



# Norfolk Public Schools

The cornerstone of a proudly diverse community

## **Elementary Reopening Guidelines for Health & Safety 2020-2021 School Year**





# Table of Contents

COMMITTEE MEMBERS	3
MESSAGE FROM THE PRINCIPAL	4
ARRIVAL PROCEDURES	6
DISMISSAL PROCEDURES	6
CLASSROOM PROCEDURES	6
TRANSITION PROCEDURES	7
LUNCH PROCEDURES	7
LARGE GROUP PROCEDURES	7
SHARING OF MATERIALS PROCEDURES	7
RESOURCE CLASS PROCEDURES	7
RESTROOM PROCEDURES	8
MONITORING STUDENT/STAFF HEALTH AND SAFETY	8
SANITATION	8
FREQUENTLY ASKED QUESTIONS	9
NPS ELEMENTARY RETURN TO SCHOOL POINTS TO REMEMBER-AT-A-GLANCE	14

## **COMMITTEE MEMBERS:**

Dr. D. Jean Jones, Executive Director of Elementary Schools

Dr. Doretha B. White, Executive Director of Elementary Schools

Dr. Laura Baez-Akbik, Principal, Bay View Elementary School

Dr. Danielle Belton, Principal, Ghent School

Eric Goodman, Principal, Richard Bowling Elementary School

Dennis Holland, Principal, Lindenwood Elementary School

Dr. Lucy M. Litchmore, Principal, Jacox Elementary School

Kirstin R. New, Principal, Ocean View Elementary School

Dr. Pamela M. Tatem, Principal, Coleman Place Elementary School

Michale Siverio, District Instructional Technology Resource Teacher

# MESSAGE FROM THE PRINCIPAL



Dear School Families and Students,

The reopening of schools in Virginia after the prolonged closure due to the COVID-19 pandemic required the development of a comprehensive plan of reentry for staff and students. Dr. Byrdsong, our School Superintendent, school board members, the Norfolk Public Schools District Leadership Team, and individual schools have worked tirelessly over the past several months to develop a plan for a safe reopening for our staff and students. You will find information in this packet on the mitigating strategies and protocols that are in place for a safe reopening of all Norfolk Public Elementary Schools and learning options for your family.

All students and staff will complete a pre-screening Questionnaire before reporting to the school building or any Norfolk Public Schools sponsored event/activity. All students and staff members must self-monitor for symptoms related to COVID-19 infection. If any signs or symptoms of infection are present, the individual (staff or student) **should not report to school**. If symptoms arise while at school, the individual (staff or student) will be sent home and referred to a healthcare provider. The questionnaire (see below) should guide decisions about the infection status.

## Daily COVID-19 Pre-Screening Questionnaire will include:

- Are you currently ill or caring for someone who is ill? (YES / NO)
- Do you have any of the following? (YES / NO)
  - Fever or feeling feverish
  - Chills
  - Sweating
  - Shortness of breath
  - Cough
  - Fatigue
  - New loss of taste or smell
  - Diarrhea
  - Sore throat
  - Nausea or vomiting
  - Muscle or body aches
  - Headache
  - Rash

You will see that we require all students and staff to wear face coverings. Remember this phrase: ***Face coverings are the rule, not the exception.***

In the hybrid model, students will adhere to their schedule, A or B day. Wednesday will remain an Asynchronous at-home learning day. House “A” students will attend in-person learning on Mondays and Tuesdays, and House “B” students will participate in-person learning on Thursdays and Fridays. It is imperative to follow the schedule presented to you and your child. Students will be provided daily with a grab and go breakfast and well-balanced lunch. The cafeteria will only serve breakfast and lunch items.

I encourage you to read this document and the Frequently Asked Questions (FAQs) carefully as you consider your options to return via the hybrid model or by way of our Virtual Scholars Academy (VSA). I understand that this can be a challenging and emotional decision for every family. In creating this plan, we have provided you with information on safety guidelines and learning options for your families.

The Norfolk Public Schools Division has developed a Coronavirus Update Page that provides consistent messaging related to COVID-19 topics. The updated page contains a monthly newsletter and other materials related to resources available, mitigation strategies, and communication from the Superintendent's Office. A hyperlink to the page is provided here: <https://www.npsk12.com/Page/15803>

If you have any questions regarding this plan or your student, please do not hesitate to contact me. I am happy to discuss your questions and concerns as we work together to educate your child.

