p>
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<p>Middle Tier Classrooms</p>	<ul style="list-style-type: none"> <li>● Students will go to homerooms, then dismissed to lockers, staggered times</li> <li>● Students will have assigned seats</li> <li>● In-person students will choose classes from a program of studies</li> <li>● Each teacher assigned a block per day for remote instruction</li> <li>● Remote students would participate in four core academic blocks each day</li> <li>● Modules for remote learning will be limited to one broad module per subject vs options</li> <li>● Google classroom will be embedded in daily lessons</li> <li>● VLACS is an option for specific subjects for remote learners</li> <li>● Band and chorus can be done outside, 6ft apart facing forward</li> <li>● Students will wipe down their assigned area daily</li> <li>● Frequent hand washing, hand sanitizing</li> </ul>
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<p>Specials</p>	<ul style="list-style-type: none"> <li>● PE outside or in gym, weather permitting</li> <li>● Art in Art Room, individual supplies, cleaning after each class</li> <li>● Music in the Music Room, no chairs or desks needed</li> <li>● STEAM- move to the students</li> <li>● Guidance-Move to the students</li> <li>● Library-meet social distancing guidelines, frequent cleaning</li> <li>● Title I- move to students with needed materials</li> <li>● Middle Tier Specials- 3 in-house specials and one remote special will be offered per term</li> <li>● Middle Tier Guidance-will not be an option for remote learning</li> <li>● Guidance supports will be offered to students and families as needed</li> </ul>
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<p>Lunch</p>	<ul style="list-style-type: none"> <li>● Entrance through cafeteria inside door</li> <li>● Sanitize hands as they enter lunchroom</li> <li>● Exit through cafeteria playground door</li> <li>● Singular tray clearing/dismissal</li> <li>● Students clear own tray</li> <li>● Sanitize hands as they exit lunchroom</li> <li>● Lunch times will be staggered</li> <li>● Cleaning will take place between each lunch group</li> <li>● Seats and tables sanitized between lunches</li> <li>● Deep cleaning will take place at the end of all lunch periods</li> <li>● One team per lunch block, instead of one tier</li> <li>● Call to lunchroom by radio at designated time</li> <li>● K-5 cohorts(homerooms) will continue to be separated in cafeteria</li> <li>● K-5 student will sit with their cohorts, social distancing</li> <li>● Middle Tier students will continue to be mixed, social distancing</li> <li>● Frequent handwashing as necessary</li> </ul>
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<p>Dismissal</p>	<ul style="list-style-type: none"> <li>● Staggered dismissal at end of day in order (use of radios)</li> <li>● Bus dismissal-             <ol style="list-style-type: none"> <li>1. Middle tier, Respect, Integrity, Honesty, Caring</li> </ol> </li> <li>● Car riders-             <ol style="list-style-type: none"> <li>1. Middle tier, Respect, Integrity, Honesty, Caring</li> </ol> </li> <li>● Walkers-             <ol style="list-style-type: none"> <li>1. Middle tier, Respect, Integrity, Honesty, Caring</li> </ol> </li> <li>● Teachers sanitize desks and chairs in their homerooms</li> </ul>
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<p>Transportation</p>	<ul style="list-style-type: none"> <li>● Waiting on Bus Protocols-Durham Bus Co.</li> <li>● Masks must be worn on the bus</li> <li>● Additional bus run</li> </ul>
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Co-Curricula	<ul style="list-style-type: none"> <li>● Athletics-TBD</li> <li>● Middle School Play-TBD</li> <li>● Mathalon- Possibly remotely</li> <li>● Student Council-TBD</li> <li>● NJHS is a small group of students. Will physically distance during meetings.</li> </ul>
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Other Considerations	<ul style="list-style-type: none"> <li>● Possible multiple bus runs</li> <li>● Daily cleaning Schedule</li> <li>● Additional Custodian for routine cleaning throughout the day- Art Room, Cafeteria, Playground(as needed)</li> <li>● Food for Remote Students</li> <li>● No outside organizations to use facilities until further notice</li> <li>● Meetings with parents will be remote</li> <li>● School Pictures-TBD</li> <li>● No Open House at this time</li> <li>● Use of Gym for elections-TBD</li> <li>● Flu/dental clinics-TBD</li> <li>● School opening pushed back from August 25th to August 31st</li> <li>● Immediate switch to remote learning after an identified positive case of Covid-19 to allow for situational assessment</li> <li>● Monthly situational review meetings to assess and adjust accordingly: <ol style="list-style-type: none"> <li>1. Availability of cleaning supplies</li> <li>2. Staffing</li> <li>3. Community spread</li> </ol> </li> </ul>
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