



Teaching in the languages of our community: English, español, Português

# 2020-21

# Reopening Manual

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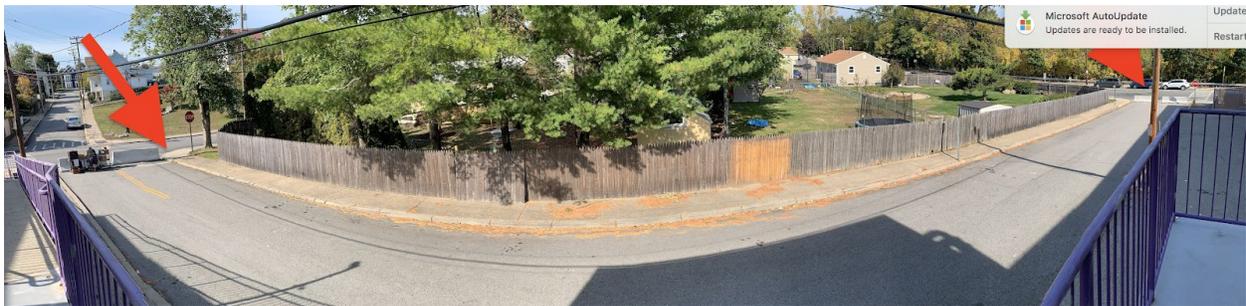
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## Screening/Attestation

Keeping Covid from entering our school is an important step in preventing community spread. All students and anyone else who is entering ICS must complete an attestation prior to coming into the building. ICS is finalizing setting up School Pass” an application that will allow easier attestation, drop off and pick up.

## Arrival

Arrival time is 7:45-8:15 am. Families who accompany their child to school will leave their children at one of the ends of Tower St.:

