

## Harold McCormick – COVID-19 Procedure Plan

### 2020-2021

The Harold McCormick Elementary School COVID-19 Procedure Plan was created based upon the Elizabethton City Schools COVID-19 Response Plan but made more specific for our school. The design of the plan is flexible, based upon a 3-tier response system, allowing us to move between tiers depending upon the immediate needs of the school community. The coding system for the tiers is Green, Yellow, and red. A description of the tiers' plans is below:

**Green** (Community Spread is Low) – The green code will be in place if school is to be conducted in a “regular” fashion (5 days a week in-person). The focus of green coding is the prevention of spreading the illness; support for students, parents, and staff; and adherence to the regular program. The green code indicates school operations very similar to pre-COVID-19 operations with greater sanitation procedures and requirements for faculty, staff, and students. Additional requirements include

- No shared materials
- Additional cleaning procedures throughout the day
- Increased use of hand sanitizer and handwashing for faculty, staff, and students
- Parents/guardians monitor temperatures and symptoms every morning
- Limitation of visitors to the school (cafeteria, classrooms, etc.)

**Yellow** (Community Spread is Slow to Moderate) - The yellow code will be in place if school is conducted in a more cautious fashion (5 days a week in-person or staggered schedule). The yellow coding is based on the idea of increased social distancing and the need for illness mitigation. The following guidelines would be considered in a yellow coding:

Precautions included in the green code would be maintained.

General precautions:

- Close monitoring of temperatures and symptoms will occur throughout the day.
- Masks for faculty, staff, and students is expected.
- Student traffic flow will be intentionally directed and monitored. Lines in the hallways and marks that are 3 feet apart when space allows if standing in line for restrooms, lunch, etc.
- All water fountains will be closed except for the two that utilize water filters (for refilling faculty, staff, and student water bottles).
- Students will not use lockers.

Arrival and dismissal procedures will change to maintain social distancing. (See the YELLOW arrival/dismissal procedures below.)

Classroom precautions:

- Students will remain in homeroom for all classes while teachers will move from class to class.
- Specials teachers will come to classrooms for specials, except for P.E.
- Student seating will maintain 3-6 feet of distance between each other, desks all facing one direction, if possible.
- No outside guests will be allowed in classrooms.
- Students will use designated restrooms. (See YELLOW assigned bathrooms below)
- Teachers will utilize a structured recess schedule to maintain social distancing.
  - Centers/rotating groups will be modified.
  - Small group work will be modified.
  - Use of classroom libraries will be modified.
  - No sharing of supplies will occur.
  - Assistant schedules may need to be modified due to busing requirements and covering lunches until further notice.

Cafeteria procedures:

- Grade levels will eat in the cafeteria twice a week (3 classes at a time, or ½ capacity).
- Students will wash/sanitize hands before entering the cafeteria.
- Cafeteria workers will key in student codes and serve all food to students.
- Tables in the cafeteria will be at 50% capacity.
- All other lunches will occur in the classrooms with meals being delivered.
- Students will wash hands/sanitize before and after eating.
- No guests will be allowed during lunches.

Related Arts Procedures:

- The library will be closed.
- Students will be encouraged to read eBooks or bring books from home.
- All Related Arts (Specials) will take place in the classrooms, except P.E.
- P.E. will be allowed to go outside weather permitting. Gym usage will be determined at a later date.

RTI scheduling/procedures will be modified.

**Red** (Community Spread is Moderate to High) – The red code will be in place if school is not able to open. Teachers and students will transition to online teaching and learning platforms (i.e. Zoom, Google Meets, and Google Classroom). Appropriate students will receive Special Education services. All students will be required to complete work at home that will be submitted online or in packets, as needed. Students will be provided necessary materials and technology to complete work.

## **Arrival Procedures**

### **GREEN Arrival:**

Arrive following regular schedule

## YELLOW Arrival:

- All faculty will arrive at 7:30.
- Bus duty teams will not be used during the Yellow Arrival.
- Interventionists and Related Arts teachers will be stationed at the gym entrance, front entrances, long hallway, short hallway and circle, and 5<sup>th</sup> grade hallway.
- As students arrive, they will report directly to their teacher's room. (NO student lockers used.)
- Students will eat breakfast in the classroom.

## Dismissal Procedures

### GREEN Dismissal

Dismissal with regular schedule

### YELLOW Dismissal

- All teachers will stay in their rooms with their students. Bus riders will be called this way also until an alternate plan can be approved.
- Interventionists and Related Arts Teachers will assist at front and back entrances of Harold McCormick Elementary School. Parents will continue to pick up Kindergarten and 1<sup>st</sup> grade students (with older siblings) at the front entrance of Harold McCormick Elementary School. Parents will continue to pick up 2<sup>nd</sup>-5<sup>th</sup> grade students from the back of Harold McCormick Elementary School. Parents will pull through Hurricane Alley and through the gym parking lot.
- **Traffic Control:**
- SRO assisting as needed in front and back dismissal.
- Bus students will go to a determined room every day with teacher and bus duty helping.

## Lunch Procedures

### GREEN Lunch Schedule

Regular Lunch Schedule

## YELLOW Lunch Schedule

- Teachers will follow the same times for lunch.
- Lunch will be eaten in the classroom except for the two days a week for cafeteria use.
- Cafeteria workers will bring lunches to the classrooms.
- No peanut butter allowed when in yellow.
- Grades K, 2, and 4 may eat in the cafeteria on Mondays and Wednesdays.
- Grades 1, 3, and 5 may eat in the cafeteria on Tuesdays and Thursdays.
- Extended Resource Classes will be integrated with grade level classes.

## Assigned Bathroom Usage

### GREEN Assigned Bathroom Usage

Regular use of assigned bathrooms

### YELLOW Assigned Bathroom Usage

#### Classroom Bathrooms

- All Kindergarten/First Grade/ Price and Townsend's classes

#### Hallway Bathrooms

- 2<sup>nd</sup>-4<sup>th</sup> Grade

#### Gym Bathrooms

- 5<sup>th</sup> Grade and Perkins' Intervention Classes

Kindergarten Procedures for the 2020-2021 School Year will be posted Elizabethton City Schools Website and all three elementary schools.

THE HURRICANE WAY...BE RESPONSIBLE, BE RESPECTFUL, AND BE SAFE!

MRS. NAVE

Interim Principal

Harold McCormick Elementary