



MUNGER HILL ELEMENTARY SCHOOL
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Munger Hill Reopening Procedures

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Students and Staff

Staff

Safety is our number one priority. In collaboration with local officials, the following procedures are to help stop the spread of germs and pathogens. The following outlines our procedures for all staff members working at Munger Hill.

- According to the Westfield School Committee policy, all staff are required to wear masks at all times throughout the day with the exception of mask breaks and lunch.
- Staff will participate in safety training to provide a safe environment for themselves and students.
- Staff will go over safety procedures with students to provide safety for all.

Students

The health and safety of our students is our top priority. Please know we are following all CDC guidelines to ensure the safety and wellness of our students. The measures outlined below are in place to minimize the spread of germs and Covid-19.

- According to Westfield School Committee policy, students in all grades are required to wear masks at all times except for mask breaks, lunch and breakfast.
- Students will take everything out of their backpacks and leave them in their lockers for the day.

Mask and Mask Breaks

- According to Westfield School Committee policy, all students in grades K-4 must wear masks at all times except for scheduled mask breaks.
- Mask breaks will occur 6 times a day, approximately every 60 minutes
- Timing will be at the teacher's discretion.
- Mask breaks can be taken outside when weather permits or inside with social distancing.

Materials

- Students will bring their own materials to school and keep them in a pencil box.
- Their pencil box will remain with them at their table.
- Parents will periodically replenish their child's supplies and the school will provide materials as needed during the school day.
- Teachers will provide individual manipulatives to the students.
- Other materials that are used at a grade level (handwriting books, math workbooks, etc.) will be provided by the school.
- Teachers may have students select books from their classroom library and follow the same procedure as the library will.

Attendance

Attendance is a critical component to student success in school. Teachers will be taking attendance on a daily basis.

- Attendance will be taken throughout the academic day. Students must attend greater than 50% of the synchronous and asynchronous instruction and learning activities for it to count as a day present.
- Attending Google Meet sessions with teachers is mandatory.

Grades

- All assignments will be graded using our current report card.
- All parents will have a parent portal on PowerSchool for report cards.
- Missing instructional time makes it more difficult to master new content, and administration will communicate with families to promote excellent attendance for each child.

Arrival and Dismissal

Students in grades 1-4 will be entering and exiting the building in through the main entrance. Kindergarten students will enter at the kindergarten entrance by Room 103.

As students enter and exit the buildings, the following will be in place to protect the safety of your child:

- Dismissal will be staggered to reduce flow. Students will use the marks on the walls to maintain social distancing.
- Bus students will be collected by a staff member.
- Staff will escort students to the bus.
- Students will use the marks and signage on the floors and walls to maintain social distancing.
- All students will be wearing masks.

Bus Students:

Munger Hill has three buses and several vans that provide transportation to a group of students. Students are expected to follow all the safety procedures for transportation while riding the bus.

- Students riding the bus will have an assigned seat and must stay in this seat at all times while riding the bus.
- Buses will be emptied one at a time.
- Students will be directed to go directly to their classroom or breakfast using the marks on the walls/floor to stay 6 feet away from others.
- Upon arrival to their classroom, students will take their assigned seats.

Bus Safety:

- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Busses will be wiped down between runs and disinfected at the end of each day.

Walker Students

Students who walk home or are picked up by their parents on foot will be dismissed one grade level at a time. Parents who are picking up their child and waiting outside of the building must wear a mask and remain 6 feet apart.

- Walker students will enter at their identified grade level door. Students will use hand sanitizer once they enter the building.
- Students will be directed to go directly to their classroom or breakfast using the marks on the walls/floor to stay 6 feet away from others.
- Upon arrival to their classroom, students take their assigned seats.

Car Pickup/Drop off

Car pickup and drop off is taking place at either of the two Munger Hill Parking lots.

