

## PAUL LAURENCE DUNBAR ELEMENTARY SCHOOL

*Disclaimer: This detailed plan provides details regarding the expectations for a successful school reopening in January 2021. The content of this plan is contingent upon varying factors. Be advised, this is a living document and this plan is subject to change due to updates that may be made prior to re-opening.*

### PPE Screening Team

**-During screening of students, two staff persons will monitor and direct outside social distancing, one staff person will be responsible for taking temperatures, and one staff person will record temperatures and PPE questions on the Screening Log.**

Grade Levels or Group	Time	Locations	Staff Assigned
<i>Teachers and Staff</i>	7:15 AM-8:00 AM	Main Entrance	Nurse Evans, AP Houston (Thermometer 1 and 2)
Kdg -2nd Grades	7:30 AM-8:30 AM	Gym Entrance #1	Tracee Johnson, Rachel Gilmore, Michelle Walker, Marlene Card (Thermometer 1)
3 <sup>rd</sup> -5 <sup>th</sup> Grades	7:30 AM-8:30 AM	Gym Entrance #2 (By Garden Stairs)	Anita Bouie, Martina Jackson, Keith Tennyson, Toiyen Dowell (Thermometer 2)

\*Cobb/ITS will be assisting teachers with technology to ensure they are prepared for virtual lessons. Additionally, she will assist with troubleshooting any devices that are in need during the school day. She will also be supporting parents as needed virtually, with tech issues.

## Capacity and Organization of Teaching Spaces

- In order to limit class-sizes to 15 or less, students will be split into separate classrooms based on Intent to Return surveys.  
\*Hall Monitors will assist with students transitioning in hallways social distancing and wearing masks appropriately throughout the school day to include scheduled class restroom breaks, breakfast and lunch.

### **Telework/Virtual Support Staff**

**Face to Face Office Staff Unavailable-** 1 (Hadley)

### **Telework/Virtual Instructional Staff**

(Finch, Simms, J. Hill, Smith, Sodipo, Horton, Waddell, Ware, Pierson, McCord, Hart, Beck)

**Face to Face Instructional Teachers Unavailable-**8 out of 18

**Face to Face SPED Teachers Unavailable-**2 out of 3

**Face to Face Specials Teachers Unavailable-**1 out of 4

### **Non-Telework Support Staff**

(Sessoms, Houston, Bouie, Gilmore, Jackson, Tennyson, Card, Cobb, Walker, Johnson, Cooper-Williams, Emerson, Squire)

### **Non-Telework Instructional Staff**

(Holmes, Evans, Bell, Lovett, Cannady, Moore, Jones, D. Taylor, Mangham, Thomas, Montrel, Perdue, Isibor, Shirley, Moore-Brooks, Dowell, Todd, Coach Hill, J. Taylor, G. Bell)

### **Available for Face to Face**

**Instructional Teachers-**9 out of 18

**SPED-**1 out of 3

**Specials-**3 out of 4

**Paras-**7 out of 7

## PAUL LAURENCE DUNBAR ELEMENTARY SCHOOL

Classes	Learning Spaces/Room #
K/1-Hall Monitor-S. Todd 2-5 Hall Monitor-T. Emerson	<b>(72 Students Face to Face)</b>
Kindergarten Room	#258
1 <sup>st</sup> Room	#246
2 <sup>nd</sup> Room	#359
3 <sup>rd</sup> Room	#302
4 <sup>th</sup> Room	#312
5 <sup>th</sup> Room	#326
SPED Room	#307

- Classes will be assigned to face to face instructional staff upon receipt of final Telework requests.
- The Media Center, Teacher's Lounge, (duty-Free Lunch) Cafeteria, Gymnasium, will be closed unless otherwise used for facilitating larger classes to accommodate social distancing. No one will be permitted to commune in these areas. The Gym will however be used to gather students, socially distanced during arrival and dismissal.
- **Identify furniture needs for learning spaces in conjunction with facilities.**

## **CARE ROOM**

- The CARE Room, (Music Room #222), will be used exclusively by staff and students who show signs or symptoms of Covid19. The CARE Room schedule is below by volunteers below on an as-needed basis by rotation Mon-Tues and Thurs-Fri.

