**Anthony Wayne Early Childhood Center**

**Fall 2020 Reopening Plan**

**(Updated 8-5-2020)**

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| **OPTION 1C:\Users\Staff930\AppData\Local\Microsoft\Windows\INetCache\IE\F8M850EF\large[1].png** | **FACE-TO-FACE INSTRUCTION****STUDENTS & STAFF IN-PERSON** **5 DAY SCHEDULE****SAFETY PROTOCOLS IN PLACE** |  **PAGES**  |

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| **SHORT-TERM CLOSURE** | **SHORT TERM CLOSURES DUE TO OUTBREAKS****STUDENTS & STAFF CONTINUE TO WORK FROM HOME****FACILITIES SANITIZED** | **PAGES**  |

* **FOR APPOINTMENT BASED SERVICES, (CHILD WITH MEDICAL NEEDS OR OTHER CONCERNS) PLEASE CONTACT THE SCHOOL..**

**SCHOOL GOAL:**

*Our goal at Anthony Wayne Early Childhood Center is to allow for a full return to school in-person this fall in a manner that minimizes the risk for students and staff by implementing health and safety measures.*

**RATIONALE:**

All Ohio schools closed for the remainder of the school calendar beginning on March 17, 2020 by order of the Governor and State Health Commissioner in response to the COVID-19 pandemic.  The Anthony Wayne Early Childhood Center plans to open for in-person classes for students as planned on September 1, 2020 and will follow the board approved calendar for the 2020-2021 school year.  The reopening plan was prepared in collaboration with Darke County schools, the Darke County Educational Service Center and the Darke County Health Department following the plan release at the state level on July 2, 2020.  Plan details for Anthony Wayne ECC may vary from other county schools based on school-specific needs, resources, and circumstances.

Continuing to keep children physically out of school could have long-term academic, social and emotional consequences.  Simply put, the benefits associated with reopening school buildings outweigh the risks of a continued school closure.  The District’s plans take into consideration the health and safety of our students and families, as well as district staff and our community as a whole.  While providing effective teaching and student learning, the goal is to also support our students’ social, emotional, physical and behavioral health.  In-person instruction will be the primary means for delivering content, and is the recommended mode of instruction by the American Academy of Pediatrics which has indicated “dangers of social isolation outweighs the risks of in-person classes for most children.”  Anthony Wayne ECC will decrease the likelihood of infection with enhanced hygiene, cleaning and safety protocols, but being in a public place has a certain level of risk that cannot be eliminated.  Any student who attends school will incur some level of risk.  The district will monitor the status of Darke County’s level in Ohio’s Public Health Advisory Alert System as we move throughout the year.

\*Visit darkecountyhealth.org for the most recent cases in Darke County.

**OUR PROMISES TO THE ANTHONY WAYNE EARLY CHILDHOOD CENTER COMMUNITY:**

1. Each school employee will implement recommended safety protocols to the highest degree possible;
2. Anthony Wayne Early Childhood Center will work closely with the Darke County Department of Health to promote safety in all school facilities;
3. The district will be transparent with all stakeholders that some level of risk will always be present when children and school employees occupy school district facilities;
4. The district will maintain our previously adopted school calendar with the addition of the front-loading of employee professional development;
5. We will take steps to ensure quality student learning will continue despite rolling short-term closures or extended school closures;
6. The district will take whatever steps are necessary to physically remain open despite COVID spikes;
7. The district recognizes the need for consistency in all areas of operations while acknowledging that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.  As a general rule of thumb, each employee will adhere to the safety protocols listed below and do their best to transfer these principles to all school environments.

**MAIN SAFETY PROTOCOLS:**

**Description of Safety Protocols**

* We will maximize physical distancing as much as possible.
* Routine cleaning of facilities will occur on an increased schedule.
* Hand sanitizing stations will be provided throughout the building.
* Students and staff will wash/sanitize hands regularly.
* Students should avoid the sharing of supplies with other students. Classroom teachers will limit the sharing of supplies. In classes where sharing of supplies is necessary, supplies will be cleaned after each use.
* Students are asked to have water bottles. The water fountains will be disabled due to the risk of infection. The district is installing additional water bottle fillers for use by students.