AM:

- Students being dropped off will enter the building through the main entrance for grades 1-4 and through the kindergarten wing door at Room 103 for kindergarten.
- Once they enter the building, students will use hand sanitizer and if they are getting breakfast, they will go directly to their cafeteria.
- Once the student has finished breakfast, they will go directly to their classroom.

PM

- Students will be socially distanced while they wait for their vehicle to pull up to the staff member
- Parents/Guardians must remain in their vehicles at all times.

Breakfast and Lunch

Munger Hill will continue to provide hot and cold options for breakfast and lunch for all students on a daily basis.

Breakfast

- Breakfast students will go directly to the cafeteria.
- Staff will direct students to pick up their breakfast in line while practicing social distance. Students will keep their backpacks with them.
- Once students have gotten their breakfast, they will return to their classrooms.
- Spots will be marked on the floor to support 6 feet separation when students are in line to get their food.
- Students will be called to line up one group at a time (group = 4 students).
- All food choices, including silverware, will be handed to the student by a staff member wearing gloves.
- Spots will be marked on the floor to support 6 feet apart when lining up to leave the cafeteria.
- Tables and seats will be cleaned by staff as the students leave breakfast.

Lunch Procedure

- Classroom teachers will take lunch count at the beginning of each school day.
- Lunch count will be collected by students raising their hands. The results will be called to the cafeteria.
- Classrooms will be called to the cafeteria one at a time to ensure classes are not in the hallway at the same time.
- Lunch cards will no longer be used. The students will memorize their numbers or give their name to the cashier.
- Students will eat in the cafeteria at ½ capacity. Desks have replaced tables so the students can remain 6 feet apart.
- Spots will be marked on the floor to support 6 feet separation while students are lining up to get food and discarding trays at the end of lunch.
- Students will be called to line up one group at a time (group= 4 students).
- All food choices, including silverware, will be handed to the student by a staff member wearing gloves.
- Spots will be marked on the floor to support 6 feet of separation when lining up to leave the cafeteria.
- Desks and chairs will be cleaned between lunches by staff.

Building Based Practices

Building and Sanitation

Handwashing sinks are in every classroom at Munger Hill. Hand sanitizers are also in every classroom. Students will be sanitizing their hands throughout the day. Below are critical times for hand sanitizing.

- Hand sanitation will be used by all staff and students upon entry.
- Hallways will be marked on the walls or floor to support 6 feet social distancing.
- Classrooms will be disinfected on a regular basis
- Classrooms are arranged to support social distancing.

- Classroom tables, desks, and chairs will be sanitized daily by our custodians that have been trained on properly sanitizing the building and its equipment.

Grounds

- The Playscape equipment may be used by students.
- Playscapes equipment may be used by children. Playscapes will be sanitized daily. Students must sanitize hands before and after use.
- Playground toys – If toys are provided to a child, the equipment can only be used by designated children and must be sanitized before it can be used again.

Hallways

- Hallways will have marks on the walls or floors that support 6 feet social distancing.
- Movement in the hallways will only occur when entering the building, going to and from lunch, recess, mask breaks, and when exiting the building at the end of the day.
- Classes will not pass each other in the hallways.

Bathroom Procedure

- Students will go to the bathroom one at a time. There will be a stop mark on the bathroom floor.
- Teachers will monitor this bathroom usage as students ask to go to the bathroom.
- In case of a line, students will use the hallway markers that are 6 feet apart as they wait to use the bathroom.
- Students will sign out in the classroom using their own writing utensil.
- Students will wash hands for 20 seconds or more.
- Students will use hand sanitizer upon entrance back into the classroom.

Recess Procedure

- All students will wear a mask while playing during recess.
- Students will sanitize prior to going out to recess and when returning from recess.
- Recess will be outside on good weather days.
- Students will not be able to use playground toys, unless playground equipment is sanitized in the am and between the recess times. Classrooms could have their own basket of playground toys that get sanitized each night.
- Staff will engage students in games that support social distancing. (Simon Says, Red Light/Green Light, calisthenics, etc.)

