

MARTIN ELEMENTARY SCHOOL REOPENING OPERATIONS PLAN 2020 - 2021

Indicator	Action Consideration(s)	Comment(s)
<p>Start of Day – Traffic</p> <p>Building Entry</p>	<ul style="list-style-type: none"> • Unload 2 buses at a time (work with MPS on this schedule) • Temp checks at front and back car lines. This will be done before parents leave. If elevated temp above 100.4 is detected, they will be sent home and documented for the nurse with name and temp. • Temp check of bus students before entering the building. Nurse will be stationed at the bus entrance to help with students who are found to have an elevated temp. She will then take them and call their parent/guardian for immediate pick-up. • Students enter through normal car rider entrance. • Social distancing in the hallways upon entry. Few entering at a time to help with that from 3 different entrances. 	<p>No bookstore at this time. Causes congestion in one area.</p> <p>Masks –Expected to be worn when transitioning, entering/exiting the building, and when appropriate social distancing is not possible.</p> <p>Please make it a goal to have your student at school by 7:25 each day. This allows them to eat breakfast and do the normal homeroom activities so that they are ready to start academics at 7:45.</p>
<p>Breakfast</p>	<ul style="list-style-type: none"> • Will take place in rooms and will be delivered to rooms by 7:15 each morning. • Insulated bags for each class for hot/cold items. • No badges will be used to keep from touching multiple surfaces. • Extra breakfasts/cart will be placed outside café doors to allow for students that might come in late. 	
<p>Class Setting</p>	<ul style="list-style-type: none"> • Masks expected when not able to social distance. • Desks separated as much as possible. No grouping of desks until we have the personal dividers. They may then be grouped with those in place in pairs. • Social distancing at all times possible. • Laptop use – Wipe down prior to and after using and before placing back in carts. • No large rugs, reading areas, pillows, or group areas recommended. If teachers choose to use the larger rugs, the students can only sit on them if they are social distanced and the rugs 	<p>Individual student shields are being purchased to allow for students to do partner work and collaborate.</p> <p>Teachers can take their students outside but observe social distancing.</p>

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	<p>must be sprayed to disinfect a couple times per day. This will fall on the teacher to do during the day.</p> <ul style="list-style-type: none"> • No community supplies – They will continue to keep each students supplies in a Ziploc type bag with their name on it as they have done in the past. • Hand sanitizer stations in hallways throughout building (20 requested) • Wipe down all desks, doorknobs, etc. at the end of each day. 	
<p>Class Changing</p> <p>Locker Use</p> <p>Bathroom/Hydration*</p>	<ul style="list-style-type: none"> • Students are self-contained in one room unless traveling to and from specials and the cafeteria to get their lunch. • Markings on walls instead of floors that will help students remember to social distance. • No lockers in our building. • No drinking fountains will be available so students will be able to bring water bottles to school. They will need to have a top that can be securely closed. (We would prefer those with a screwed on lid to prevent spills and also no openings for air particles to enter.) • Grade level responsibility to devise a schedule. Only one class at a time and all must observe social distancing. 	<p>We will be installing water hydration stations in different areas in the building to refill water bottles.</p>
<p>Lunch</p>	<ul style="list-style-type: none"> • We will have a combination of eating in the cafeteria and the classrooms. • All students will go to the cafeteria to get their lunch. • No badges will be used. Cafeteria workers will scan student code as they pass by and tell their name. 	<p>There are picnic tables outside that can be used with the observance of social distancing. Teacher responsible for supervision. No visitors eating with students at this time.</p>
<p>Recess/Physical Activity</p>	<ul style="list-style-type: none"> • We will go to recess • 4 homerooms in front playground and 3 homerooms on back playground when going outside. • Keep students separated by homerooms and teachers spread out to watch their class. • Some balls will be permitted but will be provided by the school. A large tub 	<p>Teachers will work out playground schedule as usual and turn in to office prior to first day of students.</p> <p>They need to get outside and get some fresh air.</p> <p>No sports balls from home.</p>

