



# Ralph E. Waite Elementary Covid Safety Return to School Plan 2020-2021

## **Welcome Back!**

We are so excited to welcome our students back to school in person the week of September 28th! As we prepare for their return, your child's teacher will communicate with you what school supplies will need to be brought to school in the first week. Also, please send your child with their [art supplies](#) in a ziplock bag, Chromebook (grades 2-5), mask (one extra mask in their bag if possible), and water bottle (we won't be able to use drinking fountains, but water bottle filling stations will still be used). Chromebooks are asked to be charged at home each night and brought back to school each day in the provided case. Digital Academy students will continue their online learning.

## **Soft Start Schedule**

**Online 2.0 Return to school plan Starting Sept. 28. Only the following students will report to school:**

- **Sept. 28 - Kindergarten students A-L (last names) report**
- **Sept. 29 - Kindergarten students A-L and Grades 1-5: A-L**
- **Sept. 30 - Kindergarten students M-Z and Grades 1-5: M-Z**
- **October 1 - Kindergarten students M-Z and Grades 1-5 ALL students**
- **October 2 - ALL students report**

## **New to Waite Orientation!**

Any student in grades 1-5 that is new to Waite is invited to school on Monday September 28 from 9:30-10:00 am for a brief orientation with Mrs. Grice and their teacher and tour the school. This orientation/tour is only for students - no parents are permitted in the building at this time. We ask that parents drop their child off at the main entrance where they will be greeted by our office staff and proceed to the cafeteria. Parents are asked to wait in the car for their child as the orientation will be less than 30 min. Please call the Waite office (330-636-4500) to RSVP that your child will be attending our new student orientation.

## **Covid Safety Plan**

The Safety Plan detailed below was developed with the cooperation of the Medina County Health Department, District Staff, and Staff at Ralph E. Waite Elementary. We developed this plan in order to ensure the utmost safety of our students, parents and staff. Please take time to read through this plan and become familiar with the measures that will be in place to make the 2020-2021 a safe and learning-filled school year.

## Daily Safety Checks

Each morning parents are asked to perform a daily health check. Please use [this checklist](#) as your guide..

- Parents need to have access to a thermometer in order to complete the assessment.
- If your child exhibits any symptoms on this checklist, the office must be notified immediately and your child must remain at home.
- The school nurse will work with families to determine next steps.
- Students will not be allowed to return to school until cleared by their physician with a signed note.
- Parents need to self quarantine students for 14 days if travelling to states that the Governor has deemed high-covid risk. [This list](#) is updated according to the Governor's orders. Such travel plans must be communicated to the office staff as soon as possible.
- Staff members are also required to conduct a daily self assessment.

## Arrival (8:40 am, 8:55 tardy bell)

Prior to the first day of school, your child's teacher will provide specific directions to your child on how to best locate your new classroom! We will also have staff present at all locations and in the halls to welcome our students and help them navigate to their classroom. More specific information on K arrival will be communicated next week.

- **Walkers:** Students/parents please wait at the end of the walking path maintaining a distance of at least 3 feet and wearing masks until safety patrol safely crosses you to the sidewalk.
- **Car Riders:** Students will exit cars in the carline beginning at 8:40 am (when staff and safety patrol are present) and enter the side carline door and head straight to the classrooms maintaining a social distance of at least 3 feet and wearing masks. Parents please do not exit cars as we will have staff to assist students.
- **Bus Riders:** Students will exit the bus in staggered grade levels K-5 and enter the building as follows:
  - Grade K will enter the main entrance doors and proceed down the K hall to their classrooms.
  - Grades 1 and 2 will enter the main entrance doors and proceed to their classroom through the cafeteria.
  - Grades 3 and 4 will enter the main entrance doors and proceed to their classroom through the main hall to the right-past the media center.
  - Grade 5 will enter the 5th grade door.
- Parents/guests are not permitted in the building until further notice.

## Dismissal

Students will have a staggered classroom dismissal between 3:20 and 3:23 and exit the door they arrived in at the start of the day.

- **Walkers:** Safety patrol will safely cross walkers to proceed to the walking path.
- **Car Riders:** Students will position themselves on a social distanced marking on the sidewalk as they wait for their car.
- **Car Line Reminders:** Please have your child's last name clearly posted in the passenger window of the car. Please pull all the way forward towards the flagpole (please do not park by the doors). For everyone's safety, please stay in the carline and do not park in the side lot or exit your vehicle in the carline.