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|  | Classrooms |
| Option 1 |

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| Student Expectations | Staff Expectations |
| * The CDC recommends facial coverings for students in grades K-12. The decision to wear a facial covering for a preschool student is entirely up to the family.
* Families should consider having students wear a facial covering while riding the bus and in high congregate settings such as during class transitions, during 1:1 or small group settings and while at student lockers.
* Maintain maximum physical distance from peers whenever possible.
* Children shall wash hands, defined as using soap and water or using hand sanitizer (f 24 months or older), at the following times:
* Upon arrival for the day
* After toileting/diaper change
* After contact with bodily fluids
* Before eating or assisting with food preparation
* After water activities
* When visibly soiled (must use soap and water)
* Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.
 | Staff* Ensure classroom set-up of desks provides maximum physical distancing for students.
* School staff must wear a facial covering when social distancing cannot be maintained, unless doing so interferes with the learning process, when it is not advisable for health reasons, is a violation of documented industry standards, there is a functional reason to not do so, or when staff works alone in an assigned work area.
* Staff members will neither encourage nor discourage the use of facial coverings by students, but will support the family’s choice and provide guidance on proper use of masks when they are being worn.
* Ensure students maintain physical distancing whenever possible.
* Eliminate shared classroom materials.
* Field trips should not be scheduled at this time unless otherwise determined by administration.
* Alternative options for assemblies, performances and other events will be encouraged.
* Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
* Staff will use supplies provided to clean small group tables/chairs, countertops, teacher desk/chair, pencil sharpener, door handles, and any high touch surfaces at the conclusion of each class prior to switching groups.
* Staff shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:
* Upon arrival for the day, after breaks and upon returning from outside.
* After toileting or assisting a child with toileting.
* After each diaper change or pull-up change.
* After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
* After cleaning or sanitizing or using any chemical products.
* Before eating, serving or preparing food or bottles or feeding a child.
* Before and after completing a medical procedure or administering medication.
* When visibly soiled (must use soap and water).

Custodians* Ensure each classroom has proper supplies needed for cleaning and disinfecting.
* Make staff/parents aware of cleaning solutions being used regularly to identify anyone with known allergies to solutions.
* Clean student desks/chairs at mid-day and at the end of the day.
* Clean high touch surfaces such as door handles, restrooms ….
* Sanitize classrooms.
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|  | Attendance |
| Option 1 |

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| Student Expectations | Staff Expectations |
| * Healthy students (under quarantine) are expected to stay on track with work and assignments.
 | Teachers/Instructional Staff* Communicate with students and parents regarding missed assignments/work.
* Provide assistance when students are absent from class.
* Be flexible when receiving work from students’ absences due to COVID-19.
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|  | Hallways, Lockers and Common Areas |
| Option 1 |

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| Student Expectations | Staff Expectations |
| * The CDC recommends facial coverings for students in grades K-12. The decision to wear a facial covering is ultimately up to parents/families for preschool students.
* Families should consider having students wear a facial covering while riding the bus and in high congregate settings such as during class transitions and while at student lockers.
* Bring water bottle daily as traditional water fountains will be disabled.
* Report immediately to your destination and do not congregate in groups.
* When possible, stay to the right when traveling down hallways.
* Refrain from running your hand along the wall when walking.
* Students will have scheduled restroom breaks to reduce the number of students in the hallway at one time.
 | Teachers/Instructional Staff* School staff must wear a facial covering when social distancing cannot be maintained, unless doing so interferes with the learning process, not advisable for health reasons, are a violation of documented industry standards, there is a functional reason to not do so, or when staff works alone in an assigned work area.
* Supervise hallways and common areas to ensure students are reporting immediately to class.

Custodians* Disinfect high-touch surfaces such as door handles, handrails, etc…
* Disinfect lockers once daily.
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|  | Snack/Packed Lunch Service |
| Option 1 |

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| Student Expectations | Staff Expectations |
| * If bringing a packed lunch, report immediately to your assigned seat.
* Do not bring birthday treats or any outside food to be shared with others during lunch. Pre-packaged, individually wrapped, store bought treats can be coordinated with classroom teachers for celebrations.
 | Staff* Supervise designated eating areas to ensure students are properly physically distancing.
* Staff during snack/lunch should wear a facial covering when social distancing cannot be maintained.
* Disinfect serving areas before and after each lunch period.

