



River Woods Elementary

DMPS Return to Learn Universal Health & Safety Guidelines for Hybrid

Student Movement and Distancing

- All reasonable efforts should be made to ensure students and adults maintain safe distancing at six feet.
- All reasonable efforts should be made to limit the number of contacts that any one student or adult has with others during the school day.
- Teachers will establish schedules and protocols for student & staff movement that support distancing and limited contact points for students and adults.
 - Students should stand on pink squares or black dots when standing in hallways during transitions.
 - Students will stand on eagle dots when lining up for arrival and dismissal.
 - Teachers will have assigned seats and line spaces.
 - Students will eat all meals in their assigned seats in the classroom.

Health

- DMPS are following CDC guidelines.
- **Students are expected to stay home when sick. Parents need to communicate the reason for absence to the school office daily.**
- If a student is experiencing COVID symptoms, our nurse will work the parent to require testing and determine returning plan.
 - When given awareness of an exposure RW's staff will work collaboratively to determine contact tracing – need for Quarinteen/Isolation will be determined by Polk County Health Department.
- Teachers will have a first-aid baggie to address small health concerns in your classroom.
- Staff will monitor their health closely reporting any COVID – 19 related symptoms they are experiencing to school administration and nursing staff to determine the need for quarantine or isolation.
- We encourage parents to monitor DMPS public COVID-19 dashboard noting number of active cases and metrics standings.

Mask Usage & Face Coverings

- **Students, staff, and visitors are required to wear a mask that always covers their mouth and nose, except for explicitly designated breaks and eating.**
- **Please provide a clean mask for your child daily.**

- **Masks should be washed regularly at home.**
- If you do not have a mask a disposable one will be provided.
 - Some cloth masks are available (students can have two issued before changing to disposable or loaned masks).
 - Each student has an assigned lanyard to keep track of their mask during mask breaks.
 - *Bandanas and gators are not approved to be worn as a mask at school.*
- Students, staff, and visitors must provide documentation to the building nurse (students) or direct supervisor (staff) to receive a medical exemption from district's face covering policy.
- Face shields are not a suitable replacement for masks but can be used in conjunction with masks.
- The CDC allows exceptions to face covering guidelines when a person is under 2 years of age, has trouble breathing or cannot remove a face covering on their own.

Arrival and Dismissal

- **Parents/caregivers must remain in their vehicles during drop-off and pick-up.**
- **Parents must make an appointment to enter the building.**
- Buildings will make all reasonable efforts to utilize additional building entrances to reduce student contact during arrival and dismissal.
- All reasonable efforts should be made to use designated entrances by grade level into and out of the building.
- Arrival – Supervision begins at 7:30 AM, please do not drop students off before 7:30.
 - Students wait outside designated doors on eagle prints to social distance.
 - 7:35 - Staggard entrance – single file lines
 - Kindergarten (classroom doors on west side of the building)
 - 1st grade – south doors
 - 2nd Front main entrance (brick side)
 - 3rd Front main entrance
 - 4th North to south (near bike rack)
 - 5th Front/north door
- Dismissal is staggered – single file lines
 - 2:35 – K-2
 - 2:40 – 3-5
 - 2-5 follow grade order to designated doors (walkers disperse, car riders wait on eagle prints for names to be called)
 - **Families pick-up in front drive (remain in cars) DO NOT PARK OR PULL THROUGH THE PARKING LOT**

- DMPS Transportation will use loading zones and work with buildings on specific procedures.
- While students are arriving and dismissing on school property, wearing a face mask and social distancing is required.
- Buildings will not provide supervision for students inside or outside before 7:30 AM.

Class Size & Instructional Spaces

- While the hybrid model is designed to reduce the number of students in the building at one time, we cannot guarantee safe distancing or class size in any of our spaces.
- Seating charts will be developed for every part of the day so that contact tracing can occur if necessary. Extended core seating charts should be the same as the core classroom charts.
- Personal furniture items (rugs, couches, etc.) should be removed from classroom spaces on designated building access days/times.
- Hallway doors should remain propped open during passing times whenever possible to reduce contact with handles.
- Classroom doors should remain open to reduce contact of door handles.
- According to respective class routines, students will report to their designated seat upon entering each classroom.
- Desks should be sprayed down at meals and the end of the day. If a separate table is used for groups, it must be cleaned between student uses.
- Students will either wash their hands or use hand sanitizer when they enter and exit their room.
- When possible, student desks will face the same direction and furniture will be arranged to encourage social distancing.
- Every attempt should be made to reduce the sharing of instructional materials and manipulative
 - All materials should be kept in student's individual storage tubs provided the school.

Restrooms

- Group restroom breaks are scheduled for the classes (schedule posted)
 - Teachers will limit students in restroom areas, at sinks, and dryers (use dot markings).
 - Classroom bathrooms can be used for between scheduled breaks.
 - Students in classrooms without bathrooms can get teacher permission for emergency breaks between class breaks.
 - Restrooms will be repeatedly cleaned during the school day by custodial staff.

Hallways & Lockers

- Students, staff, and visitors should use all reasonable efforts to maintain six feet of distancing from other students in hallways.
- Staff will be present in hallways during transitions to monitor expectations and to greet students.

