



***DPS 5 School Implementation Plan Final (10/5)***  
***College View Elementary School***

**DPS 5: I PROTECT YOU; YOU PROTECT ME**

**COMPLETE YOUR HEALTH SCREENING.** Complete a health screening every day before entering, and please stay home if you are sick.

**WEAR A MASK OR FACE COVERING.** Face coverings are required, except when you are alone in your enclosed office or classroom.

**MAINTAIN PHYSICAL DISTANCE.** Please stay at least 6 feet away from other adults.

**MEET VIRTUALLY.** Please don't have adult in-person meetings or use communal spaces.

**PRACTICE GOOD HYGIENE.** Cover coughs and sneezes, and avoid touching your face. Wash your hands or use hand sanitizer.

**Student Health Screen**

- How will the school communicate at-home screening (via paper instructions or via the optional district online tool) expectations to parents, and ensure tools are accessible?
  - In addition to the district communications, ECE staff will individually reach out to families to verbally share the screening expectations and procedures prior to September 14th and to walk them through the online tool to ensure they can access it and know how to use it. This was also shared through an ECE ELA-E and ELA-S Virtual Back to School Night on Zoom on September 9th. Teachers will follow up with individual families who did not attend. On September 14th we will send home a paper copy in English and Spanish explaining the procedures as well. School leaders and teachers will also film an "orientation" video prior to the September 14 start date.
  - For K-5 information will be shared at a virtual K-5 Back to School Night on September 9th and before returning to the building expectations will be reiterated to students and families via the LMS and robocalls, our website, Facebook and the marquee, as well as signage at the doors.
- What is the school's process to conduct outdoor in-person screening for those that are not self reporting via the district online symptom screening tool or paper format?
  - In addition to the district at-home screener, the ECE team at College View will conduct daily screenings. A sign-in sheet will ask the families if they passed the screener and they will initial the box. Then they will screen in person and families will initial the box before they sign in their student in for the day.

- [Quick Covid-19 screening flowchart](#) - At school or at home decisions will be made using the flowchart for guidance. In the case of inclement weather we will use a tent for outdoor screenings.
  - [DPS Screening Guidance for Student](#)
  - All ECE classrooms are practicing in-person sign-in procedures with families 1:1 in the days leading up to September 14th.
  - K-5 students will enter through a dedicated, separate external door. (See floor plan linked below) Paws will be painted on the cement to indicate 6 feet of distance for students to stand while waiting outside, supervised by a certified staff member.
- How will the school ensure privacy of students who fail their screener?
    - The adult screening the student will privately radio for the nurse or admin on duty to support with a private conversation to send the student home. The student name will not be shared with additional staff. The student will remain outside of the building with the guardian on-site.

#### Must Have - Employee Health Screen

- How/When will the school communicate at-home screening (via the district online symptom) expectations to staff and teachers?
  - Employees will use the daily employee health screen on the Safe Access Website and sign in at the front door of the building when they arrive. Staff will show their green screen to the admin when they sign in each morning, and the admin on duty will keep the app open to confirm in real time if the staff is clear (green) to enter the building.
- What is the school's process to conduct outdoor in-person screening for those that are not self reporting via the district online tool?
  - Staff will show their green screen as they enter the building. If they haven't completed the self-report via the district tool, we will pause them and have them complete it outside before they enter. We can also offer to take their temperature for them.
- How will administration ensure full participation and compliance among staff? How will they respond if they fail to achieve full participation and compliance?
  - College View staff cares deeply about our community and one another, and we do not anticipate this issue arising based on our relationships with staff and our style of communicating clearly and often. Should a problem arise, we will invite the individual staff to stay home until we can support with an additional conversation or corrective action.

#### Must Have - Food and Nutrition Services

- When will school administration consult with the [Food Services Area Supervisor](#) to ensure the food service plan addresses how students will collect their food and bring it to the classroom to eat?
  - For ECE starting on 9/14, the cafeteria staff will bring individually packaged breakfast, lunch and snack to the ECE classrooms. Students will eat picnic style on the tables, or floor, or outside weather permitting, six feet apart. Staff and students will wash their

hands before eating and after eating. All tables and surfaces will be cleaned and sanitized prior to mealtimes.

- For K-5, meals will be delivered to classrooms and students will eat in classrooms. Staff and students will wash their hands before eating and after eating. All tables and surfaces will be cleaned and sanitized prior to mealtimes.
- Does this plan avoid group congregation?
  - Food plan contains each cohort to themselves. Each class will eat in their classroom or in an outdoor space socially distanced with individualized and self-contained portions of food.