Custodians* Empty trash after each lunch period.
* Assist staff in disinfecting all table tops and seats between lunch periods.
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|  | Restrooms |
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| Student Expectations | Staff Expectations |
| * The CDC recommends facial coverings for students in grades K-12. The decision to wear a facial covering is ultimately up to parents/families for preschool students.
* Families should consider having students in grades K-12 wear a facial covering while riding the bus and in high congregate settings such as during class transitions and while at student lockers.
* Follow physical distancing guidelines as much as possible when in the restroom.
* If all restroom stalls are in use, students wait on floor markings outside of restroom entrance or physical distance as much as possible.
* Utilize hand sanitizing stations outside of individual restrooms.
 | Teachers/Instructional Staff* Work with administrators to create a schedule for whole class restroom use to minimize two classes being at restroom at once.
* Assist in supervision of restrooms and hallways between classes.

Custodians* Disinfect all building restrooms twice daily.
* Sanitize restrooms regularly with electrostatic sprayer.
* Wipe down handles for individual restrooms regularly.
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|  | Arrival and Dismissal |
| Option 1 |

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| Student and Parent/Caregiver Expectations | Staff Expectations |
| Parents/Caregivers* Conduct a student wellness check at home prior to sending students to school. Students with temperatures over 100.0oF or exhibiting other symptoms should stay home.
* The CDC recommends facial coverings for students in grades K-12. The decision to wear a facial covering is ultimately up to parents/families for preschool students.
* Families should consider having students in grades K-12 wear a facial covering while riding the bus and in high congregate settings such as during class transitions and while at student lockers.
* Limit visits to school as much as possible.
* Generally, visitors and volunteers will not be permitted in school facilities during the day. Safety protocol such as wellness checks will be implemented for all visitors.
* While parents are permitted in the office areas, office staff will limit the number of visitors in those areas.

**Drop Off Procedure**1. Report to the Gymnasium or temperature check.
2. Take child to designated classroom maintain social distancing.
3. Drop the child off and avoid gathering in the hall.
4. **Teacher will unpack and pack book backs this year.**

**Pick Up Procedure:** 1. Each student will be assigned a 3 digit number that is laminated with our **Panther** mascot on it.
2. Cards will be color coded according to their room.
3. Families will be provided with 2 sets of the cards.
4. **Cards must be visible for the staff to read the number when picking up the student. The driver must have the card in order to take the child**, unless other arrangements have been approved by the office.
5. A staff member will walk the child to the car, and the driver will get out to put the child in their seat.
6. **Rooms 7, 1, 2, 3** will be picked up by the doors out front near the flag. **Rooms 4, 5, 6, 8** will be picked up by the playground.

***Note: For the purpose of this document, symptoms of COVID-19 include, but are not limited to: fever over 100.0oF, cough, sore throat, shortness of breath or difficulty breathing.*** | Teachers/Instructional Staff* School staff must wear a facial covering when social distancing cannot be maintained, unless doing so interferes with the learning process, not advisable for health reasons, are a violation of documented industry standards, there is a functional reason to not do so, or when staff works alone in an assigned work area.
* Thermometers will be provided in all teacher work rooms and can be used to help monitor students using discretion and as needed.
* Work with administrators to create a schedule to stagger entry and exit to/from buildings where possible.
* Supervise entryways, hallways and common areas to ensure students are reporting immediately to their assigned classroom and not congregating.
* Staff on supervision duty should prop doors open when their shift begins to maximize airflow and reduce the number of touches to door handles.
* Staff on supervision duty should close doors when their shift is over so doors are not left open while unsupervised.

Custodians* Clean between the morning and afternoon sessions
* Disinfect high-touch surfaces such as door handles, handrails and fob pin pads twice daily.
* Sanitize doorway entrances regularly with electrostatic sprayer.
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|  | Office & Work Rooms |
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| Student and Parent/Caregiver Expectations | Staff Expectations |
| Parents/Caregivers* Conduct a personal wellness check at home prior to entering a school building. Do not come if you have a temperature over 100.0oF or exhibit other symptoms.
* Limit visits to school as much as possible.
* Generally, visitors and volunteers will not be permitted in school facilities during the day for extended visits outside of the office area. Safety protocol such as wellness checks will be implemented for all visitors who go beyond the office.
* While parents are permitted in the office areas, office staff will limit the number of visitors in those areas.
* Follow physical distancing protocols as much as possible when in office.

Students* Come to the office only when you have permission from an adult.
* Follow physical distancing protocols as much as possible when in office.