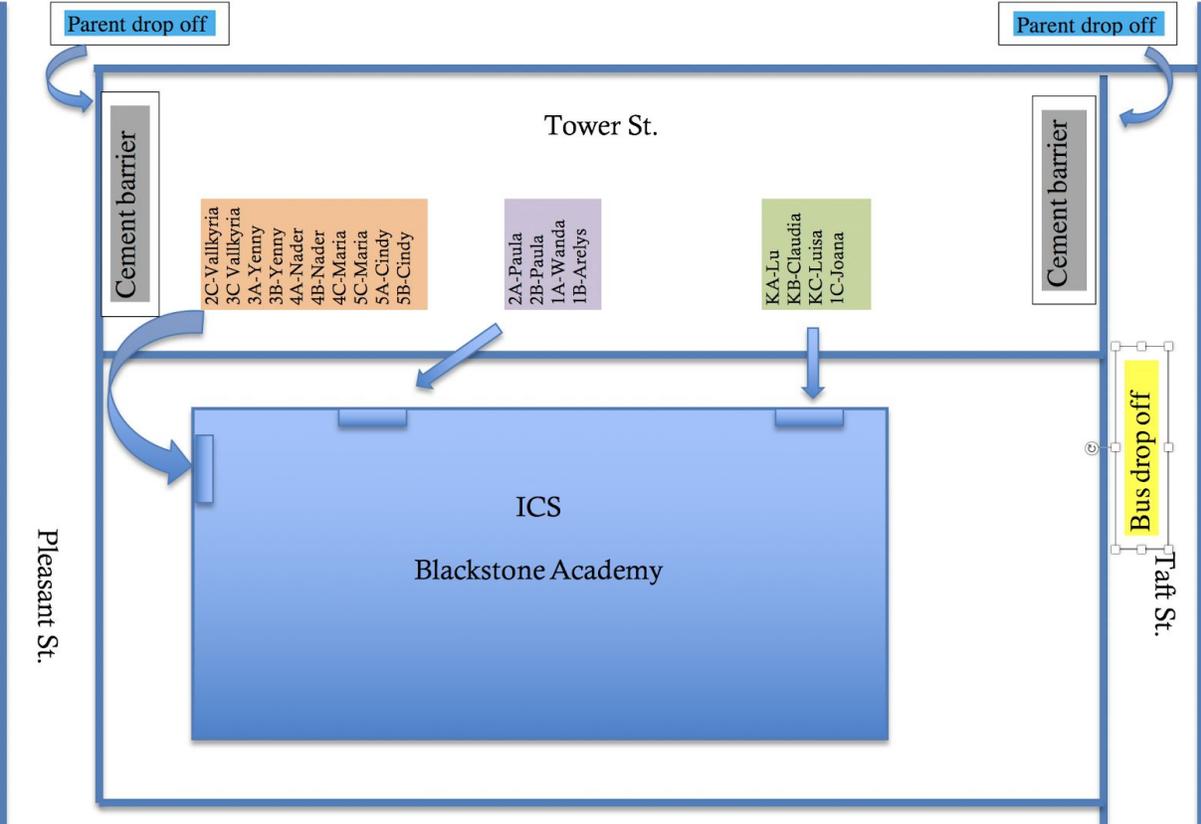


Students who ride the bus will be dropped off on Taft St.

As students will go to their designated lines on Tower Street. There will be designated areas for classes with markers in the event more than one student arrives. Students stand socially distant (6 ft. apart) in their line-up spot and move up as classmates enter ICS.

### ENTRANCES:

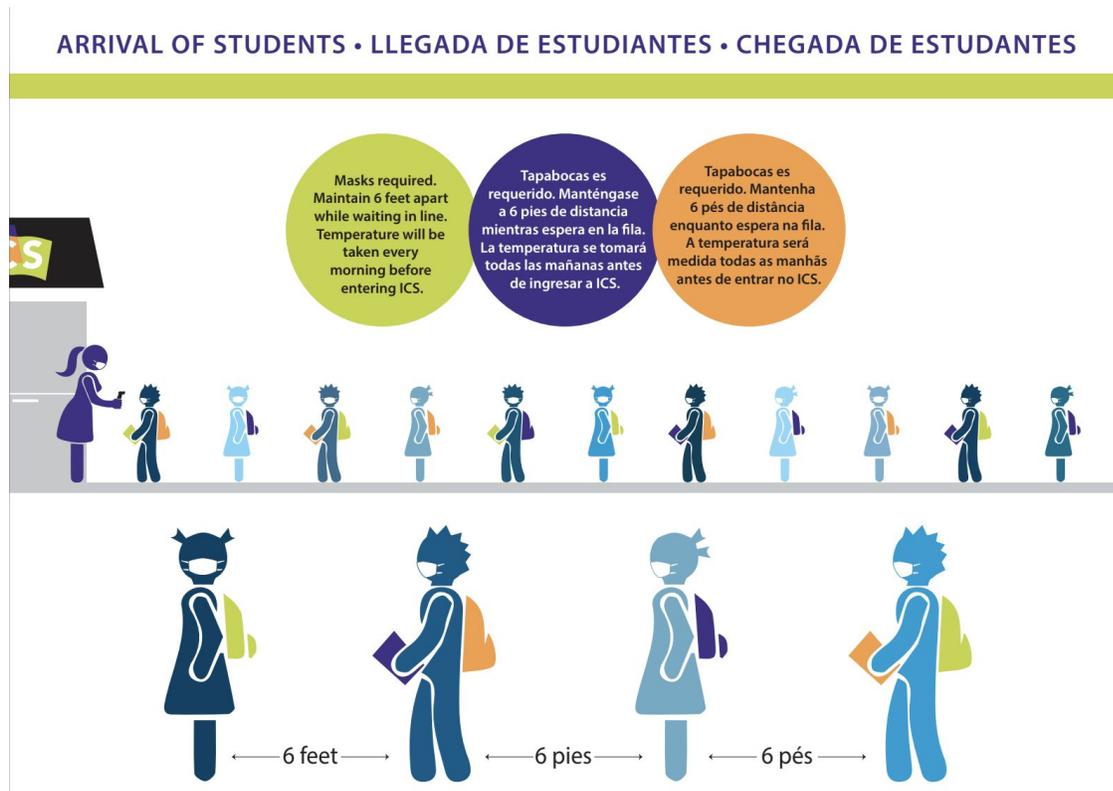
- Kindergarten and 1C: Enter and Exit through the doors by Kindergarten rooms
- SE 1st grade and SE 2nd grade: Enter and Exit through the doors by the Kitchen
- PE2, 3rd-5th grade: Enter and Exit through the doors in the main office



# Entering the Building

Students will enter the building as they arrive.