Yours in Education,

Mrs. Danielle Y. McIntyre, Principal  
dmcintyre@nps.k12.va.us Email address  
(757) 531-3039 Office Phone Number

# ARRIVAL PROCEDURES

- All students will complete pre-screenings before reporting to the school building or any Norfolk Public Schools Facility.
- All students should enter the building at clearly marked entranceways and use one of the hand-sanitizer stations. **Parents are not allowed to enter the building with their child(ren).**
- All students must wear face coverings when entering school and while on school property.
- Students will follow breakfast procedures accordingly.
- A student arriving late to school will report to the school's main office to sign in. The student will utilize the hand sanitizing station in the main office. **Parents are not allowed to enter the building with their child(ren).**
- If a student shows symptoms of COVID-19, they will be placed in an isolation room, and a parent will be called and expected to pick up their child.
- Specific arrival procedures for your child's class will be provided by his/her teacher.

# DISMISSAL PROCEDURES

- Students will wear face coverings during dismissal and when on school property.
- Students will be dismissed according to the school's dismissal time and procedures.
- Teachers will allow students to collect their belongings before the dismissal bell.
- Students will line up in the hallway (socially distanced) and be escorted to their teacher's various dismissal locations.
- **Students must leave the building and school grounds promptly.** At this time, no after school activities will take place.

# CLASSROOM PROCEDURES

- Students will wear a face covering at all times when on school property.
- School staff will modify classroom layouts, communal areas, and buses to ensure social distancing six feet is maintained.
- Physical education classrooms will ensure social distancing of 10 feet is maintained.
- **Norfolk Public Schools devices (Chromebooks, iPads, or laptops) should come to school daily with a full charge. Students will need to bring their device and their chargers daily.**
- Sharing of any supplies will be discouraged. Students will be required to utilize designated supplies and equipment and not share supplies or equipment with other individuals.
- All instructional strategies must maintain 6 feet of physical distance between students. All classroom doors must remain open during the instructional day to increase ventilation to the classroom space.
- Water fountains will not be in use. Students are encouraged to bring non-breakable water bottles from home filled with water.

- Students suspected of having COVID-19, develop a fever during the school day, or have been significantly exposed to another person that tested positive for COVID-19 must be separated from others.
  - The student will go to the school nurse, who will notify school administration and contact the student's parent to pick up the student from school. The nurse will inform the parent of the symptoms and possible exposure.
  - Efforts will be made to maintain a minimum distance of 6 feet if contact with others cannot be avoided.
  - Efforts must be made to keep any interaction with others under 10 minutes.
  - If an adult has to interact with the person that is potentially infected with COVID-19, such as the sick person needing assistance, the helper must wear a mask and/or face shield and gloves (located onsite).

## **TRANSITION PROCEDURES**

- Students will wear a face covering at all times when on school property.
- Students will walk on the right side of the hallways.
- Students are not permitted to congregate in the hallways.
- Posted signs will mark separation for appropriate social distancing in places where lines will form.
- Posted signs will designate traffic flow through the hallways.
- The use of water fountains for drinking by students and staff is not permitted.

## **LUNCH PROCEDURES**

- Students/staff will wash their hands or use hand sanitizer before/after lunch.
- 6 feet social distance rules must be followed as students go through the cafeteria lunch line.
- Cafeteria seating will be limited based on 6 feet socially distanced. Seats will be marked accordingly.

## **LARGE GROUP PROCEDURES**

- Schools will host virtual activities and events instead of field trips, student assemblies, special performances, school-wide parent meetings, and spirit events.
- In-person activities will not be permitted (including assemblies, PTA meetings, civic league meetings, choral and orchestra concerts, etc.)
- Each school will adhere to the governor's current orders regarding social gatherings.

## **SHARING OF MATERIALS PROCEDURES**

- Students will not share classroom materials.
- Students' items will be stored in their book bags or personal bins under their desk.
- Teachers will maximize the use of online textbooks.
- Hand sanitizer will be available to students and staff in all classrooms and throughout the building.



# RESOURCE CLASS PROCEDURES

- Resource classes will continue to be a part of the master schedule.
- Fifteen minutes of sanitization time between classes is included in the school's master schedule.
- Physical education classes will be held in the gymnasium and outside whenever possible.
- Physical education classrooms will ensure 10 feet of social distancing occurs during classes.
- Students will follow the transition/hallway guidance to travel to all resource classes.

# RESTROOM PROCEDURES

- Only one student will be permitted to use the restroom at a time.
- Posted signs outside the school's restrooms will remind students to practice good hygiene and handwashing.
- Schools will reinforce proper handwashing procedures daily.
- Restroom procedures are dependent on the layout of the school building.

