



**Oak Ridge Schools**  
PRESCHOOL

Welcome to Oak Ridge Schools' Preschool! We are so excited to return to school. We look forward to working with your family to overcome the education and wellness challenges that we are currently facing. In an effort to mitigate the risk of Covid-19 and create a safe environment for students and staff, while being able to offer a traditional education for our students, our school administration plans to implement the following guidelines and procedures. Details of our re-opening plan are listed by topic, alphabetically.

**NOTE:** This plan has been developed, and is subject to change, based on recommendations from Tennessee Department of Health, Center for Disease Control as well as mandates from local, state, and federal government agencies.

### **Arrival and Temperature Checks**

- Student arrival times will be staggered
  - Students in 4 year old classrooms: 7:45 arrival
  - Students in 3 year old and multi-age classrooms: 8:00 arrival
- Each student's temperature will be checked upon arrival to the car line.
- Staff members will meet parents and children at the car in the car line and will walk children into the building. Once in the building, classroom staff will walk children to the classroom.
- Entry of parents, volunteers, and community members will be strictly limited. See section on Visitors (below).
- All staff will enter through the main entrance and immediately enter the office to have temperature checked prior to going anywhere else in the building.
- Staff will wear face covering prior to entering the building.

### **Temperature Checks**

- Staff and students will have their temperature taken upon arrival each day.
  - A child must be fever-free without the use of a fever-reducing medication, such as Tylenol or Motrin.
- Temperature checks may occur throughout the school day, as needed.
- All staff members will have their temperature checked in the front office. Those temperatures will be recorded daily as part of the staff sign-in process.

- Temperature checks for students will take place on the front sidewalk, in the car line. Once a student has been cleared via normal reading on thermometer, he/she may enter the building with a school staff member
  - students with temperatures at or above 100.4 degrees will have their temperature verified with an oral thermometer. If the fever is verified, the student will be sent home directly from the car line.
- At any given time throughout the day, if staff and/or students present with a temperature at or above 100.4 degrees, he or she will have their temperature verified with an oral thermometer. If the fever is verified, parents will be called to pick up the student. Staff members who are verified to have a fever will be sent home.

### **Late Arrival/Early Dismissal**

- If a child arrives after the car line has completed, the parent will walk the child into the office and sign the child in. The parent must wear a mask. A staff member will check the child's temperature and walk the child to the classroom.
- If a child must be dismissed early, the parent will come to the office to sign the child out. The parent must wear a mask. A staff member will get the child from the classroom and bring him/her to the office.

### **Bathrooms**

- Expectations will be clearly posted.
- Bathroom occupancy will be limited by the number of available toilets in the bathroom.
- Handwashing procedures will be clearly posted, and handwashing will be expected.
- Classroom staff will supervise classroom bathrooms when their students are utilizing them.
- Restrooms will be disinfected throughout the school day.

### **Food Preparation**

- Aramark workers will be using PPE.

### **Classrooms**

- Students and staff will be required to wear masks and regular hand washing procedures will be in place.
- Classroom interest areas will be organized to limit the number of students in each area.
- Teachers will remove communal supplies and require students to use their own supplies. Individual supply boxes and supplies will be provided for each child.
- Students may bring a blanket from home to be used during rest time. This blanket may not be shared, and will remain at school. The student blankets will be laundered at school at least weekly.
- No toys or other items from home will be permitted.
- No backpacks will be permitted. Students will have a label with their name and car/bus information placed on the back of their shirt each day.
- Students and staff will wash hands upon entering the classroom and continue regularly throughout the day.
- Special service providers (OT, PT, etc) will utilize hand sanitizer prior to entering classrooms. If provider is to remain in the classroom, provider will then wash hands prior to any student contact.

- Students will not be brushing their teeth following breakfast. Toothbrushes and toothpaste will be sent home periodically along with information regarding the importance of tooth care.
- During rest time, students will be placed with mats as far apart as possible and students positioned so that they are alternating head to feet (no face to face positioning)
- All soft fabric items will be removed from the classrooms; i.e., pillows, stuffed animals, dramatic play clothing, dolls. Rugs will remain—swept and sanitized daily
- Sand, water and playdough play will only take place if each child is assigned their own personal container with the item and labeled for their use only. Handwashing procedures will be followed before and after play with these items.
- Interest area toys and manipulatives will be disinfected daily.
- No outside food is permitted

### **Cleaning of School Building**

- ORSP will be cleaned and sanitized thoroughly at the direction of Oak Ridge Schools Maintenance Department, in accordance with the ORS School Reopening Plan.

