

LFW Smart Start 2020 School Guidance

Revised August 18th

These protocols are subject to change as needed.

| Health and Safety | |
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| Parental Responsibilities | <ul style="list-style-type: none"> ● Monitor your child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending your child to school. ● Follow KPBSD's Symptom Free Schools Protocol |
| Entering School | <ul style="list-style-type: none"> ● Staff will use one of four entry points and sanitize before proceeding to their classroom. ● Kindergarten- start in yard, enter kindergarten classroom ● Sam's room- enter through main door ● Mo's room-enter through front glass door ● Students will wash hands with soap and water before entry to the classroom. ● Anyone entering the building will have their mask in place. ● Only staff, students, parents, and volunteers will be permitted to enter the building while wearing masks. |
| Hand Sanitizing Stations | <ul style="list-style-type: none"> ● Hand sanitizer dispensers will be placed near all main entry doors and other high-traffic areas. ● Signage and direction guidance will be posted for students and visitors at entry. ● The administrator and custodian staff will monitor hand-sanitizing stations and refill them, as needed. |
| Teaching of Hygiene Expectations | <ul style="list-style-type: none"> ● Signage and regular reminders will be posted regarding the importance of hand hygiene and expectations. ● Each classroom will implement hygiene expectations <p>Little Fireweed will train all students on:</p> <ul style="list-style-type: none"> ● PPE ● Staying home if sick ● Who you report to if you are feeling ill ● Hand washing/cough etiquette and other prevention strategies |

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| | <ul style="list-style-type: none"> ● Social distancing expectations ● Social distancing in lines ● Transportation expectations ● Personal property at school |
| Hand Washing and Sanitizing | <ul style="list-style-type: none"> ● Students will wash hands or sanitize hands each time they enter their classroom. ● Students will wash hands with soap and water in the bathroom before and after eating lunch and/or snack. ● Students will wash or sanitize their hands before and after recess. After recess, students will proceed directly to their classroom to wash their hands with soap and water or use hand sanitizer. ● Staff will wash hands or sanitize upon entry to a classroom or shared spaces in the building ● Students will wash hands or sanitize before and after using a computer/laptop. ● Students must wash their hands or use hand sanitizer before leaving the classroom at the end of the day. |
| Masks | <ul style="list-style-type: none"> ● All students will wear masks in the hallway or other common areas in the building. ● Students will wear a mask on the bus when social distancing is not possible. ● All students must wear masks if they indicate they are feeling ill. |
| Physical Distancing | <ul style="list-style-type: none"> ● Little Fireweed has developed a schedule to limit mixing between grade levels. ● Space seating and desks six feet apart if possible, or to the maximum distance allowable. |

Cleaning and Sanitizing

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| Frequent sanitation efforts and procedures | <ul style="list-style-type: none"> ● Increased cleaning of high traffic areas by staff. ● Any shared materials will be sanitized between use |
| Teacher/classroom responsibilities | <ul style="list-style-type: none"> ● High touch areas (door handles, sink handles, etc.) will be sanitized frequently ● All tabletop surfaces, including students desks, are cleared of all items each night |

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| | <ul style="list-style-type: none"> ● Floor needs to be cleared of all items such as pencils at the end of the day ● Desks and other surfaces will be wiped down at the end of each day. |
| Technology Sanitation | <ul style="list-style-type: none"> ● Student devices will be sanitized daily. |
| Water Fountains | <ul style="list-style-type: none"> ● Water fountains will be only be used for filling bottles ● All students will be expected to have their own labeled water bottle |
| Symptom-Free Schools Protocol | <ul style="list-style-type: none"> ● To reduce contamination risk of our school, there will be a sick bay set up and staff will contact our nurse via telehealth. The nurse will then contact the parent if needed. ● Masks are included on the student school supply list. ● Pop up isolation tent available for students exhibiting COVID-19 symptoms-they will be utilized as needed. |

Volunteers

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| Volunteers and visitors will be limited to parents and guardians. | <ul style="list-style-type: none"> ● Volunteers need to have an approved background check prior to volunteering. ● Volunteers and visitors must wear masks when in the building. ● Visitors will use hand sanitizer when entering the building and classrooms. ● Visitors will use the touch free sign in. |
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Transportation