Upon entering the building, each student will have their temperature taken and sanitize their hands. If their temperature is over 100 degrees, they will not enter the building and be taken to the isolation room.



Students will pick up their breakfast from one of the breakfast stations located in the hallways (downstairs and upstairs) if they are having breakfast and go to their classrooms. They will sit at their individual desk. If eating breakfast, they will wash their hands if they are eating breakfast. take off their mask and silently enjoy breakfast and wash hands again. Teachers /partner teachers will disinfect the tables as students wash their hands.

## Late Arrivals

- ICS downstairs doors will close at 8:10
- Late arriving students enter through the main office door on the second floor.
- There will be someone to sanitize hands and take temperature check
- Maritza/Maggie R. will take attendance if a student after 8:15
- Students may take breakfast and go directly to their classroom.
- Breakfast stations close upstairs at 8:45 and downstairs at 8:30

# Dismissal

Dismissal time is 1:30-2:00 PM

Exits:

- Kindergarten and 1C: Enter and Exit through the doors by Kindergarten rooms
- SE 1st grade and SE 2nd grade: Enter and Exit through the doors by the Kitchen
- PE2, 3rd-5th grade: Enter and Exit through the doors in the main office

Partner Teachers will:

- Take the bus students to Taft Street (the back of the building)
- Exit through the designated doors
- Come back to Tower Street to assist teachers with dismissal

Teachers will:

- Line students up and walk them to the designated areas
- Students will line up socially distanced and with masks on

## Exit order

| <b>Downstairs<br/>Kindergarten doors</b>    | <b>Downstairs<br/>Kitchen Doors</b>            | <b>Upstairs<br/>Main Office Door</b>   |
|---|--|--|
| 1. Kindergarten: A, B, C<br>2. 1st grade: C | 1. 1st Grade: SE A, B<br>2. 2nd Grade: SE A, B | 1. 2nd Grade: C<br>2. 3rd Grade: C, A, B<br>3. 4th Grade: C, A, B<br>4. 5th Grade: C, A, B |

- Grades K-2 SE enter barricaded area through TAFT Street
- Grades 2PE-5th enter barricaded area through Pleasant Street
- Caregivers will line up along the fence on Tower Street on marked spots. Caregivers must wear a mask at all times.
- Teachers mark who the student was picked up by on the dismissal sheet.
- Students cross Tower Street to meet their parents.

Early Dismissal:

- Parents MUST call the main office (401-721-0824) by 12:00 pm to make any changes in the dismissal plan for a student.
- Parents will ring the bell at the office door.
- Maritza/Maggie R. will check to see if the adult is on the pick up list.
- Maritza/Maggie R. will call the classroom and the partner teacher will bring the student out through the designated door.

#### LATE PICK UP:

- Teachers wait at the line-up spots until 1:50 for students to be picked up.
- Students who are not picked up by 1:50 will be escorted to a designated spot in the community room by the partner teachers.
- Parents will go to the kitchen door and Maritza will call for the student in the community room
- At 2:00 pm, Maritza will bring students to the main office and call the parents
- Students must sit in designated chairs, remaining 6 ft. apart chairs and with their masks on.

## Transportation

- Attestation must be completed before they get on the bus
- PPE/mask must be worn at all times.
- Drop off on Taft St. @ cement barrier
- Pick up on Taft at cement barrier
- Covid safety procedures
- Seating charts for buses to and from school must also be created. Breakfast

## Breakfast

Breakfast is served from 7:45-8:15am Students will have the option to pick up a breakfast at one of four stations in the hallways. Students will not have to enter a number as we are on the extended lunch program. Students will eat breakfast at their individual desk in their classrooms. Students will eat in silence.

## Fresh Fruit and Vegetable Program

A fresh fruit or vegetable will be delivered to classrooms each day. Students will eat in silence.

## Lunch

All teachers are provided with a list of the students who have allergies and will seat those students in the front row.