#### Must Have - Arrival and Departure

- Describe the school's plan to stagger arrival and departure in the context of transportation constraints (on foot, bus, private car, etc.).
  - Each ECE classroom will assign families [staggered times](#) to arrive in the morning. This will account for families that drive and walk to school. There are no students arriving by bus. Each classroom will have their own station for families to sign in and out. During arrival they will complete the health screening. Each classroom will use their teacher or paraprofessional to complete the sign in/out and health screening. Families will be instructed to stand on spray painted paw print markers to stay socially distanced.
  - Arrival:
    - ECE - 8:00 am Arrival
      - Room 101 - As each student is signed in the staff will escort the student into the classroom.
      - Room102 - Staff will help families sign in and students will wait outside or in the hallway socially distanced.
      - Room 103 - One staff will sign in families and complete health screening while the other staff will wait with the students on the playground (weather permitting).
      - Room 104 - One staff will sign in families and complete health screening while the other staff will wait with the students on the playground (weather permitting).
    - Affective Needs Center Program (AN) - 8:00 am Arrival
      - The students in the AN Center will arrive by bus.
    - Kinder & 1st Grade - 8:00 am Arrival
      - Kindergarten and 1st grade students will enter the building through Door #11 at 8:00 am.
    - 2nd Grade - 8:00 am Arrival
      - 2nd grade students will enter through Door #1 at 8:00.
    - 3rd & 4th Grade - 8:00 am Arrival
      - 3rd and 4th grade students will arrive at 8:00 and enter through Door #13.
    - 5th Grade - 8:00 am Arrival
      - 5th grade students will enter at 8:00 am through Door #15.
  - Dismissal:
    - ECE (Rooms 101, 102, 103, 104) - One staff member will begin signing students out at 2:40. At 2:45, a staggered-release will be used to send students outside of the classroom.
    - Kindergarten - 5th Grade, including Affective Needs will dismiss students at 2:45.

- What is the process for late arrival/early departure of students and/or staff?
  - Late arrivals and early dismissals will be instructed to go through the main office. There will be signs on the outside of the playground gates as well as on all classroom doors stating that families are not allowed to enter the building.
- When will school administration consult with the Emergency Management Coordinator to plan for monthly fire drills? When are the fire drills scheduled?
  - Leadership will connect with the Facility Manager to complete the first fire drill before October 1st. We will do all required drills monthly moving forward.

#### Must Have - Restroom Protocols

- Is there a school-wide protocol for allowing students to use restrooms during class time? If so, what is it?
  - ECE
    - Room 101, 102, and 103 will allow students to use restrooms as needed. Restrooms are located within the classroom or attached to the classroom, and cohorts will not mix toilet and sink locations.
    - Room 104 will have a scheduled bathroom break at the beginning of each class and before each outside time. Restrooms are located on the ECE hallway. One staff member will escort students that need to use the restroom as needed. Currently room 104 will be at ratio with one adult with the students. If more students enroll making one staff member out of ratio with the group, extra support will be given to the classroom to allow for unscheduled bathroom time for students that need it.
  - Kindergarten - 5th Grade
    - Each teacher will allow one student to go to the bathroom at a time.
    - Non-teaching staff will monitor hallways and bathrooms to allow for one student to enter primary and intermediate restrooms at a time.
- Describe how the school will prevent congregation of students in or outside restrooms areas (consider the one-way hallway and staircase flow).
  - ECE - For room 101, 102 and 103 the teachers will monitor restrooms to assure that there is only one student using the restroom at a time. Room 104 will assist their students using the hallway bathrooms and keep students 6ft apart in the hallway while they wait.
  - Kindergarten - 5th Grade - Each teacher will allow one student to go to the bathroom at a time. Non-teaching staff will monitor hallways and bathrooms to allow for one student to enter primary and intermediate restrooms at a time.
- Describe how the school will prevent congregation of adults in or outside restrooms areas (consider the one-way hallway and staircase flow).
  - ECE adults have been in the building preparing for the return of students, and have followed all safety protocols of 6 ft distance, mask wearing and frequent hand-washing. When students return they will continue to be careful and will be strategic about ECE ratio and adults.
  - There will be three adult unisex restrooms available for staff members - gym office, lobby, supply and copy room. We will review social distancing requirements with adults and they will be reminded by signage throughout the building.