*Note: For the purpose of this document, symptoms of COVID-19 include, but are not limited to: fever over 100oF, cough, and shortness of breath or difficulty breathing.* | Teachers/Instructional Staff* Limit trips to the office to only those which are necessary.
* Limit students sent to the office to only those which are necessary.
* School staff should consider wearing a facial covering when social distancing cannot be maintained.
* Follow physical distancing protocols as much as possible when in the office and work rooms.

Office Staff* Ensure seating areas are properly physically distanced, removing some seating if necessary.
* Sanitize/wash hands upon entering and exiting the office.
* Revise sign-in procedures to include safety protocols (temperature check and COVID questionnaire) for all volunteers/visitors who plan to stay for longer than 15 minutes.
* Disinfect office counter, work stations, office copy machine and seating areas at mid-day and at the end of the day.

Custodial Staff* Install barriers to protect employees working in the main office.
* Disinfect high-touch surfaces such as door handles, handrails and copy machines twice daily.
* Disinfect both sides of protective barrier once daily.
* Sanitize office regularly with electrostatic sprayer.
* Ensure office staff has proper supplies needed for cleaning and disinfecting.
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|  | Meetings and Conferences |
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| Student and Parent/Caregiver Expectations | Staff Expectations |
| Parents/Caregivers* Attempt to address any concerns with school staff via email or phone conferences when possible.
* When requesting a meeting, notify the school of your preference to attend meeting in-person, via phone or using a virtual platform.
* Conduct a personal wellness check at home prior to an in-person meeting. Do not come if you have a temperature over 100.0oF or show other COVID-related symptoms.
* Comply with all safety protocols, including a temperature check and COVID Questionnaire.
* In-person meetings should follow appropriate physical distancing protocols.

*Note: For the purpose of this document, symptoms of COVID-19 include, but are not limited to: fever over 100oF, cough, and shortness of breath or difficulty breathing.* | Teachers/Instructional Staff* Provide parents/caregivers options for in-person, phone or video conferencing meetings.
* When possible, attend meetings by phone or video.
* Ensure meeting space allows for physical distancing. For large meetings, some team members may need to participate by phone or virtual platform to reduce the number of people physically present.
* School staff should consider wearing a facial covering when social distancing cannot be maintained.
* Ensure maximum physical distancing as much as possible when in-person meetings are held.

Custodial Staff* Clean and disinfect conference rooms before and after meetings or provide materials for cleaning and disinfecting to take place.
* Sanitize conference rooms regularly with electrostatic sprayer.
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|  | Health Services - Illnesses |
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| Student and Parent/Caregiver Expectations | Staff Expectations |
| Parents/Caregivers* Provide facial coverings for students (district will provide masks for students by parent request).
* Conduct a student wellness check at home prior to sending students to school. Students with temperatures over 100.0oF or exhibiting other symptoms should stay home and see their primary care provider.
* Students should stay at home if they have any of the following symptoms: cough, shortness of breath, or difficulty breathing.
* Students should stay at home of they have two of the following symptoms: fever (measured or objective), chills, rigor, muscle soreness, headache, sore throat, new loss of taste or smell, GI issues (nausea and vomiting or diarrhea).
* Students should stay at home if they have any of the following symptoms: fever (measured or objective), chills, rigor, muscle soreness, headache, sore throat, new loss of taste or smell, GI issues (nausea and vomiting or diarrhea) **AND** an epidemiological link to a case of COVID-19.
* If anyone in the house is exhibiting symptoms of COVID, student(s) should stay home until it is clear as to the nature of the illness. Parents should notify the school if a student or household member has been diagnosed or presumed to have COVID-19.
* Students found to be COVID-positive will be given further instructions after consultation with the Darke County Health Department.
* If parents suspect their child may have had direct contact with someone with COVID and their child is exhibiting symptoms, it is recommended that the child be tested for COVID and remain out of school until the test comes back negative.
* Ensure contact information is up to date in the event that the office staff needs to contact home.
* Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

**Return to School After Illness**If a student is diagnosed as having COVID-19, they must meet the following criteria to return to school.* 3 days with no fever (without using fever reducing medication) **AND**
* Other symptoms improved **AND**
* 10 days since symptoms first appeared

 * Students that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using fever reducing medications.
* Any other illnesses should be handled in the routine manner according to district procedures.
* NOTE:  To return to school the child must be transported to school by the parent and be checked by the school nurse.  The parent shall make an appointment with the school nurse to meet prior to entering the school.

