



# Hutchinson Elementary School

## Return to Learn: Reopening Phase II

SCHOOL WEBSITE ADDRESS: <https://www.atlantapublicschools.us/Hutchinson>

Reopening Component	Description			
<b>SAFETY PROTOCOLS</b> Screening/Arrival for Staff/PPE	<ul style="list-style-type: none"> <li>● All staff must wear a mask to enter the building. All staff are asked to only enter the building through the main office entrance. Upon entering the building all teachers will go through a screening process consisting of temperature checks, answering of questions regarding any COVID-Like symptoms, and/or COVID-19 exposure.</li> <li>● These screenings will be done by the front office clerk and/or the parent liaison.</li> <li>● Staff will then proceed to the sanitizing station and be offered personal protective equipment including masks and face shields. (A second entrance may be designated by the principal if it is staffed by someone doing temperature/COVID symptom checks.)</li> <li>● After using the sanitizing station, teachers will report directly to their classrooms and wait for student's arrival. Teachers must wear masks the entire day.</li> </ul>			
<b>SAFETY PROTOCOLS</b> Screening/Arrival for Students	<ul style="list-style-type: none"> <li>● Students will not be allowed in the building prior to 7:30 a.m.</li> <li>● Parents are not allowed in the building.</li> <li>● All students, car riders, walkers, and bus riders, will enter the building through the side entrance located by the bus ramp. Students will be given stickers with their names, homeroom teacher and room number. Afternoon mode of transportation will be filled in by staff receiving students.</li> <li>● Upon entering the building all students will go through a screening process consisting of temperature checks and answering questions regarding any COVID-Like symptoms.</li> <li>● Staff designated as ushers will take students to their classrooms to wait on breakfast and "First Five" activities (activities done when entering the room).</li> </ul>			
<b>SAFETY PROTOCOLS</b> Dismissal for students	<ul style="list-style-type: none"> <li>● Bus riders and walkers will be called based on their proximity to the exit door one grade level at a time.</li> <li>● Car riders will remain in the classroom until their names are called and report directly to their mode of transportation.</li> </ul>			
<b>STUDENT TRANSITION</b> Restroom Breaks	<ul style="list-style-type: none"> <li>● Four bathrooms have been designated for student use and will be referred to as bathrooms A (kindergarten hall), B (first grade hall), C (outside of media center), and D (2213 corridor). Please see schedule below.</li> <li>● These times should allow custodial staff to spot clean and disinfect between restroom usage. Doors can then be propped open for ventilation.</li> <li>● Only three students will be allowed in the restroom at one time.</li> </ul>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Grade Level(s)</td> <td style="width: 33%; text-align: center;">Assigned Bathroom</td> <td style="width: 33%; text-align: center;">Number of Breaks</td> </tr> </table>	Grade Level(s)	Assigned Bathroom	Number of Breaks
Grade Level(s)	Assigned Bathroom	Number of Breaks		

	Kindergarten	A	After breakfast Before Lunch After Lunch Before Dismissal	8:00 10:30 11:30 2:10
	Pre-K & First Grade	B	After breakfast Before Lunch After Lunch Before Dismissal	8:00 10:30 11:30 2:10
	Second & Third Grades	D	After breakfast Before Lunch After Lunch Before Dismissal	8:00 11:30 12:30 2:10
	Fourth & Fifth Grades	C	After breakfast After Lunch Before Dismissal	8:00 12:30 2:10
<b>SCHEDULING</b>	<ul style="list-style-type: none"> <li>• Schedules will be built to balance class size to promote social distancing and limit physical interaction with others.</li> <li>• Large group gatherings will be eliminated, and students will remain in their classrooms except for bathroom breaks.</li> <li>• Specials teachers will visit the assigned classrooms and use a cart for instructional materials.</li> </ul>			
<b>NUTRITION</b> Breakfast and Lunch	<ul style="list-style-type: none"> <li>• Time will be allotted for handwashing before and after meals</li> <li>• Meals will be delivered to classrooms and students will eat in their classrooms</li> <li>• After the first week of face-to-face instruction teachers will have duty-free lunch where a staff person will come monitor the class during that time.</li> <li>• All classes have time allotted for a restroom break after lunch.</li> </ul>			
<b>TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>• Transportation will be provided for all eligible students</li> <li>• Parents dropping students off for the day, will not be allowed in the building.</li> <li>• No students will be allowed in the building before 7:30 am.</li> </ul>			
<b>COMMUNICATION</b>	<p>The Hutchinson communication team will use both district communication materials and school-specific material to communicate to stakeholders. These communications will begin January 11, 2021 and will continue until opening.</p> <p>The following forms of communication will be used to communicate to stakeholders:</p> <ul style="list-style-type: none"> <li>• Social media including Twitter and Facebook</li> <li>• The school's website</li> <li>• Flyers in the front office</li> <li>• School robo-calls</li> <li>• School Remind App</li> <li>• Reopening message from Dr. Broadway will be posted January 19, 2021. The recording will be available on school website</li> </ul>			
<b>INTENT TO RETURN</b>	<ul style="list-style-type: none"> <li>• An additional intent survey for students will be sent out in February (date forthcoming)</li> </ul>			