## Must Have - Front Office

- How/When will the school communicate the no-visitor policy to parents and others? Identify the specific emergencies that would be an exception to the above policy.
  - ECE families will be aware prior to school starting via the previously described communication. Signage on the doors will confirm this information. In case of an emergency of health or injury, the student will be isolated and the parent or guardian will enter and exit the school from a door away from student programming.
  - We have shared the [Family Return to School Planning Guide](#) with our community. The no visitor policy was discussed at the September 9th Back to School Night through Google Meet.
- Describe the school's plan to address physical barriers (ex. signage) and the sanitization process for shared items (ex. pens).
  - Signage will be already displayed on external doors and bathrooms and hallways. Bathrooms will be deeply cleaned daily by the facilities team. Shared pens for arrival sign in will be labeled and placed in clean and dirty cups, and pens will be sanitized by all staff prior to dismissal and again after.
- Describe the sign-in/sign-out for non-school-based staff who are entering and exiting the building (itinerant staff, rare parent entering visit for emergency reasons).
  - Itinerant staff and the rare parent or guardian will buzz at the front door and a masked staff will meet them outside for the health screening, unless the staff has the green screen from the Safe Access app.

## Must Have - Building Traffic Flow

- Describe the school's plan to manage traffic in the building. Include the following:
  - How will the school prevent congregation in common areas including hallways and stairwells?
    - The master schedule will eliminate more than one cohort moving through the hallways at any one time. Staff will accompany students in hallways.
  - How will the school prevent congregations in restrooms and hand-washing stations?
    - Each teacher will allow one student to go to the bathroom at a time. Non-teaching staff will monitor hallways and bathrooms to allow for one student to enter primary and intermediate restrooms at a time.
  - How will the school designate hallways and stairwells as one-way, with clear signage?
    - The master schedule will eliminate more than one cohort moving through the hallways at any one time. Staff will accompany students in hallways.

## Must Have - Space Utilization

- Identify which classrooms and other instructional spaces will be used by which instructors/student groups and when. If a space will be shared by more than one cohort throughout the day, describe the plan to sanitize the area between uses.
  - [ECE Schedules](#)
  - Outdoor space is used by one classroom at a time.
  - Each student will have their own container of art materials as well as their own container of curriculum materials that will not be shared with other students.
  - Each center will only allow 2-3 students and materials will only be used by one student at a time. At the end of each day all materials in the room will be sanitized using a [checklist](#).

- Kinder - 5th grade cohorts will not share spaces.
- Describe the plan for collaborating with the facilities team on sanitizing areas throughout the school day and after hours. Plan for contingencies.
  - ECE will follow the [procedures](#) for sanitizing and disinfecting daily. Toys and materials will be cleaned at the end of each day as well as when deemed necessary by the teacher or para. Toys and materials will be rotated when teachers observe that a child may have placed the item in their mouth or after coughing or sneezing.
- Who is ensuring all classrooms follow distancing requirements (3 feet between students, 6 feet between adults)? Who is responsible for marking floors? When will these procedures take place?
  - ECE team has marked floors and outdoor spaces, and when students arrive they will practice expectations, and the adults will monitor spacing
  - During nap time each classroom will set up their mats in a head to toe configuration separated 6 ft apart. Sheets and blankets will be washed weekly at the school using this [schedule](#).
  - Kinder - 5th grade tables will be arranged in classrooms to allow for student social distancing. School leaders will conduct daily walks each school day to ensure classroom arrangements remain consistent with social distancing requirements.

#### Must Have - Nursing/Health Areas

- Who specifically and when will administration coordinate with the school nurse to ensure the plan identifies one suitable nurse treatment/exam area in the facility, including a working sink, a single restroom devoted to the nurse?
  - We have a nurse's office that meets the requirements with a bathroom in the main office.
- Identify one cot/isolation space that is of adequate size for the school population. It does not need to be attached to the nurse's office, and does not need to meet the requirements for the nurse's space.
  - For ECE we will use the cafeteria / stage for isolation. Once all students return we will use room 120 (1) - see floor plan linked below.

#### Must Have - OPTIONAL: Considerations for Co-Located Programs

- When we return in person, any approved comprehensive 5-day-per-week before and after school program (Discovery Link, Boys and Girls Clubs, YMCA, Scholars, etc) will need to be considered for space utilization and cohorting. Describe the school's plan to accommodate this need.
  - CVE leadership is meeting with Scholars Unlimited next week to start planning for K-5 programming.
- If the school is part of a shared campus, who specifically and when will the administration team review planning details with the Shared Campus Manager?
  - N/A at CVE

#### Must Have - Handwashing

- Identify the location and traffic pattern of all hand-washing stations with appropriate signage. Who is responsible for posting signage?

