



RETURN TO LEARNING BUILDING PLAN for FAMILIES

**SAFE
HEALTHY
ENGAGED**
RETURN TO LEARN
plan



Ensuring students, staff, parents, and the community stay safe, healthy, and engaged as we return to school.

This document is created referencing the Cedar Rapids Community School Districts Building Implementation plan. That document was created in partnership with Linn County Public Health and multiple stakeholder groups from the Cedar Rapids Community School District in addition to staff and community input. You will find specific information about your student’s experience if you decide for them to return to in-person learning at Harrison Elementary School on August 24th.

Additional Resource: [District FAQ Document](#)

Important Terms-

Cohort- This refers to a group of students less than 20. This looks similar to a classroom in the past, but the change is that students will only be with this cohort of students as much as possible all day from arrival to dismissal.

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BUILDING ACCESS

- **Building Visitors and Volunteers-** Building visitors volunteers will not be allowed this school year to decrease exposure to our students and staff.
- **Early Student Pickup-** If parents need to pick their student up early, they will need to call the building from their car or use the airphone. We will send your student(s) out to you and we will sign them out in the office.
- **Parent Meetings:** All parent meetings should be held virtually as much as possible. Face to face meetings are only by appointment and need to be approved by the building principal.
- **Eating lunch/breakfast with your student-** Parents ***will not*** be allowed to eat lunch with their child during the day to limit exposure to students and staff.

CLASSROOM ENVIRONMENT

- **Number of kids-** While we will try to keep cohort sizes as close to 20 students or fewer, we cannot guarantee that your child's classroom will have less than this number of students. Every effort will also be made to distance students as close to 6ft apart as possible.
- **Masks-** Students will be required to wear their mask or shield at all times in the school building. Students may only take off their mask to eat lunch and breakfast while being socially distanced from their peers.
- **Cleaning-** Classrooms will have an enhanced cleaning process this year led by our building based custodial crew. The district will outline those procedures at a later date.
- **Small groups-** Students will meet in small groups for individualized instruction within their classroom. Students may not meet for longer than 15 minutes in the small group and will be required to wear their mask or shield. If the mask interferes with the instruction, they might be able to wear their shields only. This would only be times where it is necessary to see their mouths, such as phonics instruction.
- **ELL/Special Education-** Students will continue to get their individualized supports and minutes needed. These services may be provided in the classroom to limit student exposure across cohorts of students. These details will be finalized on a case by case situation.

COMMUNICATION

- Building Administrator Communication - Email sent every Monday by 9:00 a.m. to families reviewing the upcoming week at a building level and supporting district messaging
- Teacher communication- Pierce will outline this information at a later date.

DIGITAL TOOLS

- ALL STUDENTS will be issued a district device
 - PreK - Kindergarten = iPad
 - 1st - 5th = Chromebook
- Devices will be inventoried and tied to individual students (students will use their own device)
- Students and staff will use CRCSD email/Google accounts to conduct school business
- The guidance in the [Student Device Policy](#) will be followed
- [CRCSD Video Conferencing guidance](#) will be followed
- Devices will stay at school for elementary school students unless they choose the virtual option or there is a closure. The district also has hot spots available for families without internet access.

FOOD AND NUTRITION

BREAKFAST

- Students enter the building and go directly to their room.
- Once students have arrived, verify who is in attendance, send a designated person to retrieve the breakfast tub from the cafeteria. Tubs will contain all meal components; items will be sent in bulk and packaged. Tub will include silverware, napkins, and condiments.
- Adult distributing meals must wash hands and use gloves to distribute meals. Students should not self-serve.
- Distribute breakfast: students shall receive their entrée and sides. Students may decline sides but must take minimum number of components for meal claim (guidance will be provided)
- Students will be given parchment paper instead of a plate or tray, meal consumed in the classroom at their desk.
- All leftover food must be thrown away. Staff should never redistribute or save for use at a later time. Option: students may take their non-perishable food item home, storing it immediately in their backpack to avoid cross-contamination. (Refer to list of Perishable Items)
- Use proper clean-up and meal disposal procedure.
- Students may remove their mask to eat breakfast but must social distance

LUNCH

- Students will be eating lunch in their classrooms
- Students are provided lunch choices or may bring home lunch
- Students will be eating with their cohort classroom
- Students may remove their mask to eat lunch but must social distance