Updated 10/13/20

- Drinking fountains will not be available. Bottle filling stations will be available, and students should bring their own water bottles to fill. Food and Nutrition will also provide disposable cups to each classroom.
- Hallway expectations will be taught by building staff and reviewed regularly throughout the year.
- Buildings will use signage to help students and adults adhere to safety protocols and procedures.
- Lockers will be used to store students' personal items (coats, etc.).
 - Lockers will be emptied daily with doors kept open at dismissal for cleaning.
 - Locker assignments should be single with an empty locker between

Recess & Breaks

- Buildings will minimize the number of classes on the playground at one time to help adhere to safe distancing guidelines.
- Classrooms will stay together in their designated zone that rotates daily.
- Additional designated outside spaces are available for classes for mask breaks or outside learning.
- **Please have your child wear a warm coat as we will be outside more than typical.**
- Students will not wear masks during recess unless they choose to engage in play that does not allow them to socially distance. In that situation, students will wear their masks (playground equipment require wearing masks).
- There will be no physical contact sports such as football or basketball.
- Students will be required to wash/disinfect their hands before proceeding to the playground and upon re-entering the building.
- Play equipment will not be cleaned between classes.

Food Service

- **Breakfast and lunch are served free of charge.**
- Hands must be washed before eating and tables must be sanitized.
- Students will eat in their classrooms at their assigned desks.
- Take-home meals
 - Each student has the option to take home 2 meals on (M Tu/Th F) on their way out of the building (2-5); Delivered to the classroom (K-1)
- Virtual student's meal options:
 - Pick-up meals daily from 11:00 1:00 at DMPS high school sites until November 9th
 - Beginning November 10th – families can request meals for pick-up weekly at DMPS central kitchen on 2nd avenue.

Visiting a School Building

Because there are many situations unique and circumstantial, please utilize the following guiding questions when determining access to your building:

- Is it necessary?
- Must it be done in person?
- Limit the risk of possible exposure by social distancing.
- Schedule an appointment by calling the office or your child's teacher – must wear a mask and social distance

Assemblies & Other Large Student Gatherings

- Large group settings will be eliminated or reduced where feasible for safety reasons.

Building Ventilation

- Existing building ventilating systems will be operated from before staff and students arrive in the morning until after the end of normal daily educational activities. Please pull doors shut making sure they latch.
- Building spaces used for after-hours childcare will be ventilated during scheduled program hours.
- Some Facilities are equipped with operable windows; however, existing heating, ventilating, and air conditioning (HVAC) systems in use throughout the District were not designed for proper operation with windows in the "open" position. Opening windows may result in undesirable space conditions, based on outdoor temperature and humidity that cannot be overcome by the building's HVAC system. Additionally, windows should not be opened if doing so may result in a safety or health risk i.e., risk of falling, triggering asthma symptoms.

Transportation

Daily Cleaning Plan

- Staff will spray disinfectant solution after each run and at the end of each day.
- The sanitizing cleaning process will be completed daily until instructed to stop.

Driver and Passenger Safety

- Consider overall driver and associate health and safety with training, effective mitigation strategies, limiting number of employees in building, wearing cloth face coverings.
- Facial coverings will be mandatory for drivers and associates by following Department of Education requirements. These are also mandatory at bus stops.

- Eliminate sharing of safety vests/harnesses for students with disabilities and disinfect equipment including lap/shoulder belts and tie-downs daily.
- Drivers and associates utilize gloves/hand sanitizer when loading/unloading wheelchairs and securing students. Utilize face shields when needed.
- Students must wear masks at all time.

Additional considerations:

- Allow family members to sit together.
- Assign seats to assist with contact tracing.
- Do not allow food, candy, or drinks.
- Board students back to front and unload front to back to minimize close contact.
- Open roof hatches and windows when possible to optimize ventilation.

<p>Tutoring and Mentoring</p>	<ul style="list-style-type: none"> • Until further directed by the district’s Return to Learn leadership team, visitors will be limited in DMPS buildings. • All mentoring and tutoring supports must be provided through an online platform.
<p>Social Emotional Supports (School based therapy, Student Assistance Program, etc.)</p>	<ul style="list-style-type: none"> • School based therapists who are assigned to one building may see students • Limit building to building movement; if a therapist is assigned to multiple buildings they will adjust schedules to only serve one building on one day. • Face coverings must be used at all times and follow physical distancing process • Online platforms encouraged • School based therapy partners will provide the District their process and procedures when seeing students face-to-face.
<p>Health and Wellness (Smile Squad, Vision to Learn, Iowa Clinics etc.)</p>	<ul style="list-style-type: none"> • Partners providing essential foundational services.

	<ul style="list-style-type: none"> • Health and Wellness partners will provide the District their process and procedures when seeing students face-to-face.
Non DMPS Student Activities and Engagement	<ul style="list-style-type: none"> • Student engagement activities during the school day (21CCLC, Full-Service Community Schools, etc.) will be done virtually • Outside activities will be considered on a case by case basis (i.e. running groups and gardening clubs) • Plans can be submitted to the Partnership office for consideration
Family Engagement and Support Services	<ul style="list-style-type: none"> • Food Pantries <ul style="list-style-type: none"> o Not open for traditional shopping o Grab and Go option will be available • For safety of students and families clothing closets will not be open but encourage families to utilize Goodwill, St. Vincent DePaul and other clothing outlets. • Currently not accepting donations of used clothing • Any parent or guardian entering the building must have a face covering
Other	<ul style="list-style-type: none"> • Anyone entering buildings must have a face covering and abide by all District policies and procedures