



Norfolk Public Schools

The cornerstone of a proudly diverse community

**W. H. Taylor Elementary
Health & Safety
Reopening
Guidelines & Procedures
2020-2021**



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	8
SHARING OF MATERIALS PROCEDURES	8
RESOURCE CLASS PROCEDURES	8
RESTROOM PROCEDURES	8
MONITORING STUDENT/STAFF HEALTH AND SAFETY	9
SANITATION	9
FREQUENTLY ASKED QUESTIONS	11
NPS ELEMENTARY RETURN TO SCHOOL POINTS TO REMEMBER-AT-A-GLANCE	15

COMMITTEE MEMBERS

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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 requires the implementation of a comprehensive plan of re-entry for staff and students. Dr. Byrdsong, our Superintendent of Schools, 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 to safely return to in-person instruction and operations. You will find information in this packet on the health mitigation strategies and protocols that are being followed throughout this process.

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 virus. 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

If the answer is “yes” to **any** of these questions, the employee or student’s parent/guardian should immediately notify the school. The employee or student must **stay home**.

It is important to also note that all students and staff are required to wear face coverings/masks at all times. 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 platform. 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.

Norfolk Public Schools has developed a new webpage that provides consistent messaging related to learning options and school division operations. You are encouraged to visit this webpage frequently for the most up-to-date information as decisions continue to be made throughout this process: [Updates on Return to In-Person Instruction and Operations](#).

If you have any questions regarding this plan or would like to discuss any specific needs pertaining to 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,

Charlene M. Feliton,

Principal

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ARRIVAL PROCEDURES

- All parents are required to 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 must escort their tardy students to the school front door but will not be allowed to enter the building with their child(ren). A staff member will greet your child at the front door and escort them into the building.
- If a student shows symptoms of COVID-19, they will be placed in an isolation room monitored by our school nurse and a parent will be called and expected to pick up the child. Be sure to bring ID, as 100% ID checks are required.

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. We will no longer escort parent pickups to the front stairs.
 1. Buses will be called as they arrive in the loop.
 2. YMCA Students will be dismissed in staggers.
 3. Students with permission to walk home will be dismissed out the front door.
 4. All parent pick-ups via car will be through designated areas. **Maps coming soon.**
- Students must leave the building 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 (6) feet is maintained.
- Physical education classrooms will ensure social distancing of ten (10) feet is maintained and PE classes will be held outdoors as often as possible (weather permitting).
- Norfolk Public Schools devices (Chromebooks or iPads) should come to school daily with a full charge. Students will need to bring their device and chargers daily. Chromebook safety cases will be arriving in the schools soon.

- 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 six (6) feet of physical distance between students.
- All classroom doors must remain open during the instructional day to increase ventilation to the classroom space. We will open classroom windows as often as possible too.
- Water fountains will not be in use in an effort to limit the spread of germs. **Students are encouraged to bring non-breakable water bottles from home prefilled with water.**
- Water will be offered in cup during breakfast and lunch to students who do not drink milk.
- Students suspected of having COVID-19, develop a fever during the school day, or have been significantly exposed to another person that has tested positive for COVID-19 must be separated from others.
 - The student will go to an isolation room with the school nurse. The nurse will notify school administration and contact the student's parent to immediately pick up the student from school. The nurse will inform the parent of the symptoms and possible exposure.
 - Efforts will be made to keep any interaction with others under 10 minutes and maintain a minimum distance of six (6) feet if contact with others cannot be avoided.
 - 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.
- Students will remain in a single file line in the stairways staying to the right.
- Posted signs/OWL Floor stickers will mark separation for appropriate social distancing in places where lines will form.
- The use of water fountains for drinking by students and staff is not permitted.

LUNCH PROCEDURES

- Masks/face coverings must be worn at all times, except for the brief period when the student is eating or drinking.
- Students/staff will wash their hands or use hand sanitizer before/after lunch.
- Six (6) feet social distance rules must be followed as students go through the cafeteria lunch line.
- Cafeteria seating will be limited based on six (6) feet socially distanced. Seats will be marked accordingly.
- Students must sit in the same assigned seat daily.
- All students will be seated to face the same direction. Students are not allowed to sit across from each other.