MEAL SERVICE - FOR VIRTUAL STUDENTS

- All enrolled students shall have access to school meals, both breakfast and lunch.
- Four schools will offer meals for virtual students.
- Meal benefits apply (free, reduced, paid status), no universal free option.
- Students enrolled in CEP school may have one breakfast and lunch at no charge/daily. Pierce is not a CEP school.
- Parents may pick up meals for students. Must have ID # or student name for processing transaction/ meal reimbursement.
- District/school will set hours for meal distribution.
- Meals shall be consumed off-campus
- Social distancing and all safety procedures followed for safe meal distribution

PROCEDURES

ARRIVAL

- Parents may drop off students in the horseshoe parking lot.
- Please do not get out of your car.
- Students will go to a designated door by grade level to enter the building. Multiple entries will be used to minimize group interaction. Details regarding door assignments will be communicated at a later date.
- Students must be wearing a mask when entering the building. Masks must be worn at all times.
- Students should not be dropped off before 8:35. Students will enter the building starting at 8:35. There will be **NO Supervision** outside before 8:35.

ASSEMBLIES AND OTHER LARGE GATHERINGS

- We will not be gathering students for assemblies at this time. All assemblies will be held by cohort or virtually with students in their classrooms.

BATHROOM PROCEDURES

- Students' bathroom access will be restricted to times only with their cohort. Students who have medical needs or emergencies will have to use a different bathroom. Bathrooms will be sanitized after used by each cohort.

DISMISSAL

- We will be using a staggered dismissal schedule to support social distancing guidelines at dismissal to reduce the number of people trying to exit the school at the same time. Teachers will wait with their students in classrooms. Please note that these times are approximate and may need to be changed as we learn how many students will be returning.

- Students must keep a mask on until off school grounds.
- Walkers will be dismissed at 3:45.
- Bus Riders will dismiss when the buses have arrived. They will leave through designated doors to limit the travel distance to the bus and walk to the bus
- Car Riders-Will begin being dismissed at 3:50. Parents will pull into the horseshoe driveway in the front. Parents will have a card in the window with the student's last name on it to identify who is being picked up. Staff will radio into the building who is ready to be picked up. Students will exit the front door of the building.
- Families stay in cars, unless walking, then socially distanced.

MASK/FACE SHIELD PROCEDURES

District proactive measures:

1. District is providing face shields and/or masks for all students and staff
2. District is providing training and modeling for all students
3. District will provide training and support for staff around the districts proactive measures

If student intentionally violates the mask policy by being defiant and refusing to wear their mask, the following discipline measures will be taken

All students and staff are expected to wear masks or face shields at all times whether or not 6 feet of social distancing is being maintained.

RECESS

- Students will wash or sanitize hands prior to recess and after.
- Students will only be allowed to play with their classroom cohort.
- One cohort will have recess at a time in each designated area of the playground.
- Each cohort will also have their own bag of equipment to use.
- Students will be required to wear their mask and/or face shield at recess.

SICK STAFF/STUDENT PROTOCOLS

- **Temp Checks-**
 - Parents will be required to take their students' temperature daily before sending them to school. Staff will also be required to take their temperature daily at home. We will not be taking students' temperatures at school in accordance with district procedures.
 - Staff and families will check their temperature at home. Students will not board a district bus, district vehicle, and enter school property or buildings if:
 - a temperature above 100.4
 - showing any symptoms of illness, with or without a fever:
 - cough, shortness of breath, difficulty breathing, chills, body aches/pains, extreme fatigue, headache, sore throat, new loss of taste/smell, congestion, runny nose, nausea/vomiting, diarrhea
- **Procedure for COVID related illness during the day-**