Students* Students who show symptoms will immediately be separated from others, given a mask, and monitored by a staff member wearing appropriate personal protective equipment.
* Students will wait in a separate location from the nurse’s office.
* Wearing a mask is required if a student is determined to have a fever or other symptoms.
 | Teachers/Instructional Staff* The district will assist the Darke County Health Department in contact tracing.
* Conduct a personal wellness check at home prior to coming to work. Do not come to work if you have a temperature over 100.0oF or exhibit other symptoms.
* Staff members must notify the building administrator if they are sick with COVID-19, thinks they may be sick with COVID-19, has been notified to quarantine due to potential exposure of COVID-19 or has been asked to quarantine by a healthcare provider due to a health-related reason.
* Staff members found to be COVID-positive will be given further instructions after consultation with the Darke County Health Department.
* Staff members that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to work after they are fever free for 24 hours without using any fever reducing medications.
* Utilize provided materials in classroom for minor first-aid concerns (i.e., Band-Aids).
* Limit students sent to office with symptoms of illness to those you cannot triage yourself.

Office Staff/Nurse* Provide an isolation area for students exhibiting fever or other symptoms.
* Wear proper PPE (facial covering, gloves, etc.) when assessing students who report symptoms of illness.
* Follow proper documentation protocols for all student illness assessments.
* Sanitize/wash hands upon entering and exiting the sick room/isolation area.
* Ensure the assessment area is kept clean and sanitized.
* Ensure physical distancing protocols are followed whenever possible.
* Ensure the isolation area is properly supervised when in use.
* Disinfect the isolation area after students who utilize the area have left.
* Keep the sick room/isolation area door open to maximize airflow and reduce the number of touches to door handles.
* Serve as confidential contact with the Darke County Health Department.
* Follow communication protocols from Darke County Health Dept. for notification when a student/staff member has been diagnosed with COVID-19.

Custodial Staff* Ensure sick room/isolation areas has proper supplies needed for cleaning and disinfecting.
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|  | Communications of a COVID-19 Diagnosis |
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| General Guidelines | Staff Expectations |
| Communication will be in collaboration with the Darke County Health Department.  A common template will be developed to include the following:* The district will cooperate with the Darke County Health Department in contact tracing to identify close contacts of the case of COVID-19.
* A 14-day quarantine will be required of any student who is determined to have close contact with the case of COVID-19 by the Darke County Health Department.
* The Darke County Health Department will write a letter on behalf of the district to use that will explain/define what is considered close contact to a COVID-19 case that will result in quarantine.
 | District Staff* Follow student privacy laws when confirming cases and reporting to the public.
* Maintain confidentiality regarding suspected and/or confirmed cases.
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|  | Recess |
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| General Expectations | Staff Expectations |
| * Schedules will be arranged to limit the number of students on the playground at one time.
* Social distancing will be encouraged. Additional green space will be utilized outside of the fenced in area to promote social distancing.
* Non-contact games and activities will be encouraged.
* Access to certain pieces of playground equipment and activities that are high-touch will be restricted.
* Students must wash and/or sanitize their hands after recess.
 | Teachers/Instructional Staff* Work with administrators to create a schedule for classes that utilize multiple spaces to assist with social distancing.
* Assist in supervision of all areas.
* Clean recess equipment after use (balls, jump ropes, etc…)

Custodians* Sanitize recess equipment regularly.
* Wipe down handles to doors and gates regularly.
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|  | Rolling Closures Due to COVID-19 Outbreaks |
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PLEASE NOTE:

\*AT THIS TIME THE DISTRICT IS STILL WORKING ON PLANS ASSOCIATED WITH REMOTE LEARNING IN THE EVENT SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION. THE DISTRICT WILL BUILD ON THE SUCCESSES FROM LAST SPRING, BUT IMPROVE UPON AREAS OF INSTRUCTION AS NEEDED IN THE EVENT OF CLOSURES.

**“If you have a need to receive an at-**

**home learning option please contact the school to learn more about our abilities to assist you.”**

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| Student and Parent/Caregiver Expectations | Staff Expectations |
| Parents/Caregivers* Develop a school schedule to keep routines in place for students while working from home.
* Ensure students are completing all online assignments, projects and assessments in a timely manner.
* Actively monitor and support student progress with access to the online platform and progress information.
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