Reopening Plan for Bret Harte Elementary

*Subject to Change

Our school, like all organizations, has been impacted in numerous ways by the COVID-19 Pandemic. The purpose of this document is to lay out our plan to safely reopen Bret Harte for in-class instruction to all families for the 2020-2021 school year. The plan has identified key areas that Bret Harte will engage in to reopen our school. All of the plans below follow the most recent guidelines from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), the Chicago Public Health Department, the Center for Disease Control (CDC), and guidelines set forth by the Chicago Public Schools (CPS). Any further modifications will follow the guidance of these agencies and CPS.

The Plan is Built on the Following Guiding Principles:

1. The safety and well-being of all our students and faculty is and will remain the first priority.
2. Everything possible will be done to timely reopen our school buildings and provide a safe, high-quality education for our students.
3. The current situation in Illinois remains fragile. While much has been achieved over the past several months, there remains the potential that the gains could be lost if we are not collectively prudent and cautious with how we proceed.
4. The trust our school families place in us is sacred and as with all aspects of our mission, our reopening efforts will move forward with complete transparency and clear, open lines of communication.
5. We call all people within our communities to exercise citizenship and ask that each family take personal responsibility for the common good as well as their own safety.

Key Principle - The Cohort Model - Homerooms are cohorts and need to remain separate throughout the school day. Classroom furniture will be arranged to maximize space between students. Couches and Carpets will need to be removed or areas closed so students cannot use them to properly social distance themselves.

Masks - All children (and adults) must wear facemasks in the school building, except for eating and outside recess but only if students remain 6 feet apart. Masks need to be placed in a paper bag during lunch and recess. Disposable masks cannot be reused. Students should have two reusable masks at school and should have them washed daily.

Health Screener – Five additional iPads have been delivered to be utilized for the health screening process. One for the care room, one to monitor the dashboard, and 3 for on-site screenings to take place.

Additional PPE/Equipment/Signage – Bret Harte has hand-sanitizer stations installed by each classroom door, 11 non-contact thermometers, 20 face shields, 500 adult size back-up masks,
500 children size back-up masks, 2,000 gloves supply, 1,000 disposable gowns, safety posters, wash your hands posters, and social distancing floor decals.

Additional Cleaning/Disinfecting Supplies - We will have a dispenser installed of disinfectant, a spray and wipe disinfectant for cleaning on high-touch areas throughout the school. There will be one case multi-surface cleaner, a spray and wipe glass and hard surface cleaner to be used by our custodial staff. In addition, there will be two cases of floor cleaner and a neutral floor cleaner. Approved microfiber cloths will be used with the cleaning/disinfectant supplies. The disinfectant wipes for usage in classrooms during the day is in addition to our custodial cleaning and sanitizing supplies already in place.

Cleaning and Disinfecting Procedures - Bret Harte has aggressive cleaning and disinfecting procedures in place for our cleaning staff especially in areas of high touch areas like door knobs, bathrooms, light switches, lunch room, etc. There will be no sharing of school supplies, pencils, crayons, markers, etc. Equipment that must be shared must be used by as few students as possible and disinfected before and after each use.

Infection Protocols - When a student is sick, they should stay home. It is vital for families to make the necessary sacrifices to keep students home when exhibiting symptoms for COVID-19: persistent cough, extreme fatigue, fever or chills, headache, close contact with a person who has COVID-19, measured temperature of 100.4 degrees or higher, nausea or vomiting, new loss of taste or smell, shortness of breath or difficulty breathing, and sore throat. A 14 day quarantine for any positive COVID-19 cases will be required. Those in close contact need to be quarantined for 14 days from the last contact with a positive case, even if a negative test result is received. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes. If there are multiple cases of COVID-19 in any cohort, the entire cohort may be required to quarantine for 14 days.

Hand Hygiene - Students should wash their hands and/or use hand sanitizer as often as possible. Signage will encourage proper hand washing.

Social and Physical Distancing - Classrooms and other spaces within the building will be configured to maximize the physical space between students. Visual reminders such as signage will be placed throughout the school to reinforce this need.

Water Stations - Water fountains have been converted to water bottle filling stations. Therefore, each student will need to arrive with a water bottle each day. It can be filled up throughout the day.

Building Traffic - One-way signs will be placed on floors and signs on walls to remind everyone of social distancing and mask requirements. Arrival and dismissal doors will be separate for each cohort (grade) in the school. An entry and exit door for each Homeroom will be assigned by using all doors available in the school except the door leading from the parking lot. The 12 cohorts will enter through 4 different doors. We ask that parents not congregate outside during
arrival and dismissal. Multiple classes cannot enter together. Time may be staggered slightly to avoid simultaneous entry. Cohorts need to be 30 feet apart and individuals of the same cohort need to maintain 6 feet of social distancing outside. Upon entering the school, all students, teachers, and staff need to wear a facemask.

**Arrival** - A tentative schedule of entrance ways for each grade has been created, which will be adjusted if needed. PreK103 uses Door 1 between 8:00am- 8:15am. PreK102 uses Door 2 between 8:00am-8:15am followed by Room 204 at 8:15am. Room101 (1 student) will enter through Door 1 when the bus arrives. Room109 will use door 4 at 8:15am followed by Room105 at 8:20, and Room107 at 8:25. Room207 will use Door 3 at 8:15am. Room 202, 201, 206, 208 will arrive at 8:30am entering through Door 1,2,3, and 4 (in that order). Again, this is a draft and we can adjust to make things smoother. See map [here](#). If you miss your entry time, please wait until all classes have entered the building and enter through Door 1. Hand washing or use of hand sanitizer by each student is required upon entry into the building.