- Each building has an isolation area/room for sick students to wait until they are picked up.
 - Students who exhibit signs of illness as listed above, with or without a fever, will immediately report those symptoms to their teacher/building staff.
 - Ill students will be sent to the isolation area/sick room.
 - A color coded card triage system will be used to differentiate students when going to the well area or sick area.
 - Students with symptoms of illness as listed above will be isolated, with supervision, and wear a disposable mask until they are picked up.
 - Parents/guardians will be contacted to pick up their ill child within one hour.
- **Procedure for COVID exposure at home, school or in the community who tests positive for COVID-19?**
 - Students who are a close contact of someone who tested positive for COVID-19, defined as: Being within 6 feet of the positive, or suspected positive, person for more than 15 minutes starting from 48 hours before the person began feeling sick until the time the person was isolated.
 - Students will stay home for 14 days after their last exposure to monitor for development of symptoms.
 - If exposed students test negative for COVID-19, they still need to stay home for the full 14 days. COVID-19 testing is a “point in time” test.
 - Students are still considered a close contact even if they were wearing a cloth face covering while they were around someone with COVID-19.
 - If students have been around someone who was identified as a close contact to a person with COVID-19, they should be monitored for symptoms of COVID-19. Students do not need to self-quarantine and they may report to school as usual.
 - LCPH (or residing county public health department) will do contact tracing for students who test positive for COVID-19 and will make recommendations for quarantine/isolation for other students/staff in close contact.
 - Students will not wait until being notified by their county public health department that they are confirmed to be a “close contact” before starting the 14 days of self isolation.
- **Procedures for an outbreak at my school, or somewhere else in the district? How will parents be notified of a sick child or staff member-**
 - LCPH (or residing county public health department) will do contact tracing for students/staff who test positive for COVID-19 and will make recommendations for quarantine/isolation for other students/staff in close contact.
 - School nurses will do preliminary contact tracing to identify potential close contacts when there are delays in community COVID-19 test results being reported to public health. School nurses will communicate directly with LCPH when recommending quarantine for potential close contacts.
 - Classroom/facility/building COVID-19 closures would be determined in consultation with LCPH.
 - See above section about exposure.
 - If a student, or teacher, in a classroom tests positive for COVID-19, parents will be notified by phone if their child is potentially a close contact as defined by public health. Names or other confidential information will not be shared.
 - See above section about exposure.
 - Student and staff privacy and confidentiality will be maintained as required by law and in alignment with FERPA.

- **Procedure for positive COVID case within your students cohort classroom-**
LCPH (or residing county public health department) will do contact tracing for students/staff who test positive for COVID-19 and will make recommendations for quarantine/isolation for other students/staff in close contact as defined by public health. See above section about exposure.
- **Procedure for reporting a positive case of COVID-19 in the building/classroom-**
If a student, or teacher, in a classroom tests positive for COVID-19, parents will be notified by phone if their child is potentially a close contact as defined by public health. Names or other confidential information will not be shared. See above section about exposure. Student and staff privacy and confidentiality will be maintained as required by law and in alignment with FERPA.
- **Procedure for returning to school after being ill with COVID-19 symptoms or tests positive for COVID-19-**
LCPH/residing county health department will work directly with students/families who have tested positive and will determine when students are able to return to school based on these guidelines:
 - If student had a positive test for COVID-19 and had symptoms, they can return to school when:
 - at least 10 days have passed since symptoms first appeared AND no fever for at least 24 hours (without the use of medicine that reduces fevers) AND other symptoms have significantly improved (for example, cough or shortness of breath have improved)
 - If student had a positive test for COVID-19, but had no symptoms, they can return to school when:
 - 10 days have passed since the test
 - If student had symptoms of COVID-19, but were not tested, they can return to school when:
 - at least 10 days have passed since symptoms first appeared AND no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have significantly improved (for example, cough or shortness of breath have improved)
 - If student tested negative for COVID-19 but had symptoms, they can return to school when:
 - symptoms have improved AND they are fever free for 24 hours without the use of medication

SPECIALS

ART/MUSIC

- Students should wear masks at all times.
- Items used will be sanitized after the use. Specials will be on a 6 week rotation either in their classroom or in the art/music room. More information will be provided at a later date.

LIBRARY

- Students can check out books individually or in small groups following social distancing and go to the IMC to check out books.
- Books will be collected and given 48 hours to sit before being reshelved.
- Students will follow building protocol for entering and exiting the library.

PHYSICAL EDUCATION

- Students will travel to the gym or outside for PE class
- Staff and students will wear masks or face shields during class indoors at all times.
- Staff and students will wear masks or face shields during physical education classes, if unable to ensure 6 foot of distance between students outside.
- Students will be kept in their cohort groups for class.
- Sanitizer or hand washing will be available at entry and exit to the gym.
- Outdoor spaces will be utilized as much as possible when weather permits. Gym use is permitted while maintaining 6 foot distance between participants.
- Students should use personal water bottles instead of water fountains.
- Equipment will be disinfected after each cohort session

TRANSPORTATION (Bus)

- Students will be required to wear masks or face shields.
- Students will be required to use district provided hand sanitizer upon entering and exiting the vehicle.
- Transportation will assign seats to promote families sitting together, spread out the riders to the greatest extent possible, and minimize contact amongst students.

WELLNESS POLICY MODIFICATIONS

- Drinking fountains will be shut off but students will have access to fill water bottles.
- Drinking fountain bottle fillers will remain on and students are encouraged to bring their own water bottles to school.
- No snacks or treats for birthdays or special events
- No sharing of food or communal items offered