Time (Mon-Tues. & Thurs-Fri.)	Personnel
8:00-10:00	
10:00-12:00	
12:00-2:00	

## **Dunbar Staff Childcare Options (TBD pending APS policy)**

- In order to support staff requesting to bring their child to work the following options will be available.

Supervising Staff	Learning Spaces/Room #

## **Arrival to and Departure from School:**

- I. To ensure proper safety and compliance to COVID-19 screening, staff will enter the building through the main entrance. Students will enter from the two gym side entrances. Everyone must wear a mask to enter the building or will be provided one. Everyone will receive hand sanitizer upon entering the building. Staff arrival times will be 7:15 AM-7:45 AM. NO ONE will enter the building without proper screening (temperature checks, screening questions).
- All Staff is expected to be in place by 7:30 a.m. daily. Staff must be prepared to receive students, support daily duties, and ensure an efficient and seamless learning environment.
  - Upon entering the building, all persons will be asked to use hand sanitizer.
  - At the end of the school day, students will be asked to use hand sanitizer before leaving their classroom.
  - Dismissal will begin at 2:15 pm.
  - To maximize safety and social distancing, dismissal will be staggered by classes and grade levels. Below are the routes that teachers will use to transition their Walking and Parent Pick-Up students to the gymnasium for dismissal.