Teacher Table Procedure

- Students will bring their own seats up to the teacher table. Marks will be on the floor where the chairs will go to support social distancing.
- Dividers will be used between students.
- Teachers will wash tables in between groups.

Small Group Pull Out Procedure

Small group instruction is an important part of daily instruction. Small groups will occur when students meet with their teacher to work on specific skills.

- Student Support will pick up students at the classroom and escort them in the hallway using the wall/floor markers that are 6 feet apart.
- Students will use hand sanitizer upon entering the room.
- Teachers will use the same Teacher Table Procedures as above.
- Students will use their own materials or individual materials assigned to them.

- Students will be returned to the classroom using the same procedure as above.
- Students will use hand sanitizer upon entering the room.

Specials

- All Specialists will move to the classroom.
- Materials will not be shared by students.
- PE will take place outside or in the gymnasium using marks on the floor or field that are 6 feet apart. Most activities will be independent (Yoga, Calisthenics, Simon Says, jogging, etc.). Students will not use gym equipment that is shared by others.

Physical Education

- If outdoors, without masks, gym can occur with 10 feet of distance between individuals.
- If outdoors, with masks required, gym can occur with 6 feet of distance between individuals.
- If indoors, with masks required, gym can occur with 6 feet of distance between individuals.
- Gym cannot occur indoors without a mask.
- Shared equipment must be cleaned and wiped down thoroughly before and after each use.
- Try to plan lessons that have cohorts using different materials.

Band and Chorus

- Chorus, singing, brass and woodwind instruments are to be outside only. Masks are encouraged and these activities require at least 10 feet apart.
- Chorus and singing are not permitted indoors.
- Instruments are never to be shared.

Library

- The Library paraprofessional will move to the classroom and read a story to the class every week.
- Books will be on a cart for students to select without touching. Sticky notes with students' names will be put on the books and the books will be given to the students after they are checked out of the library.
- Books will be checked out once every two weeks and returned to an empty crate, where they will stay for a period of time before being put back into circulation.

Chromebooks:

- Chromebooks will be supplied by the district.
- When we move to the A/B Week model, students will bring Chromebooks to school on Monday for in-person learning. These laptops will remain in the classroom all week and will go home for your child's remote learning week on Friday. Please ensure that the laptop comes to school in a protective manner each week.
- No homework requiring a computer will be given during the in-person learning week.

Nurse Visits

- When a student needs to visit the nurse, the teacher will call the nurses office.
- Once the office receives the call, an adult will go to the classroom to retrieve the child.
- If a child is presenting symptoms of the COVID virus. The student will immediately be moved to a designated COVID room and protocol will be engaged.
- The nurses will provide more detailed information in the coming days.

Medical Isolation Room

- There will be a designated Medical Isolation Room that is separate from the Nurse's office.
- If the nurse believes that a student has symptoms consistent with the Coronavirus the parent will be called and the student will be attended by a staff member in the Medical Isolation Room.
- The Medical Isolation Room will provide a location for your child until you can get to school to pick them up to go directly to the doctor's office.
- The school will follow the protocol that is put in place by the health department.

Notes to Office

- All notes to the office will be picked up at the classroom by a staff member.
- Reasons to Write a Note to the Office: doctor's note, late note, dismissal note, change in transportation home, change in person picking up child, etc. Thank you for keeping us informed of any changes in your student's daily routine by writing a note.

Visitors/Parents

- No visitors or parents allowed in the building.
- If you are picking your child up early, please use the front door and follow the directions to buzz the office.
- A note should accompany your child in the morning or a phone call at least an hour before you are picking them up.
- Be prepared to show your ID and your child will be delivered to you.

Classroom Mailboxes

- Only staff will be allowed to touch the student mailboxes. Students will be handed any materials at the end of each day by a staff member.

Water Fountains

- All water fountains will be blocked for student and staff
- Please have your children bring their own water bottles to school

Classroom Doors

- Classroom doors will be left in the lock position, but left open to reduce touchpoints.