To start on October 27 and for the first few weeks, we will have a limited sandwich menu. There will be three choices: meat-based protein sandwich, vegetarian sandwich, and sunny nut butter sandwich. Teachers will mark choice 1, choice 2, choice 3 or own in the database. Each day the daily notes will indicate which sandwiches are which choice.

Lunches will be delivered to classrooms based on the morning count.

Students will eat lunch at their desks with their masks off. They will wash their hands before and after they eat and the partner teacher or teacher will sanitize desks before and after students eat. Students will eat in silence.

## Masks

Mask wearing is a proven effective means to keeping Covid from spreading. Therefore all students will wear masks at all times, except during designated mask breaks or during designated eating times.

### Mask Breaks:

#### In the classroom

These will take place in the Classroom for 5 minutes for students who are having a difficult time with the mask and need a quick break. Students will stand in a designated area which teachers will set up. It will be at least 6 ft. from where students are sitting, near the bathroom or the sink. There will be sanitizer, wipes, a chair, and a timer. Students will be instructed to remove their mask and face away from other students. They will remain 6 ft. from any other person.

Students would sanitize their hands, take off their masks and sit silently breathing in the fresh air. Once finished, the students would sanitize their hands again and place the mask on their face.

#### Outside

This mask break is for the whole class. Students may stand, sit, or read in one spot and breathe the fresh air or teachers may choose to go for a walk. Ensure that students remain 6 feet apart and are facing the same direction. Students need to sanitize their hands and remove the mask. After they put their mask back on, they should sanitize their hands.

# Classroom Set Up

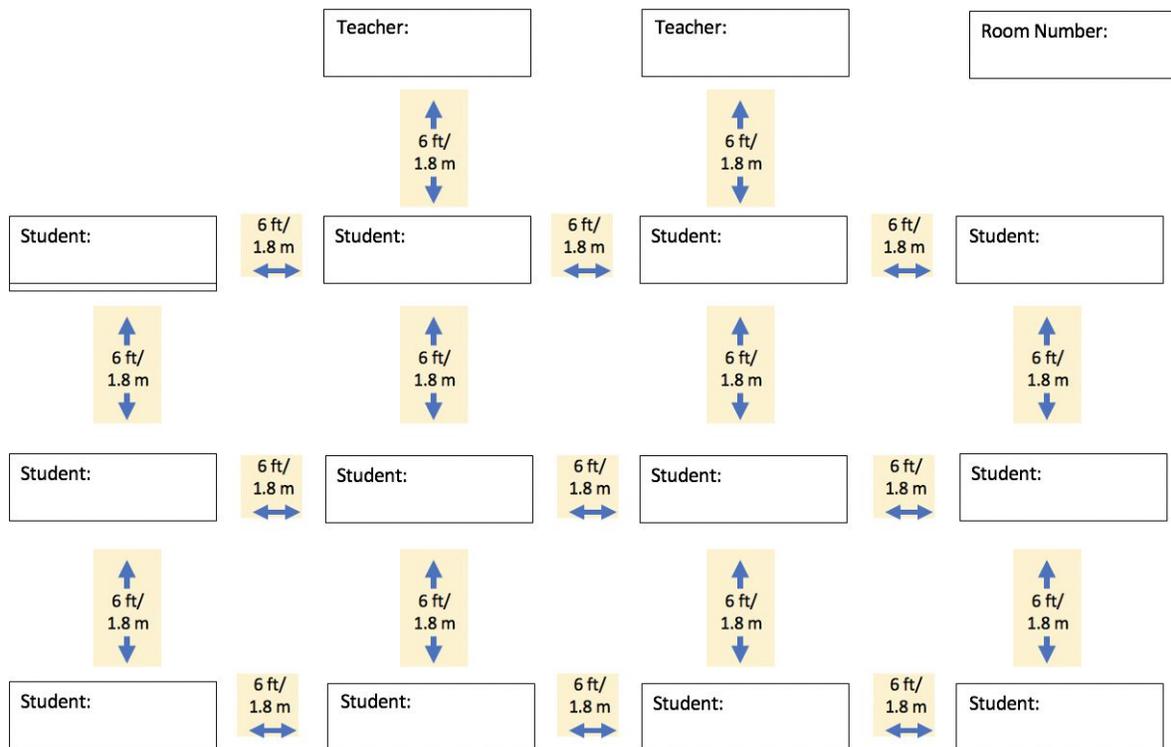
We have modified our classrooms so that students can sit 6ft apart. Each student has been assigned a seat and will use only that seat. Desks and tables are cleaned routinely. Each child has their own materials bin and all students are facing in the same direction.