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.
- Large gatherings for 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 be permitted to share classroom materials.
- We are asking students to bring supply boxes with their own pencils, crayons, glue sticks, erasers, and scissors.
- Students' items will be stored in their book bags or personal bins under their desks.
- Teachers will maximize the use of online textbooks.
- Hand sanitizer will be available to students and staff in all classrooms and throughout the building.
- Teachers will create procedures for individual learning kits, library books, and manipulatives.

RESOURCE CLASS PROCEDURES

- Resource classes will continue to be 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 while following key health mitigation strategies, whenever possible.
- Physical education classrooms will ensure ten (10) feet of social distancing occurs during classes.
- Students will follow the transition/hallway guidance to travel to all resource classes.

RESTROOM PROCEDURES

- Only two students will be permitted to use the hallway restrooms at a time.
- Restrooms located in the classrooms will be sanitized multiple times throughout the day.
- Posted signs outside the school's restrooms will remind students to practice healthy hygiene and handwashing.
- Schools will reinforce proper handwashing procedures daily.

- Restroom procedures are dependent on the layout of the school building.

RECESS and MASK BREAK PROCEDURES

- Students will be assigned a daily recess block of 20 minutes.
- Recess climbing structures and swing sets will be closed pending further guidance.
- Only one class will play in the designated recess zones at a time.
- Masks must be worn outside when students are interacting and playing with each other. Parents are asked to talk to their child about maintaining personal space.
- Contactless play is encouraged by teachers and strategies will be in place to give students options for fun ways to release their energy 😊
- Designated outdoor areas will be assigned as “Mask Break Zones.” These outdoor areas will space the children out so that they can drop their mask for a brief period of time and enjoy fresh air and an outdoor snack (if provided by the parent).

MONITORING STUDENT/STAFF HEALTH AND SAFETY

- Parents/Guardians must perform a symptom check before sending children 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.

SANITIZATION

- NPS Facilities, Maintenance, and Operations employees will follow the CDC 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 throughout the school day.
- 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 Virginia Department of Education's (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 an individual that has tested positive, 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: Throughout this pandemic, Norfolk Public Schools has remained committed to providing equitable and quality learning experiences for all students. Since the mandate of school closures last spring, all students were transitioned to a virtual learning model. Upon the board's approval for the updated Return to In-Person Instruction Plan, concurrent and hybrid learning models will be followed in a three-phase approach beginning March 15, 2021. All classrooms are equipped with web cameras, along with power cords for recharging student devices. Each teacher will have Bluetooth headsets to allow for communication with students in the classroom and those learning virtually at home online. The [Virtual Scholar's Academy](#) (VSA) remains in place for students whose parents/guardians wish for them to continue learning from home.

The hybrid model applies to students who are not a part of Virtual Scholars Academy and is divided into two houses: A and B. House A will attend face-to-face school on Mondays and Tuesdays and will learn virtually on Wednesdays (asynchronous), Thursdays, and Fridays. House B will attend face-to-face school on Thursdays and Fridays and will learn virtually on Mondays, Tuesdays and Wednesdays (asynchronous).

Q: If my child is already enrolled in VSA and I do not wish for them to return in-person, do I need to do anything?

A: No, this decision covers the remainder of the school year and no further action is required to remain in VSA. The student will not be required to report to school in-person at any time.

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 school includes identifying and cleaning frequently touched surfaces, procedures for the required cleaning of transport vehicles before picking up students and in between runs if the bus or vehicle will be used to make multiple runs, circumstances

that would require emergency cleaning (positive cases), 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. The building supervisor at each facility will also coordinate the ordering of needed supplies. The following supplies will be provided for COVID-19 mitigation: soap, water, paper towels, hand sanitizer, trashcans, gloves, and masks.

The school division 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, cafeterias, and building entrances. 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/face coverings?