# MONITORING STUDENT/STAFF HEALTH AND SAFETY

- Parents/Guardians must perform a symptom check before sending their child to school ***each*** morning. If symptomatic, **please keep your child home** and seek medical attention.
- The school nurse or district representatives will notify local health officials as required concerning COVID-19 concerns.
- The school will follow district guidelines to clean and disinfect areas used by a person displaying symptoms. (Refer to the Sanitation section on Page 9)
- Parents/Guardians are strongly encouraged to communicate their child's COVID-19 symptoms and direct exposure to someone with COVID-19 when reporting an absence from school.
- Staff with symptoms and/or a fever of 100.4 or higher will refrain from coming to school and should report COVID-19 symptoms and direct exposure to someone with COVID-19 when reporting an absence.
- The district will follow the most recent CDC guidance on COVID-19 protocol.

# SANITATION

- NPS Facilities, Maintenance, and Operations employees will follow the Center for Disease Control and Prevention guidelines regarding the cleaning, sanitation, and disinfection of schools and division facilities. The division will provide enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high-touch areas.
- High-touch areas such as restrooms, main offices, early childhood classrooms, and employee sign-in/sign-out areas will be identified and cleaned more frequently.
- Air ventilation systems in schools and district buildings will be inspected regularly, with any needed repairs made immediately to ensure proper functioning. Filters will be routinely replaced using the

highest-grade filter allowable for each system. Additionally, outdoor air circulation will be increased as much as is possible.

- Each school is equipped with the New Clorox Total 360 System that will be used to disinfect all areas of the school and division facilities at the end of each day.

# FREQUENTLY ASKED QUESTIONS

**Q: Do your plans for gatherings, field trips, and volunteer restrictions align with the Executive Order in effect?**

**A:** Yes. Gatherings and field trips, including athletics events and travel, will be restricted and/or limited and conducted only when appropriate physical distancing and other COVID-19 mitigation strategies can be readily enforced. NPS practices are consistent with the VDOE and CDC's best practices and the Executive Order currently in effect.

- Volunteers will be required to undergo the same screening protocol and assessment strategies that all staff and students participate in. Volunteers that have tested positive for COVID-19, exhibit signs/symptoms of COVID-19 infection, or have had significant contact with a sick individual, should not be interacting with NPS students or staff. To the degree possible, building volunteers should limit their interactions to only those that are NPS students or staff members. Volunteers should be limited to working only with the groups that they are assigned.

**Q: How will the instruction during the 2020-2021 school year be different than the Spring of 2020?**

**A:** In the Spring, when we were quickly forced into closing school, learning in place packets were the option provided by the district. Information provided to the school district by CDC and VHD was imperative in devising a virtual learning plan for the 2020-2021 1st quarter. The school board made a decision based on the health matrix, deciding once we successfully obtain 14 days in the green, the board will consider reopening school with the hybrid model.

The hybrid model is divided into two houses, **House "A"** and **House "B"**. That decision has been adjusted to support a phased in approach to in-person instruction when the case incidence and percent positivity both reach the moderate risk of disease transmission level (yellow) for 14 consecutive days in the City of Norfolk. The NPS Health Metrics Dashboard may be used to monitor movement of the health metrics for NPS. and can be found on the division's website: [npsk12.com](https://npsk12.com).

- Students in **House "A"** will attend school face-to-face on **Mondays and Tuesdays** and will participate in virtual learning from home on Wednesdays, Thursdays, and Fridays.
- Students in **House "B"** will attend school face-to-face on **Thursdays and Fridays** and will participate in virtual learning from home on Mondays, Tuesdays, and Wednesdays.
- It is imperative that students remain in their assigned house.

**Q: If I decide to attend the blended or remote learning option, is that decision for the entire 2020-2021 school year?**

**A:** No. The decision you made on the parent form will be your choice for the start of the first semester of the school year. If you choose to change from hybrid to virtual (VSA), please contact the principal via phone or email to discuss participation. No action is required to remain in VSA.

**Q: If the Governor closes schools again, what will the plan be for our students?**

**A:** If the governor mandates school closures, we will continue to utilize the virtual option for all students.

**Q: What is the cleaning protocol going to be for classrooms?**

**A:** The protocol for cleaning and disinfecting schools includes identifying and cleaning frequently touched surfaces, procedures for the required cleaning of transport vehicles before picking up students and in between runs. Weekly inventories to ensure that adequate quantities of cleaning supplies are available, and the correct use and storage of cleaning materials. The building supervisor at each facility will monitor the inventory of cleaning supplies and coordinate the ordering of needed supplies. The following supplies will be provided for COVID-19 mitigation: soap, water, paper towels, hand sanitizer, trash cans, and gloves.