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| Transportation During Different Risk Levels | <ul style="list-style-type: none"> ● In “Medium” or “Yellow” risk, all out of attendance area students and students living within 1.5 miles walking distance will need to be transported to school by a parent or guardian. Bus transportation will not be an option. |
| Arrival/Dismissal | Arrival |

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| | <ul style="list-style-type: none"> ● Students will put their mask on before entering the building. ● After students have entered the building through their designated entrance, they can remove their masks <p>Dismissal</p> <ul style="list-style-type: none"> ● Students will use hand sanitizer before leaving the classroom. ● Students will be dismissed in grade level cohorts and staggered to accommodate social distancing. ● Kindergarten students will exit from their door. ● Sam’s class will exit out the main door. ● Mo’s class will exit the glass door in the front. ● Bus lines will have marks that are spaced apart. ● Bus students will wear their masks while in line and on the bus. ● Bus students will sit one person to a seat or with a sibling. ● Students may remove their masks once they enter their vehicle. |
| Sign-in/Sign Out Protocol | <ul style="list-style-type: none"> ● Hand sanitizer will be available if signing children in or out. ● Parents will need to text or call Janet for signing in students that are late to school AND signing out students that are leaving school early. No physical sign-in/sign-out sheet will be used. |

Communication

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| District communications about risk levels and protocols | <ul style="list-style-type: none"> ● District website shows real-time graphic representation for all 42 schools' risk status by color. ● Local public health officials determine community outbreaks. ● Communication to staff and families when shifts between risk areas occur, similar to weather closures or two-hour delays. |
| School Communication | <ul style="list-style-type: none"> ● Janet Bowen, school secretary will send out a robo call when the risk level changes to red. ● Communication will be found on our school website and school Facebook page, and/or communicated through PowerSchool Messenger. |

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| | <ul style="list-style-type: none"> • Updated PowerSchool information is essential for communication. |
| Teacher Communication | <ul style="list-style-type: none"> • Teachers will communicate with families using Seesaw, Week at a Glance, and school website. • Teachers will be available for communication through phone calls and email. |

Scheduling/Transitions - Social Distancing Plan

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| Hallways | <ul style="list-style-type: none"> • Students will wear masks when walking down the hallway. • Everyone will have a mask in place, sanitize in and sanitize out, and hands to self • Maintain reasonable social distancing • Sanitize in/out |
| Hallway transitions | <ul style="list-style-type: none"> • All transition schedules will be staggered to decrease exposure to other classrooms and decrease the development of lines forming to enter an area. |
| Bathroom | <ul style="list-style-type: none"> • We will limit bathroom occupancy • Students will be taught sanitations protocols for the bathroom |
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| Lunch/Recess | <ul style="list-style-type: none"> • Little Fireweed will have separate lunch and recess times for each grade level • Masks will not be required at recess or lunch. |

In-Person Classroom/Onsite Instruction

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| Seating | <ul style="list-style-type: none"> • Classroom teachers will minimize and arrange furniture to optimize the ability to maintain spacing. • Desks or table spots and chairs will be assigned to individual students. • Chairs may be assigned to make sure students use the same chair each day. • Students will be spaced to 6 feet or maximum allowable distance. |
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| Materials | <ul style="list-style-type: none"> ● To the extent possible, students will have individual classroom supplies. ● Teachers are responsible for establishing disinfecting protocols for shared items. ● Students will have their own individual supplies labeled with the student name. ● Books and paper materials must be handled according to most recent safety protocols. |
| Technology | <ul style="list-style-type: none"> ● Laptops will be assigned to students to limit the number of people using the device each day and properly sanitized daily. ● Students will wash or sanitize hands before and after using a computer. |
| Personal Property | <ul style="list-style-type: none"> ● Personal items will be stored in a manner that ensures minimal contact ● Students may only bring materials that are deemed essential to safety and learning. |
| Recess and Playground | <ul style="list-style-type: none"> ● Little Fireweed will have separate recess times. ● Students will wash or sanitize hands out/in. ● Students should not bring recess equipment from home. |
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Nursing Protocols