# Seating Charts

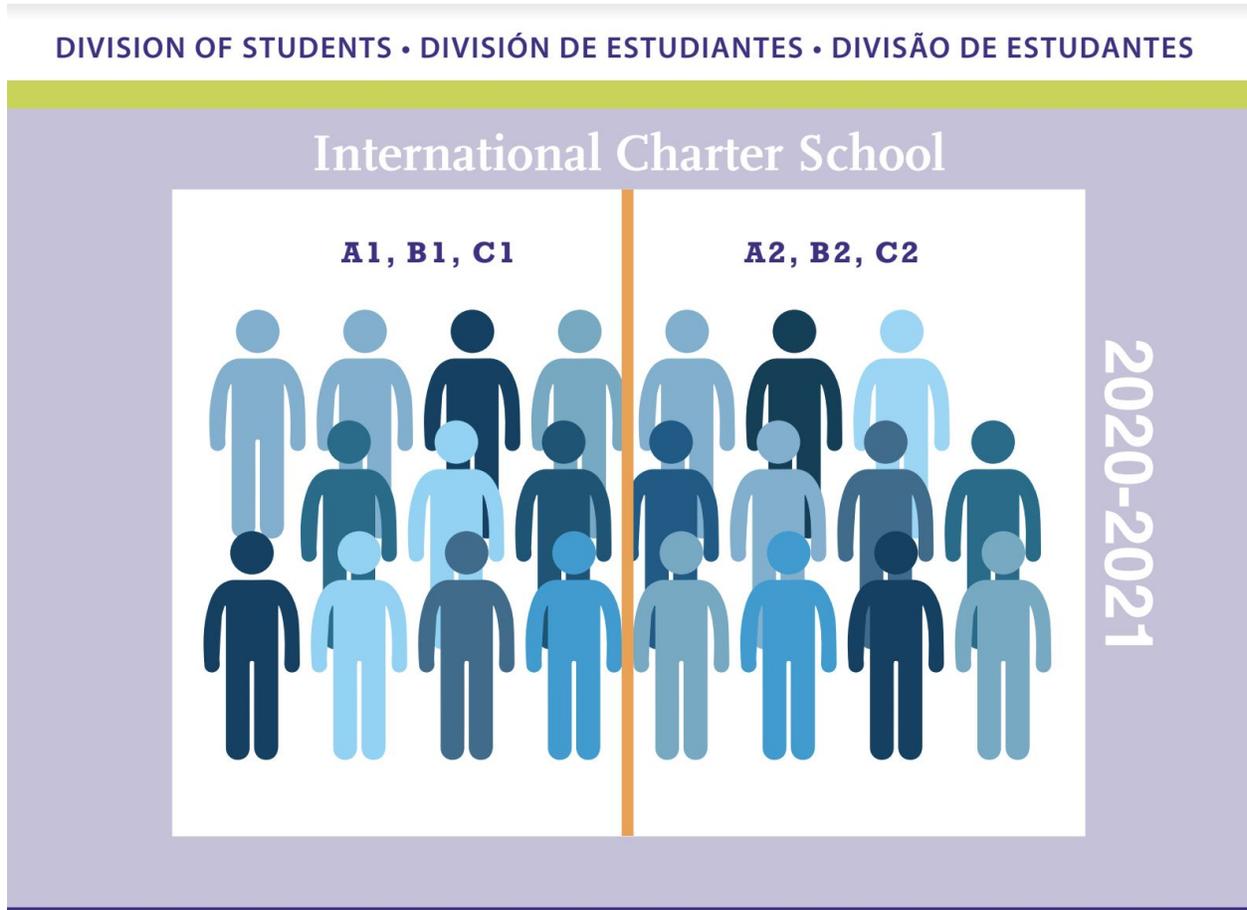
Keeping students at a safe social distance (6 ft./1.8 meters minimally) is an important measure to prevent the spread of Covid. Desks have been arranged to ensure such a distance and will not be moved unless as part of a plan to rearrange in a safe manner. Tables and desks will have markings on the floor to serve as a visual guide, Students with allergies will sit at the front of the classroom for monitoring.