**Provided additional hand sanitizer/handwashing stations.**

The district has purchased a sizable amount of hand sanitizer stations so that each building will have 7 to 10 additional units in the building. The units will be placed in high traffic areas such as the front office, locker rooms, and building entrances.

**Ensure adequate supplies to minimize sharing to the extent possible (e.g., dedicated student supplies, lab equipment, computers, etc.).**

Sharing of all supplies will be discouraged. Students will be required to utilize designated supplies and equipment and not share supplies or equipment with other individuals.

**Q: Will students and staff be wearing masks?**

**A:** Yes, we will be following Governor Northam's order. Our expectation is full compliance from all students and staff. Other than medical exceptions, students and staff are required to wear masks while in school.

**Q: What do I do when my child is sick?**

**A:** All parents/guardians at home should complete Symptom screening each morning before the school day. Students with symptoms and/or a fever of 100.4 or higher should not come to school. Keep children at home if they have a fever or are sick with any illness. Please alert the school of your child's absence by calling the school and follow up with a written excuse for the lack. Parents/guardians are strongly encouraged to communicate their students' COVID-19 symptoms and direct exposure to someone with COVID-19 when reporting an absence. Families and caregivers are encouraged to practice and reinforce good prevention habits at home and within their families.

**Q: What is the communication plan if someone in a school tests positive for COVID 19?**

**A:** Protocols:

**Separate and isolate those who present with symptoms.**

·Individual staff members/students who are suspected of having COVID-19, develop a fever during the workday, or have been significantly exposed to another that is positive for COVID-19 infection, must be separate from others that could possibly be exposed and

placed in an isolation room.

- The employee must notify the supervisor of concerns and prepare to leave the office and go home.
- The student must be taken to the school nurse who will notify administration and contact the student's parents to pick up the student from school. The nurse will inform the parent of the symptoms and/or possible exposure.
- The employee must avoid gathering with others in small-enclosed spaces. Efforts must be made to maintain a minimal distance of 6 feet if contact with others cannot be avoided.
- Efforts must be made to keep any interaction with others under 10 minutes.
- The employee must avoid others to the degree possible as they leave the building. Before leaving the building, the employee must ensure that they have sanitized their hands and donned a face mask.
- If it cannot be avoided and an individual is needed to interact with the person that is potentially infected with COVID-19, such as the sick person needing assistance, the helper must wear a mask and/or face shield, and gloves (located onsite).

**Q: How will students be socially distanced in classrooms?**

**A:** Student desks will be spaced minimally 6ft.

**Q: Can students stay in the same classrooms and teachers move?**

**A:** Where feasible, students will remain in the classroom, instead, teachers will rotate. All scheduling will be done within each school.

**Q: How will the traffic flow in the hallways be managed?**

**A:** Schools will consider creating one-way hallways to reduce close contact. Physical guides such as tape/floor markings and/or directional arrows as well as social distancing reminders in the hallways have been added to floors and/or walls to encourage orderly traffic flow. Additionally, teachers will accompany their classes to their next destination, if applicable.

**Q: What will lunch look like for students who attend school?**

**A:** Students and staff will eat meals in classrooms or in the school cafeteria, while maintaining social distancing. Schools will require social distancing practices while in food service lines and while eating. Students and staff should wash their hands with soap and water for 20 seconds or use a hand sanitizer that contains at least 60% alcohol before and after eating. Schools will clean and disinfect food line areas, tables, and chairs between uses. Individual schools will decide how school lunches will be provided to students. VDOE has provided guidance to schools. Students and staff will be required to wear a mask when getting and receiving lunches.

**Q: Will students' temperatures be taken at school?**

**A:** No, students' temperatures will not be taken as they enter the buildings. We are asking families to pre-screen for symptoms every morning to ensure no one is coming to school with any COVID 19 symptoms. Guidance from our nurses will be provided to assist in this area.

**Q: Will students have access to water fountains?**

**A:** All water fountains will be closed to students and staff. Students are encouraged to bring water bottles to school.

**Q: Will the district restrict visitors from entering the school?**

**A:** Only essential visitors will be allowed to enter the school building. All essential visitors will be required to follow the same safety guidelines as all other school personnel. All essential visitors must wear a mask. The district will offer virtual meetings whenever possible.