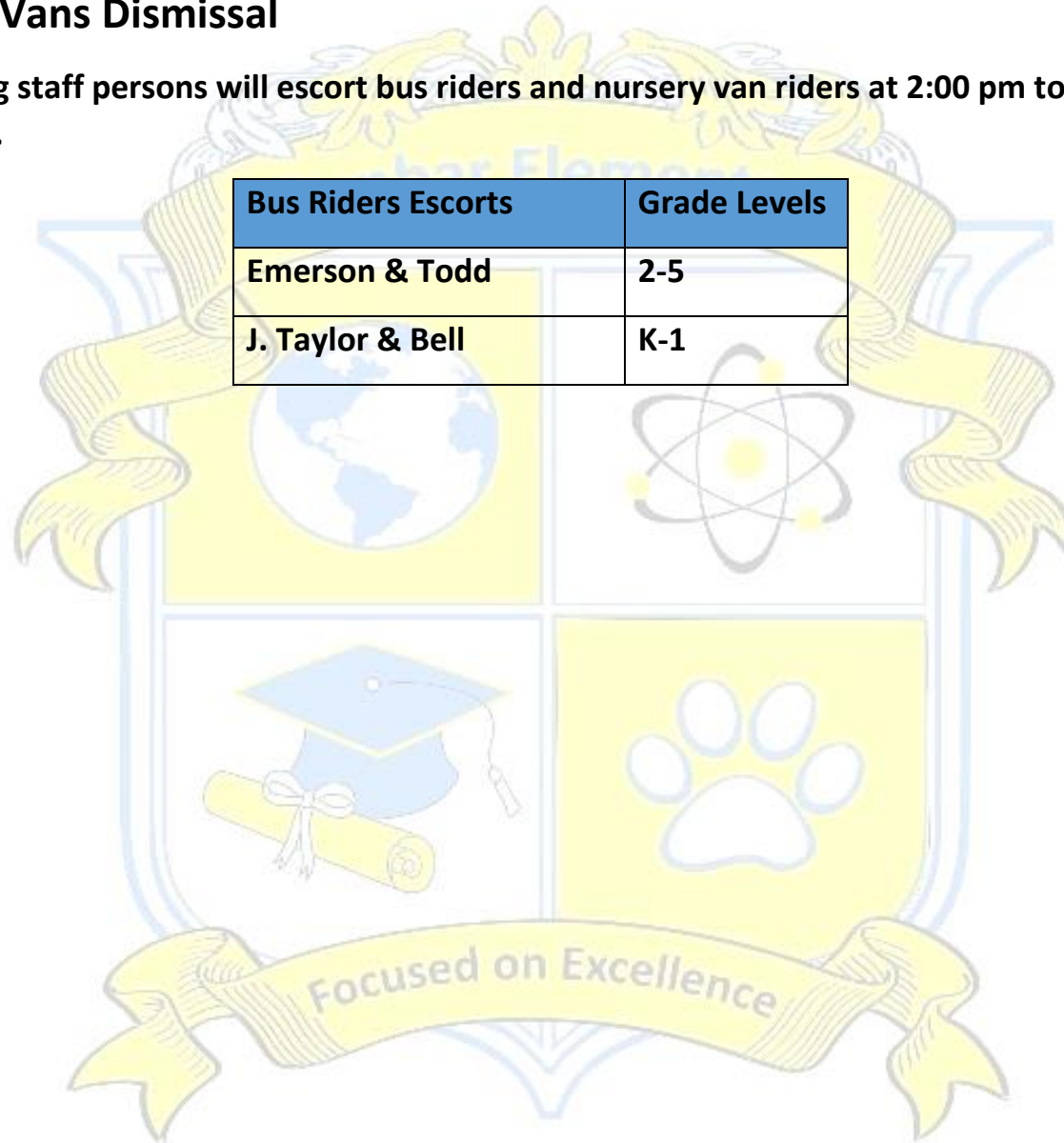
<b>Dismissal Plan for Walkers and Parent Pick-Ups</b>	
<b>Grade/Level &amp; Teacher</b>	<b>Time &amp; Route</b>
<b>5<sup>th</sup> Grade-Thomas</b>	<b>2:00 pm; Nearest Stairway</b>
<b>4<sup>th</sup> Grade-Ware</b>	<b>2:10 pm; Nearest Stairway</b>
<b>3<sup>rd</sup> Grade-Cannady</b>	<b>2:00 pm; Nearest Stairway</b>
<b>2<sup>nd</sup> Grade-Sodiop</b>	<b>2:10 pm; Nearest Stairway</b>
<b>1<sup>st</sup> Grade-Hill</b>	<b>2:15 pm; Kindergarten Hallway</b>
<b>Kindergarten-Finch</b>	<b>2:15 pm; Kindergarten Hallway</b>



## **Bus & Nursery Vans Dismissal**

- The following staff persons will escort bus riders and nursery van riders at 2:00 pm to Room 307/Gifted for dismissal.

Bus Riders Escorts	Grade Levels
Emerson & Todd	2-5
J. Taylor & Bell	K-1



## **Safety Practices and Routines**

### **Classroom Expectations**

- Teachers and students will use hand sanitizer upon entering the classroom each day.
- All classrooms will have socially distant fixed seating.
- Students must sit in the same location/desk daily.
- Desks and chairs must not be moved from their location.
- To maximize social distancing, teachers should avoid movement during lessons and remain near the screen. Likewise, to ensure proper virtual learning, teachers must maintain communication with virtual learners as applicable to simultaneous teaching.
- Group activities and any close contact between individuals should be avoided.
- Equipment and supplies should not be shared.
- **Providing of ample cleaning equipment and supplies with frequent scheduled cleaning practices in class.**