In order to support more efficient contact tracing, each teacher will maintain an electronic seating chart. Administrators will have access to classroom and bus seating charts and should keep them readily available should the RIDOH contact us for the purpose of contact tracing. Teachers will make a copy and complete their chart and will update whenever a change is made.



# Classes/Student Groups

Each of the 18 groups have been further divided into two groups in order to have a limited number of students in each classroom that can safely socially distance 6 ft. apart.



## Schedules

Students in the *hybrid* model will come in person one week and learn from home one week alternately. Students in the *in-person* model will come each week to ICS. Students in *distance* learning will learn from home each week,

### [Hybrid Schedules \(11 students per group\)](#)

Students in groups 1 will begin attending in person on Tuesday, October 27 (Mondays are always professional development/planning days for teachers and independent learning days for students following their class meetings).

Students in group 2 will begin attending in person on Wednesday, November 4 (Tuesday is Election Day).

## Calendar

You can find the school calendar [here](#).

## Programs

There are three types of programs: ***in-person, hybrid, and distance***. Families can choose to move their children into a *distance* learning mode at any time. Students cannot change from distance to in person until the end of the first trimester. Assignment to *in-person* is based on academic and social needs and are determined by ICS teachers and administrators.

## Floor Plan

Please see the floor plan [here](#)

## Teaching in Person and Distance

Due to the need to have more space to safely operate a school and limit the number of interactions between adults and stable pods, we will have some teachers working in person with students and some working remotely. The visual arts, music, Information and Communication Technology (ICT), and Social and Emotional Learning (SEL) teachers will teach remotely. All of those teachers will work from their homes/a remote location, with the exception of Soraya who will work from room 206 at ICS

# Hallway Movement



The hallways of ICS give students cues for social distancing/remaining 6 ft. apart. Hallway passing, recess, and bathroom visits have been established to limit groups of students passing in the hallway. Everyone will wear a mask at all times when in the hallways.

## Bathroom use

Procedure for Bathroom use:

- There will be one student in the bathrooms with one toilet and two in the multi toilet bathrooms.
- Students wash hands before leaving the classroom
- Students wash hands after using the bathroom
- Students sanitize once they enter the classroom
- Kindergarten Students:
  - Sanitize hands before entering the bathroom
  - Wash hands after using the bathroom
  - Dry hands with paper towels

Bathroom visits should happen with the stable pod. Grade level groups will rotate between a Mask Break outside and a Bathroom break.

### Bathroom Schedule

| Grade             | Kindergarten           | 1st Grade                                  | SE 2nd Grade                   | PE 2nd Grade        | 3rd Grade                                     | 4th Grade                                     | 5th Grade                                       |
|-------------------|------------------------|--|--------------------------------|---------------------|---|---|---|
| Bathroom Location | Kindergarten bathrooms | 1st floor Bathrooms                        | 1st floor Bathrooms            | 2nd Floor Bathrooms | 2nd Floor Bathrooms                           | 4th Grade Bathroom                            | 2nd Floor Bathrooms                             |
| Schedule          | As needed              | A 8:45-9:00<br>B 9:15-9:30<br>C 9:45-10:00 | A 10:15-10:30<br>B 10:45-11:00 | 9:00-9:15           | A 9:30-9:45<br>B 10:00-10:15<br>C 10:30-10:45 | A 10:30-10:45<br>B 9:30-9:45<br>C 10:00-10:15 | A 11:00-11:15<br>B 11:30-11:45<br>C 12:00-12:15 |
| Cleaned           | End of the day         | 9:00-9:15<br>9:30-9:45<br>10:00-10:15      | 10:45-11:00<br>11:15-11:30     | 9:15-9:30           | 9:45-10:00<br>10:15-10:30<br>10:45-11:00      | 10:45-11:00<br>9:45-10:00<br>10:15-10:30      | 11:15-11:30<br>11:45-12:00<br>12:15-12:30       |

If a student needs to use the bathroom at another time of the day or has an emergency, the Partner Teacher may take the student to the designated bathroom.