### **Virtual Learning**

- This plan is used for students/families who have made the decision to learn virtually and not participate in the traditional classroom setting. This plan will be fully developed during the first weeks of school. Preschool will offer a virtual option for enrolled children. Through this option, children and families continue to benefit from family services' resources, health services, food services, academic and school readiness support.

### **Remote Learning Plan**

- This plan will be implemented in event of emergency school closure for COVID, Flu, and/or inclement weather. This plan is being fully developed during the first weeks of school.
- Preschool staff will communicate with parents and students through a program/platform. All classrooms to use the same platform. This is being planned and developed currently.

### **Dismissal**

- Students' temperature will be checked and recorded on the classroom clipboard prior to dismissal. If a student presents with a temperature of 100.4 or higher, the student will not be permitted to ride the bus. The parent will be contacted and asked to come pick up the child.
- Students will be dismissed from their classrooms or from the gym, if social distancing can be assured.
- Parents are asked to be patient, as safely dismissing students in a socially distanced manner may take longer than previous dismissal procedures.

### **Field Trips**

- No off-campus field trips are permitted until further notice.

### **Hallways**

- Student travel lanes will be established to promote social distancing and the elimination of large groups in the hallways.

## **Main Office**

- The main office hours will be 7:15-3:00.
- There will be tempered glass barriers around the front office desk.
- There will also be signage and floor markings to ensure social distancing while students, staff, and parents are waiting for services.

## **Masks**

- Students and staff must wear face covering. Face covering should be in place prior to entering the building. Mask breaks may be provided in the classroom or outside, when social distancing is possible. Masks must be worn at all times when moving in the hallways and throughout the building.
- Students that do not have a mask will be issued a washable mask to begin the year and then will be provided disposable masks.
- Students and staff will be required to wear a mask where social distancing is not possible (for example, hallway transitions, group work or small group work with a teacher, arrival and dismissal locations)
- Student/staff mask breaks will be allowed throughout the school day. Social distancing will occur during mask breaks.
- Masks will not be required when students are actively eating breakfast, lunch and snack; students will be social distanced as much as possible during meal times.

## **Open House/Orientation:**

- Open House/Orientation will take place using a virtual format.

## **Home Visits**

- Home visits will take place through Zoom at this time.
- Prior to the scheduled home visit, teachers will deliver all forms to be completed. Through the Zoom meeting, teachers will support parents in completing required forms.
- Following the Zoom meeting and before students begin school, parents will return all completed and signed forms. Parents will be notified of a day and time to bring the forms to the preschool.

## **Playground**

- Students will be offered multiple opportunities for movement throughout the day,
- The playground will be divided into zones of play. Only one classroom at a time will play in each zone.
- Equipment will be sanitized after each classroom use.
- Masks will be worn when social distancing is not possible.

## **Physical Education/Creative Movement**

- Students will be offered Creative Movement in a socially distanced setting so that masks will not have to be worn during rigorous physical exercise. If social distancing is not possible, masks will be worn.
- If communal play materials are used in the gym, the classroom staff will sanitize equipment after use and prior to leaving the gym.

## **Library**

- The library will be closed at this time.

### **Special Education**

- Special Education teachers (including resource and related services) will push in to classrooms as they are able, but pull out services may be necessary for students to garner the full benefit of their services and accommodations.
- All IEP meetings will be conducted via Zoom, unless a meeting place that allows for social distancing can be secured.

### **Water Fountains**

- All hallway water fountains will be turned off.
- Water bottle filling stations will be available to fill water bottles.
- Classroom water fountains will be turned off. Students will use disposable cups to access water throughout the day.
- Water bottle filling stations will be disinfected throughout the day.

### **Visitors**

- Visitors to the school building will be limited to the front office/ lobby.
- Masks will be mandatory for all visitors prior to entry.
- Temperature checks will also be mandatory when visitation beyond the front lobby is permitted.
- Parents will be encouraged to utilize Zoom for conferencing with teachers.