**Days of Attendance** - Prek will attend all 5 days. Kindergarten, 1st, 2nd, 3rd, 5th, 6th, 7th, and 8th will be attending 4 days (Monday, Tuesday, Thursday, Friday). Due to the number of 4th graders returning to school, they will be attending 2 days per week (Either Monday/Tuesday or Thursday/Friday).

**Teacher Movement** - Teachers in departmentalized classes in junior high and upper elementary grades and art will travel to each homeroom classroom rather than having students move classrooms. This will prevent cohorts from moving from class to class, requiring cleaning and disinfecting of each classroom after each period. The gym and computer lab will still be utilized with proper cleaning between classes.

**Special Education** - Special Education students will travel as a cohort and will remain 6 feet from other students during inclusion periods.

**Temperature Checks** - We will need 11 non-contact thermometers to be used throughout the building. Any student who identifies as feeling sick should be sent home. Masks must be worn. Anyone with a temperature of 100.4 degrees or higher will be sent home. Anyone sent home with any symptoms listed on the health screener must be symptom free for 24 hours in order to return to school. Note: A child may not be given fever reducing medicine before school.

**Lunch** - Lunch may be eaten downstairs, but they must be separated by 30 feet in between with no more than 50 students in the lunchroom at one time. In order to accomplish 2 classes eating downstairs at the same time, one class will be in the lunchroom and the other will eat in 001. After each usage, the area must be cleaned and disinfected before a new cohort enters. Here is a draft of that based on our enrollment: Kindergarten (lunchroom) and 1st grade (art room) will have lunch at 11:00 a.m. We currently have 20 students scheduled to return in these two grades. Grades 2nd (lunchroom) & 3rd grade (art room) could eat together for the 11:30 lunch period. There are currently 12 students in these grades scheduled to return.
Preschool will have to eat in their classrooms with PreK aides supervising. Grade 4th (lunchroom) and 5th (art room) will have lunch at 12:00pm and 14-15 students scheduled to return depending on the day. Homeroom 201 (lunchroom) & 207 (art room) currently have 19 students scheduled to return and will have lunch first at 12:30pm, followed by 206 (lunchroom) & 208’s (art room) 12 students at 12:55pm.

**Recess** - Cohorts will need to be 30 feet or more away from other groups. Masks can be removed outside if social distancing of 6 feet or more is maintained within a cohort. Proper storage of their labeled mask must be held for entry back into the building. Mesh bags have been purchased to house recess and gym items specific to each cohort.

**Dismissal** - Students will be dismissed from the same door that they entered from in the morning and must be picked-up on-time. All families are expected to be here at the school at 3:15pm for dismissal. The playground is closed and students are not permitted to stay on school property after dismissal to ensure proper social distancing and to protect the integrity of our pods. PreK103 leaves from Door 1 between 2:45pm- 3:00pm. PreK102 leaves from Door 2 at 2:45pm- 3:00pm followed by Room 204 at 3:15pm. Room101 (1 student) will exit through Door 1 when the bus arrives. Room109 will use door 4 at 3:15pm followed by Room107, and Room105. Room207 will use Door 3 at 3:15pm. Room 202, 201, 206, 208 will leave through Door 1,2,3, and 4 (in that order). See map [here](#). Early dismissals must be called in ahead of time and will not be granted after 2:45pm.

**Large Gatherings** - Assemblies or other large gatherings will not be scheduled. Field Trips are not permitted or scheduled at this time.

**After Care** - There will be no after care at this time. Students must be picked up at dismissal time.

**E-learning (Virtual Learning)** - Students that are quarantined for an extended time or chose at-home for their learning will complete their assignments through Google Classroom, as they did for quarters 1 and 2. This is not an option for in-person daily absences.

**OST** - We have received funding this year. Mrs. Robinson will be the coordinator for after school. We are currently looking for fully remote options. Sign-up information will go out in February.

**HEPA Filters**: Every classroom and front office is receiving its own HEPA purifier, which filters over 99.99% of airborne viruses, bacteria, and mold.

**Air Quality Assessments**: The district conducted multi-stage ventilation and air quality assessments, which included inspection of every room and utilized state-certified environmental specialists. Those reports can be found at [cps.edu/airquality](http://cps.edu/airquality). The district has also spent $68 million on mechanical upgrades related to air quality.

**Contact Tracing**: To help reduce the transmission of COVID-19, CPS has hired dedicated staff to support the intake of cases and provide proper notification. CPS will work in coordination with
CDPH to ensure that those identified as close contacts have rapid contact tracing and are connected to city resources such as monitoring and testing.

**Athletics and Extracurricular Activities:** We are awaiting further information from the state regarding athletics and extracurricular activities. We will follow IDPH requirements for social distancing, appropriate use of PPE, limiting numbers of individuals in one space, and cleaning and disinfecting to prevent the spread of COVID-19. More information will be provided to parents as it is known. Athletics will follow the guidelines given to us by the district and the Illinois Elementary School Association (IESA).

**Playground:** Playground equipment will be closed for student use. If playground equipment is opened later in the school year, it will be disinfected between usage of another cohort.

**Visitors** - All visitors will be subject to health screening and compliance with mask, social distancing, and hygiene guidelines. However, all meetings should be held virtually to keep visitors to a minimum. Visitors should only be in the building on an as needed basis and should be cleared through administration prior to entering the building.