The bathrooms will be cleaned after pod use and after an individual who uses it apart from their pod. Adelina or Juliana will be available to clean.

## Water

No one is to use the fountains, either in the classroom nor in the hallway. The fountains have been marked off/blocked. Everyone can access the water dispensers in the hallway to refill water bottles. Refilling water should happen with the stable pod. Students will fill their water bottles when they take their bathroom breaks. Students can also take a “sip break” in the classroom at a designated spot. At that time they will stand on a marked spot, remove their mask, take a sip of water and place their mask back on.

## Recess

Recess is a required daily activity. Safe, outdoor play is as important as ever providing students with opportunities to learn, socialize and play in fresh air. We have built a schedule so that Kindergarteners and 1st graders (no more than 33 students at a time) will go out for recess one grade at a time and 2nd and 3rd and 4th and 5th graders (no more than 66 students at a time) will go together.

There are 6 designated areas for the October 27 start.<sup>1</sup>

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<sup>1</sup> When we close on the properties at 0 and 15 Winter St.s will we have additional activities



Classes of up to 11 students will rotate through the different areas. They will play in one area for one day and then move to the next area the next day, thus giving all students access to all areas,

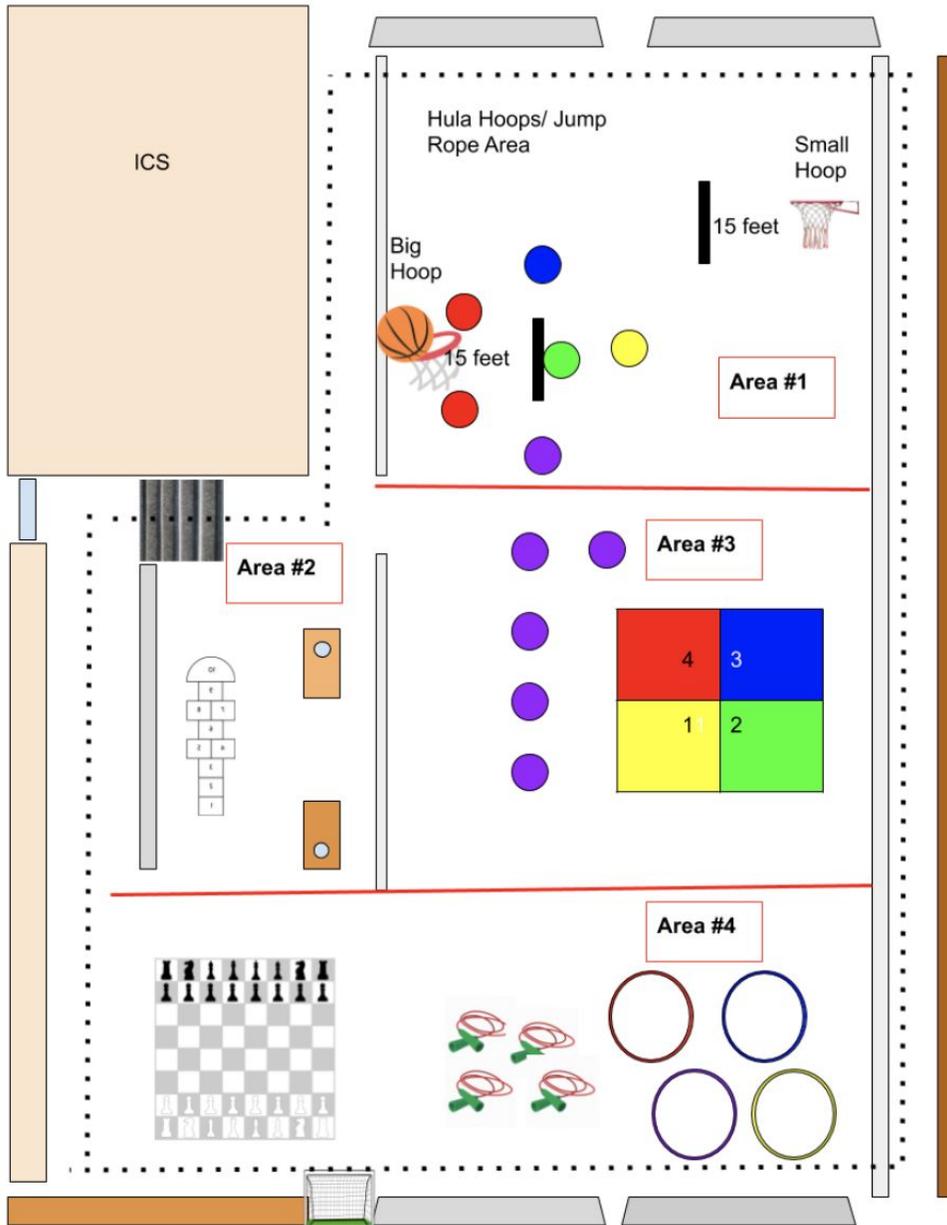
You can find detailed activities for each site here: [Recess](#)