### **Student Expectations**

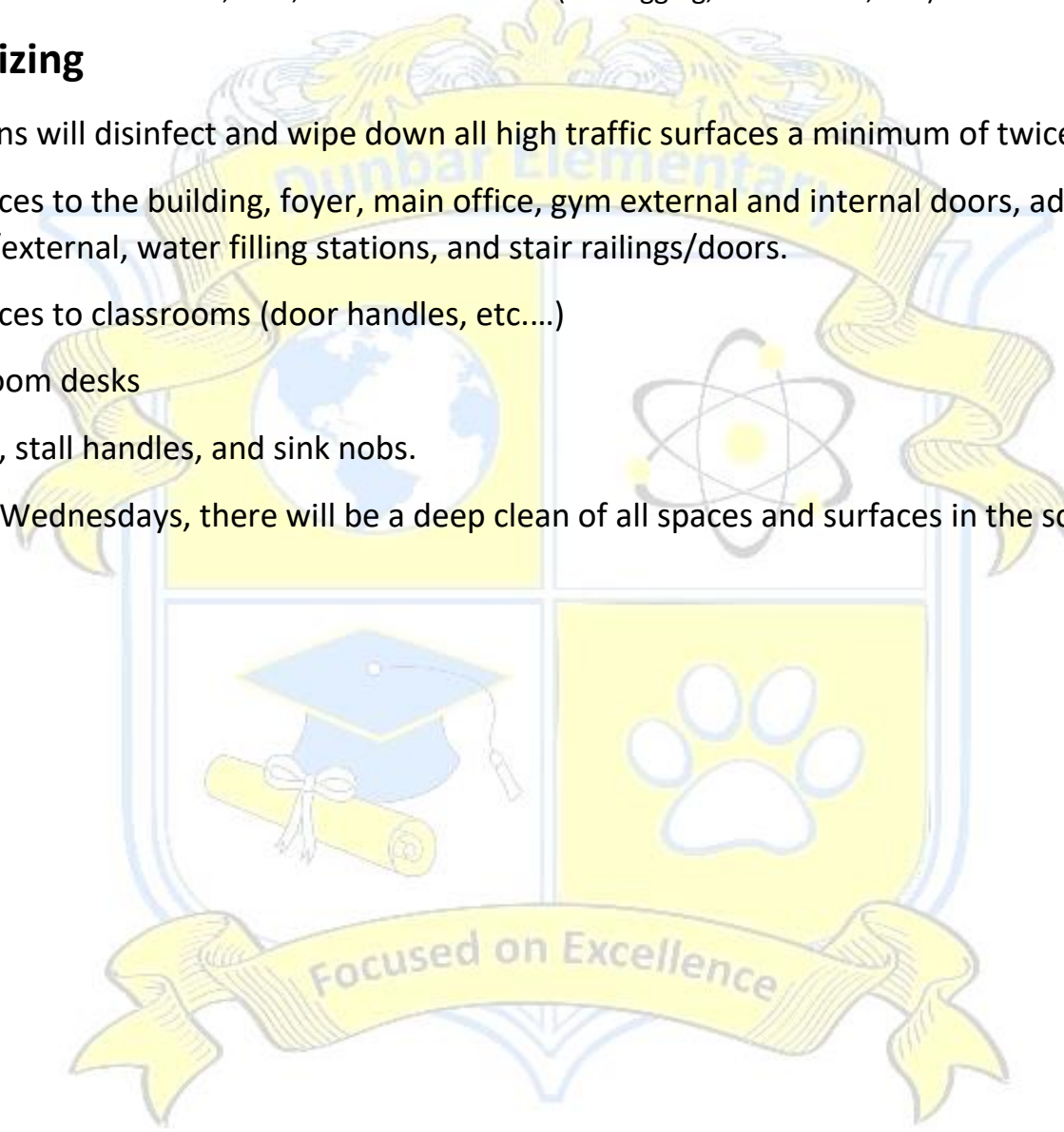
- Use sanitizer to disinfect hands upon entering and leaving the classroom each day.
- Wash hands with soap regularly throughout the day, as permitted.
- In the classroom, always sit in the same location/desk.
- Do not move tables or chairs.
- Maintain a safe distance from others in the classroom.
- Do not share belongings with others.

- Avoid direct contact with teacher, staff, and other students. (No hugging, handshakes, etc.)