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| Sick Students | <ul style="list-style-type: none"> ● If a student is feeling ill, the teacher will ask for staff to help student go to the sick bay. ● Staff will call Melissa via telehealth. ● Students will gather backpacks to go home if necessary. ● Students displaying any symptoms will be sent home from school and not allowed to return until they have met the criteria listed in the KPBSD Symptom Free Schools Protocol. ● Students who are ill will be kept in a separate area to prevent cross-contamination. ● Students that are returning to school after being ill must check in with Melissa before entering the building. |
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| Medically Fragile Staff and Students | <ul style="list-style-type: none"> ● Little Fireweed will offer remote learning options to students who cannot attend school due to high-risk medical conditions. ● Teachers working with students who are medically fragile will call the nurse before sending the student to the nurse's office. Students will be treated in an area separate from sick students-possibly in their classroom if that is appropriate and safer for the student. ● At medium risk, Nurse Melissa will contact families of high-risk students to inform of the change in risk level. |
| In the event of COVID19 on campus | <ul style="list-style-type: none"> ● Nurse Melissa will provide a direct report to Iris Wertz, KPBSD Nursing Supervisor, on the diagnosed case(s) and impose restrictions on close contacts. |
| Contact Tracing | <ul style="list-style-type: none"> ● Nurse Melissa will complete the contact tracing form to identify any students or staff members who may have had close contact with another individual who has been diagnosed with COVID-19. ● The names of students or staff who may have had close contact with the individual that tested positive will be provided to Iris Wertz and the building administrator. |

Remote Learning by Choice

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| 100% WHE Remote Students | <ul style="list-style-type: none"> ● Remote students will be connected to a grade level in-person classroom and be included in the corresponding SEESAW classroom. ● Remote teacher will facilitate opportunities for remote students to develop a remote classroom community. ● Options for weekly collaborative opportunities for remote students to connect with in-person classmates via Zoom facilitated by the in-person teacher. ● Remote learning core content will be the same as in-person ● Students will submit assignments to his/her teacher each Friday and pick up materials for the following week. |
| Grades | <ul style="list-style-type: none"> ● Remote teachers will provide ongoing feedback to students on assignments and progress. |
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| Shifting between learning modes | <ul style="list-style-type: none"> ● Families must notify the office of their intention to switch between learning modes. ● Little Fireweed administration and nursing staff will work with families to employ the best re-entry timeline. ● Families will complete a re-entry checklist prior to entering in-person learning. ● Families switching to remote learning will meet with the remote teacher prior to attending remote. |
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Shift from Yellow (Medium-Risk) to Red (High-Risk) Level

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| Pick up or drop off of materials | <ul style="list-style-type: none"> ● Little Fireweed will communicate a schedule for families to pick up student materials. ● The schedule will be communicated to parents and families via Robo call and other media. |
| SeeSaw | <ul style="list-style-type: none"> ● Students will have knowledge of accessing SeeSaw and other digital tools to ensure a smoother transition when navigating assignments and lessons from home. |
| Medically fragile students | <ul style="list-style-type: none"> ● Nurse Melissa will call parents of <i>medically fragile students</i> when it appears that we may be trending toward a high-risk level. ● Nurse Melissa will call students when the South Peninsula makes the shift between risk levels. |
| At-risk students | <ul style="list-style-type: none"> ● Option to attend in-person learning when the community is at the red (high-risk) level. ● Teachers will communicate with parents/guardians of <i>at-risk students</i> when it appears that we may be trending toward a high-risk level. ● Teacher will call the families of <i>at-risk students</i> when the South Peninsula makes the shift between the yellow and red risk levels. |

Remote Learning During the Red (At-Risk) Level or During a Classroom Quarantine

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| Instruction and collaborative opportunities | <ul style="list-style-type: none"> ● Zoom sessions will be live and recorded. If a student cannot attend a live session, they will have access to a recording of the session. |
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| | <ul style="list-style-type: none"> • Students will have collaborative opportunities each week. • Assignments will be outlined in the Week at a Glance. |
| Technology | <ul style="list-style-type: none"> • KPBSD will issue devices based on need. |
| Submitting Assignments | <ul style="list-style-type: none"> • Students will submit assignments to his/her teacher via SeeSaw or other digital tools. • Little Fireweed will work with families to coordinate material exchange, if needed. |
| Feedback and grades | <ul style="list-style-type: none"> • Teachers will provide ongoing feedback to students on assignments and progress. • Standards-referenced grades will be assigned to students and will be reported on report cards. |
| Returning materials | <ul style="list-style-type: none"> • Any items provided by the school, including technology, will be returned to school with students on the first day back when resuming in-person learning. |