Each class will have a recess bag with the equipment necessary for the activities at each site, All classes will walk students to and from the playground in lines with 6 ft. between students. Kindergarten and 1st graders will use a "human chain" or rope with PVC tubing to walk to and

from recess at a safe social distance.



Below is a diagram of activities for the Tower St. play areas. Each class will have a [bag](#) with their equipment.



**Notes:**

- ..... Walking/Running Path (Signs to be Hung)
- To be painted: 4 Square Court and Socially Distanced Waiting Spots
- Basketball Foul Lines and Around the World Spots
- Hopscotch Area
- Spots for Hula Hoop and Jump Rope (SD)
- Running/Walking Path Arrows

## Devices

Since students have been working so much on computers, students will not bring Chromebooks or iPads to school for the first few weeks of school.

## Covid 19 Health and Safety

See Rosa Tomlinson's presentation [here](#)

See Rosa Tomlinson's presentation [here](#)..

## Guest/Partner Teachers

ICS has hired 5 additional partner teachers. When classroom teachers are out, partner teachers will teach their classes.

## Staff Room

The staff room is located at 318 Pleasant St. There is a large room and deck where staff can sit with fresh air and appropriate social distancing. There is a gate/opening on Twoer St. that staff can use to enter the property.

## Isolation Room

ICS converted a classroom on the first floor into an isolation room. We installed two bathrooms, and modified ducting to create a unique exhaust system. We also installed a door close to the exit near the kitchen. Any student with Covid symptoms will be taken to the Isolation Room and families will be called to pick up the student. Students will exit directly from the isolation room to the outside.

## Ventilation

Increasing circulation of outdoor air is an important means to prevent the spread of Covid. ICS has evaluated our building and its mechanical and safety systems to determine if the building is ready for occupancy. We have ensured that windows can open. ICS worked with Wilkonson Associates Engineering and Mercury Tec to evaluate air filtration and rotation and are making approximately \$40,000 worth of improvements. We have also installed air filters that serve to break down the virus as air circulates.

Having a robust HVAC circulation and filtration system is the most effective means of controlling clean air in the building. Staff may open windows to increase air flow. However, it is not

necessary to have clean air with our current system. And, it is difficult to control the temperature in the building when windows are open and if the temperature outside is drastically different than the temperature inside, energy waste will occur. If you open windows during the day, please close the windows at the end of the day.

## Safety Protocols

Please see safety protocols in Rosa Tomlinson's presentation [here](#) and the Covid Health and Safety presentation [here](#)..

## Library

The ICS Library will not be open for the first two weeks of school. More information is forthcoming on how students will be given access to borrowing books.

## Emergency Plan

Please see the Emergency Plan [here](#). The major change is that when we exit the building, we have students exit maintaining a greater distance between them (6 ft. if possible) and to maintain 14 feet of distance between stable pods.