## **Cleaning/Sanitizing**

- Day custodians will disinfect and wipe down all high traffic surfaces a minimum of twice daily:
  - Entrances to the building, foyer, main office, gym external and internal doors, adult restroom doors inside/external, water filling stations, and stair railings/doors.
  - Entrances to classrooms (door handles, etc....)
  - Classroom desks
  - Toilets, stall handles, and sink nob.

\*On Asynchronous Wednesdays, there will be a deep clean of all spaces and surfaces in the school.





## Master Schedules (Virtual and Face to Face)

## **Breakfast & Lunch Schedule & Plan**

- Breakfast will be retrieved from the cafeteria by the Paraprofessional and/or designated Support Staff member.

Grade/Class	Breakfast Time	Lunch Time	Staff Deliverer
Kdg	7:45-8:00	10:00-10:30	Cafeteria Staff? Long-term Sub
1st	7:45-8:00	10:30-11:00	Cafeteria Staff? Long-term Sub
2nd	7:45-8:00	11:00-11:30	Cafeteria Staff? Long-term Sub
3rd	7:45-8:00	11:30-12:00	Cafeteria Staff? Long-term Sub
4th	7:45-8:00	12:00-12:30	Cafeteria Staff? Long-term Sub
5th	7:45-8:00	12:30-1:00	Cafeteria Staff? Long-term Sub

- Students will eat in the classroom.
- Trash will be placed inside a large disposal bag, located outside the classroom door to be collected by the custodial staff.
- Unused milk and/or juice should be poured down the drain inside the classroom.
- Teachers and students must ensure a clean learning environment, following the consumption of food using provided paper towels and disinfectant.

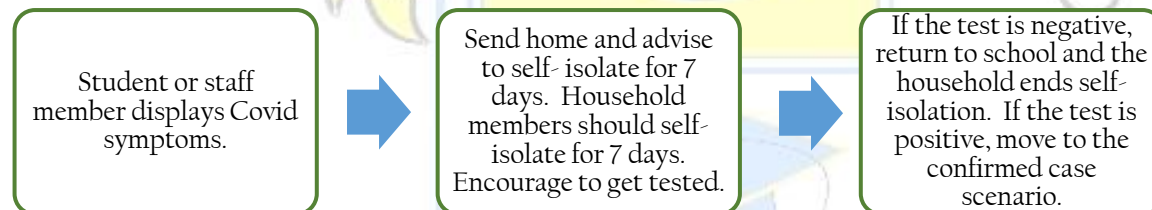
## **Duty-Free Lunch Schedule**

<b>Grade/Class</b>	<b>Lunch Time</b>	<b>Lunch Relief</b>
<b>Kindergarten Teacher</b>	<b>10:00-10:30</b>	<b>Paras will alternate</b>
<b>1<sup>st</sup> Grade Teacher</b>	<b>10:30-11:00</b>	<b>Todd/Gilmore/Tennyson</b>
<b>2<sup>nd</sup> Grade Teacher</b>	<b>11:00-11:30</b>	<b>Todd/Gilmore/Tennyson</b>
<b>3<sup>rd</sup> Grade Teacher</b>	<b>11:30-12:00</b>	<b>Emerson/Jackson/Tennyson</b>
<b>4<sup>th</sup> Grade Teacher</b>	<b>12:00-12:30</b>	<b>Emerson/Jackson/Tennyson</b>
<b>5<sup>th</sup> Grade Teacher</b>	<b>12:30-1:00</b>	<b>Emerson/Jackson/Tennyson</b>

## Front Office

- The front office should be used to only 50% of its capacity at most.
- Principals' Conference Room will not be utilized for meeting unless social distancing is possible.
- Staff members should only utilize District issued computers that are designated to them.
- Staff members should use hand sanitizer when entering and leaving the front office.
- No parents or community partners will have access to the main office.

## Actions if a pupil or staff member shows Covid19 symptoms



## Actions if there is a confirmed case of Covid19