A: Yes, we will be following Governor Northam's executive order. Additional disposable face coverings will be available in every building, should they be needed. Our expectation is full compliance from all students. Other than medical exceptions, students are required to wear face coverings in school.

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

A: All parents/guardians should complete symptom screening at home each morning before the school day. Students with symptoms and/or a fever of 100.4 or higher should not come to school. Parents/guardians should notify the school of your child's absence by calling the school and follow up with a written excuse for the absence. 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: Upon the report of a positive COVID-19 case or exposure in a building, existing protocols for contact tracing and sanitization will be immediately implemented. In the instance that a classroom, section(s) of a school and/or an entire school needs to be closed temporarily to control any type of an outbreak, parents will be notified and students will return to the virtual learning setting until the sanitization process is complete.

Q: How will students be socially distanced in classrooms?

A: Student desks will be spaced minimally six (6) feet.

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

A: Whenever possible, students will stay in the classrooms and resource teachers, school counselors, library media specialist, content specialists, special education teachers, and paraprofessionals will develop specific push in schedules to maximize student supports.

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

A: Schools will create one-way hallways, where possible, to reduce close contact and will place physical guides, such as tape, on floors or sidewalks to create one-way routes. When one-way flow is not possible, schools will have tape and directional arrows in the hallways, as well as social distancing reminders, to encourage orderly traffic flow.

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

A: Each school has developed a plan for students to eat breakfast, following a grab-and-go model where students will eat in their classrooms. Students will eat lunch in the cafeteria following strict social distancing guidelines. Specifics will be available on each school's website. Each school has also developed procedures to transition students to the cafeteria for lunch and back to class, and those procedures will also be available on each school's website. Regardless of the meal transition procedures, students will remain at least 6 feet apart at all times while in the cafeteria. In addition, students may remove their face coverings only when they are actively eating and/or drinking and must replace their face coverings as soon as they are finished. Each school has developed a schedule that allows for sanitizing the cafeteria between each breakfast and lunch period.

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 non-breakable water bottles to school filled with water only.

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

A: Only essential visitors will be allowed to enter the school building. Essential visitors include those with prior scheduled appointments with school staff. 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 to the school with their child in the morning. Students will be dismissed from class to the office once the parent arrives. Students will be escorted to the front door for dismissal. All parents picking up a student must have an ID ready.

Q: Will students be able to participate in chorus?

A: As Chorus is a curricular course, the students will be allowed to sagely participate and 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 supports 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: The psychologist will contact you with dates and times for you to bring your child in once testing officially resumes. In accordance with CDC guidelines during testing, your child will need to wear a face covering and parents/guardians 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 student?

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 **hybrid learning model** must log on to CANVAS and complete the lessons provided by their teachers. Attendance matters. Please help us by encouraging your child to log in and attend classes daily. Completion of the daily assignments is required. If students do not log on to CANVAS and attend virtual classes 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 hybrid learners using CANVAS. Students are expected to log on and attend virtual classes 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

Before you go to school,
do a health check!



- Temperature?
- Cough?
- Feeling sick?

If **Yes** to any of these symptoms, **please stay home!!**

Call/email your child's school.

Getting to School



- **GRAB your MASK!**
- **Bring ALL supplies,** including mask, notebooks, laptop, pencils, etc. in your book bag!



- **Only STUDENTS** will be permitted into the building.

School Policies



- **MASKS MUST** be worn at all times except when eating breakfast and lunch.
- **2 Children** at a time in the restrooms.
- **Hand washing and sanitizing** will be done frequently.
- Bring your water bottle!!



NPS Hybrid Model

Students are in either a **House "A"** or **House "B"**.

- **House "A"** students attend in-person on **Mondays and Tuesdays**
- **House "B"** students attend in-person on **Thursdays and Fridays**
- **Wednesdays** will remain an at home learning (Asynchronous) day for **ALL!**

Use sanitizer and WASH your HANDS



Always Remember!!

Wave, Greet and **STAY 6 Feet Apart!**