## **Masks**

- Both staff and students are to remain masked per [Governor DeWine's order](#) and at least 3 feet apart. Students should have their own masks. If students arrive at school without a mask, students will receive a disposable mask in the office.
- In consultation with the Medina County Health Department please note:
  - "Any cloth face covering" is approved at this time
- Classrooms will provide mask break times for students throughout the day.
- Students will receive a lanyard on the first day to clip to their mask to use during mask breaks and lunch.
- We recommend if possible to have a spare mask in their bookbag.

## **Social Distancing/ Classroom Space**

- Classroom tables will have 3 foot distancing and plexiglass dividers. Up to 3 students will be placed at each table.
- Lockers are not utilized. All materials remain at student desks each day. Please keep unnecessary materials to a minimum.
- Tables will be sanitized throughout the day. Students assist with desk washing throughout the school day. All sanitizing materials are safe for student use.

## **Restroom Use/Hand Washing**

- There are scheduled restroom breaks for classrooms throughout the school day.
- Up to three students are permitted in restrooms at one time. Students will follow the directions listed outside of the restrooms.
- Students are permitted to use the restroom if necessary outside the scheduled times with teacher permission.
- Students will be instructed how to check the restroom for number of students.
- Hand sanitizer is readily available as well as times for hand washing throughout the day.

## **Recess/Meals/Special Areas**

- Snacks and lunches will be eaten in the classroom (or outside when possible).
- All cafeteria prepared lunch meals will be "boxed" and delivered to the classroom.
- Desks will be sanitized before and after meals
- Students may bring lunch and snack from home. \*Please practice opening items at home and only send items that students are able to open independently.
- Students should not share food or drinks.
- There will be no snacks for sale in the cafeteria.
- Students with allergies will have parents work with school nursing staff, teacher and principal to develop a plan.
- Classrooms will have a scheduled 25 minute recess each day.
- Playground equipment will be disinfected each morning.
- Students will wash their hands before recess and after recess.
- Students will be assigned to a group of the same 2-3 students (pods) to play with each day.
- Encore teachers (Art, Music, Media) will take place in homerooms. Encore teachers will travel to student homerooms. P.E. will be outside or in the gym

## **Student Sign In**

If a student is returning to school from an appointment or arriving late to the building:

- The parent and student will enter the vestibule together.
- The parent and student must have a mask on.
- The parent signs the student in on the attendance log which will be located in the office vestibule.
- After signing the student in, ring the buzzer & the office staff will unlock the door for the student to enter the office. The parent must remain in the vestibule.

## **Student Sign Out**

If a student needs to leave school early:

- The parent will enter and remain in the office vestibule.
- The parent must have a mask on when entering the vestibule.
- The parent will call the office phone number (330-636-4500) and provide the name of the student they are picking up. The parent/guardian will be required to show ID through the office window.
- The office staff will call the student down to the office.
- The parent will sign the student out on the attendance log.
- The parent waits in the vestibule for their student. Once the student arrives, the parent and student may leave.

## **Other Considerations**

There are many other considerations as we learn more about the COVID 19 virus and what is best practice throughout the school year. Please understand that our plan changes as we learn more and adjust what will keep our students, families and staff safe and healthy. Here are a few other considerations:

- Visitors are not permitted in the building at this time.
- Food deliveries for staff and students are not permitted at this time.
- Please refrain from delivering any forgotten items to your child from home.
- There is no perfect attendance awarded this school year.
- All meetings with parents will be virtual, including IEPs and parent conferences.
- Students are not permitted to bring birthday treats or other food items to share at this time.
- There will be no field trips.
- Singing is not allowed in the regular classroom or in music. Humming is allowed.
- There will be no library book check out.
- Sharing of classroom or art supplies will not be permitted.
- All recess/PE equipment will be sanitized daily.
- No games, recess balls or toys may be brought to school from home.
- In regular classroom/recess/PE students will be assigned to a pod (group of 2-3 students) for the entire school day/year.

## **Medina Elementary Safety Procedures Video**

For greater clarification, please see the district elementary safety procedures video link below:

[Medina Elementary Safety Procedures Video](#)

As always, please reach out with any questions. We look forward to welcoming the students back to school in the week ahead!

Cindy Grice  
Principal, Ralph E. Waite Elementary