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	<p>will be bought per grade level and playground area. Each tub will be strictly for that playground and that grade level. There will be disinfectant spray with each tub and a teacher will spray contents and place lid on tub after use each day.</p>	<p>Tub will be stored in the hallway to keep spray from bothering students in classrooms.</p>
End of Day – Traffic	<ul style="list-style-type: none"> • Buses will be dismissed in groupings and not all at once. • Car riders will be dismissed and kept in a social distancing format while being called. We will be calling fewer students at a time to keep them from grouping together outside. • Back car line will be stopped at a certain point by the buses to ensure that they can leave as soon as loaded and not have to wait. 	<p>This process may take a bit longer until we get it down to a system. We appreciate everyone's patience and understanding. Masks will be expected during dismissal.</p>
Elevated Temperature	<ul style="list-style-type: none"> • 100.4 or higher will go to nurse in a separate area and parents/guardians will be notified to come pick up. • Teachers will need to notify Nurse Teresa if they have a student that needs to come see the nurse. She will go to the classroom to evaluate and/or pick-up. 	<p>It is VERY important that we have current contact information for all students. If that information changes at any time through the school year, please contact the school office immediately.</p>
Elevated Temp Room	<ul style="list-style-type: none"> • 100.4 or higher in classroom across the hallway from regular nurse's room for students to wait until someone can pick them up. 	<p>Nurse Teresa has a large classroom setting across the hallway from her room that can be used to keep students who have an elevated temp until parents arrive. This will enable us to keep students who may just need medication or have an upset stomach separate from those with fever.</p>
Visitor/Vendor Protocols	<ul style="list-style-type: none"> • Each visitor/vendor will be required to have temperature checked in the office upon entering the building. This will be logged before that person signs in. 	<p>Not going to be able to have large assemblies but want to keep our STAR awards part of their year. We are working on a plan to do this virtually each month.</p>
Drill Considerations	<ul style="list-style-type: none"> • Emergency drills are required by law and are a necessity for the safety of our faculty, staff, and students. 	<p>In the event of an actual emergency, the safety of our</p>

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	<ul style="list-style-type: none"> We will still be participating in drills but will do so observing social distance requirements. 	students will supersede social distance issues.
Daily Cleaning	<ul style="list-style-type: none"> Student desks will be wiped down daily. Hallways and all common areas will be thoroughly cleaned and mopped daily. Restrooms will be sanitized throughout the day and at the end of the day. 	
After School	<ul style="list-style-type: none"> This is undetermined at this time. 	
Special Activities/Classes	<ul style="list-style-type: none"> PE – Still taking place in the gym with observance of social distancing. Guidance - In classrooms Music – In classrooms most of the time. Computer – In the computer lab with proper cleaning between classes. Each student has their own ear buds that are stored in individual Ziploc bags. Library – Will take place in the library but they will not be selecting books. This will just be a lesson and book return time. Cutting down on traffic in the hallways is a must. 	<p>Thoughts started with the concern for the mental and physical wellbeing of our students.</p> <p>Our desire is to try and make their school year is as safe but also as normal as possible.</p> <p>Students will still be checking out library books but it will be by a different process. Reading is VERY important and we will continue to stress that with our students.</p>
Registration	<ul style="list-style-type: none"> We will be compiling registration packets for our students that will be placed in sealable tubs at the front of the building. Parents will be able to pick up the necessary packet at any time starting on Monday, July 27th through Monday, August 3rd. Registration packets may be brought back on two different times: Tuesday, August 4th – 8:00 – 11:30 Wednesday, Aug. 5th – 1:00 – 5:00 There will be 4 different drop off locations: 3rd Grade – Bus entrance (the doors that are in the back by MPS. 	This will enable the parent/students to get to see the teacher prior to school starting and also keep large groups of extra people from being in the building.

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	<p>4th Grade – Back Car Line entrance 5th Grade – Front Door Entrance New students- (Those who were not enrolled at Martin Primary or Martin Elementary during the 2019 – 2020 school year.) Please park in the front teacher parking lot. (Look for signs) Enter through the after school doorway found near that parking area. ONE registering adult along with the student that is being registered will need to enter at this door to complete the registration process. Masks will be required by all entering the building to register. Please feel free to call the school if you have any questions 587-2290.</p>	
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