**Q: What is the procedure for picking up my child early for an appointment?**

**A:** Parents are asked to send an early dismissal note into the school with their child in the morning. Students will be dismissed from class to the office once the parent arrives. Parents will be required to wear a face covering prior to being allowed to enter the building. Parents must come to the main office entrance and check-in with the secretary to pick up their child.

**Q: Will students be able to participate in chorus?**

**A:** As Chorus is a curricular course, the students will still participate in chorus. Students will be required to wear a mask at all times.

**Q: How will special education services be implemented in the blended and remote models?**

**A:** The IEP team will continue to hold meetings and provide services based on the child's IEP in a blended and virtual setting. To clarify, students receiving specially designed instruction in House A will receive face-to-face instruction on Mondays and Tuesdays and virtual support Wednesday-Friday. Students receiving specially designed instruction in House B will receive face-to-face instruction on Thursdays and Fridays and will receive virtual instruction Monday-Wednesday.

**Q. If my child's evaluation report stated that further testing was needed once school reopened, when and how will the testing be conducted?**

**A:** Testing will resume once we are back in school. The psychologist will contact you with dates and times for you to bring your child in for testing. Please know we are following CDC guidelines during testing. Your child will need to wear a face covering. The parent will not be allowed in the building to wait for the student. The testing room will be disinfected, there will be table shields between the evaluator and student, and the evaluator will wear a face covering/shield during testing.

**Q. What will remote learning days look like for my child(ren)?**








**A:** Teachers will post all daily lessons and activities in CANVAS. Lessons may include recorded instruction. Students are expected to log in daily to complete the lessons and activities. Login and completion of activities will count as attendance in the class for that day. Remote learning days will also include scheduled office hours/zoom lessons with their teachers.

Students who have opted for the ***blending learning model*** must log on to CANVAS and complete the lessons provided by their teachers. Attendance matters. Please help your child engage in learning by ensuring he/she logs in for learning daily. Completion of the daily assignments is required. If students do not log on to CANVAS on remote learning days and do not complete the assignments, they are considered absent and will not receive credit for the work assigned.

Students who have opted for the ***fully remote learning plan*** will follow along with blended learners using CANVAS. Students are expected to log on daily and complete all assignments and activities. Login and completion of activities will count as attendance in the class for that day. These live sessions are mandatory for remote learners, and count as attendance for the day. Your child's teacher will provide a schedule for these live sessions.

# NPS ELEMENTARY RETURN TO SCHOOL

## POINTS TO REMEMBER-AT-A-GLANCE

<p><b>Before you go to school</b> <b>Do a health check!</b></p>  <ul style="list-style-type: none"> <li>▪ Temperature?</li> <li>▪ Cough?</li> <li>▪ Feeling sick?</li> </ul> <p>If <b>Yes</b> to any of these symptoms, <b>please stay home!!</b></p> <p><b>Call/email your child's school.</b></p>	<p style="text-align: center;"><b>Getting to school</b></p>  <ul style="list-style-type: none"> <li>*<b>GRAB your MASK!</b></li> <li>*<b>Bring ALL supplies</b>, including mask, notebook, laptop, pencils, etc. in your book bag!</li> </ul>  <ul style="list-style-type: none"> <li>*<b>Only STUDENTS</b> will be permitted into the building.</li> </ul>	<p style="text-align: center;"><b>School Policies</b></p>  <ul style="list-style-type: none"> <li>*<b>MASKS MUST</b> be worn at all <b>times</b> except when eating breakfast and lunch.</li> <li>*<b>1 child</b> at a time in the <b>restrooms</b></li> <li>*<b>Hand washing</b> and <b>sanitizing</b> will be done frequently.</li> <li>*<b>Bring your water bottle!!</b></li> </ul> 
<p style="text-align: center;"><b>NPS Hybrid model</b></p> <ul style="list-style-type: none"> <li>● Students are in either a House A or House B.</li> </ul> <p><b>House "A"</b> students attend in person on <b>Monday, Tuesday</b></p> <p><b>House "B"</b> students attend in person on <b>Thursday, Friday</b></p> <ul style="list-style-type: none"> <li>● <b>Wednesdays</b> will remain an <b>at home learning (Asynchronous) day for ALL!</b></li> </ul>	<p style="text-align: center;"><b>Use sanitizer and WASH your HANDS</b></p>  	<p style="text-align: center;"><b>Always Remember!!</b></p> <p style="text-align: center;"><b>Wave, Greet and STAY 6 Feet!</b></p> 