- ECE bathrooms have handwashing signs next to or above each sink that the students can use for handwashing before the start of school.
- The facility team will ensure all signage is posted for the remaining primary and intermediate bathrooms.
- Describe the plan to ensure students and staff wash or sanitize their hands at least every two hours.
  - ECE Teachers will have designated times for students to complete handwashing: The requirement is to wash hands upon arrival, before and after meals, after outdoor play, after nap, after bathroom breaks, and before going home.
  - Kinder - 5th grade classrooms will wash hands upon arrival and before/after lunch and recess blocks. We will also set a hand washing break (1:00) in the afternoon and before dismissal. This meets the requirement of hand washing a minimum of 2 hrs throughout the day.
- Describe the plan to ensure students and staff wash or sanitize their hands before and after eating.
  - ECE teachers have time built into the schedule to allow for students and staff to wash their hands before and after eating.
  - Kinder - 5th grade classrooms will wash hands upon arrival and before/after lunch and recess blocks. We will also set a hand washing break (1:00) in the afternoon and before dismissal. This meets the requirement of hand washing a minimum of 2 hrs throughout the day, including before and after eating.

#### Must Have - PPE Use

- How will the school create a shared culture of accountability for [The DPS 5?](#)
  - College View staff cares deeply about our community and one another, and we do not anticipate this issue arising based on our relationships with staff and our style of communicating clearly and often. Expectations will be clear before the 9/14 ECE start date. Should a problem arise, we will invite the individual staff to stay home until we can connect with our HR partner to support with an additional conversation or corrective action.
  - Staff will wear a mask at all times while in the building, unless they are alone in a room with the door closed.
  - Each ECE staff member will have a change of clothes in the building in case of bodily fluid exposure, and each staff will have a labeled smock to wear over their clothing.
  - Students will have opportunities to practice the safety procedures, and will be explicitly taught why the PPE use and 3-6 foot distancing is important. Teachers will positively reinforce desired behavior.
- What is the plan to address violations by students, staff, or outside visitors?
  - Because expectations will be modeled, practiced, and clearly communicated to staff and students, we do not anticipate multiple violations. We will positively reinforce expected behavior, and it will become the new norm.
  - Should an individual student struggle to follow the expectations, we will put interventions in place to support them such as collaboration with family, increased outdoor mask breaks, sticker charts, etc. If we cannot achieve safe behavior after interventions, we may ask the individual student to move to remote learning until they are ready to comply with

the safety measures in an effort to prioritize the school-wide safety of students and staff.

- We will not have outside visitors in the building, however, should someone enter by accident we will quickly escort them outside while referencing the school signage.

#### Must Have - Training and Communication Plan

- Provide a learning plan, detailing topics to be covered, to train school communities (staff, students, and families) to understand the health and safety guidelines during the pandemic.
  - All staff have been reminded to access their Health and Safety procedures training in Lawson, and leaders will ensure completion of all staff.
  - ECE Team Specialist and School Leaders have been meeting regularly to co-plan for safe return and staff training and communication. ECE staff have engaged in all required DPS and licensing, as well as HeadStart trainings.
  - All staff will complete the Health and Safety Protocols for In-Person Learning training in Schoology prior to returning to the building.
  - Only 3 students in our AN program use transportation, and potentially some 3 year olds from Child Find. Staff will train students and families and meet students at the bus or car.
  - All staff training will continue to be virtual.
- What is the plan to communicate and socialize the DPS 5 School Implementation Plan to students and families?
  - We have posted the [Family Guide to return](#) on our school FaceBook page and website, and use the marquee for updates.
  - For ECE we have communicated 1:1 at length with all families, and on September 9th from 4-5 we held a live Zoom meeting in English then Spanish with the leaders and teachers to reiterate systems and safety and the plan.
  - All K-5 families are being called by a staff member at College View to verify their in-person or virtual decision to prepare for both scenarios by the time other grade-levels are phased into the building.
  - The K-5 Back to School Night was also scheduled for September 9th from 3-4, and leaders and teachers shared plans to return in person. We also signed families up for the Family Seesaw App so they can get messages from teachers and check student work.