

CRES Elementary Re-Entry Procedures



We are so excited to welcome everyone back to CRES! Below are protocols and procedures that we have put in place in order to ensure a safe and healthy environment. We would also like to remind everyone that before entering the building you must have on a mask. At this time only faculty, staff, and students are allowed inside the building. Thanks in advance for your help and understanding regarding our new procedures.

Arrival (Bus Riders):

- Buses will enter campus through the main entrance. They will unload at the three front doors of the building (5th grade entrance, main entrance, and Kindergarten entrance).
- Upon arrival all students will be temperature checked at the door. If their temperature is 100.4 or above they will go directly to the isolation room and a parent or guardian will be called.

Arrival (Car Riders):

- Cars will enter at the caution light by Ramset.
- Students must have their temperature checked BEFORE exiting their car to enter the building. If their temperature is 100.4 or above they will not be allowed to enter the building.
- Students will enter the building through the car rider door.
- The car rider door will close at 7:35 and all students must then enter through the front door of the building.

The doors will open at 7:15 for students to be dropped off. Instruction will begin at 7:40. Anyone entering the building after this point will be tardy.

Entrance	Staff responsible for Hallway supervision	Staff responsible for taking temperatures	Staff responsible for distributing breakfast
Front Door			cafe staff
5th Grade Door (Buses)			cafe staff
Kindergarten Hall (Buses)			cafe staff
Car Rider Door			cafe staff

Bus Monitoring:

- We will be asking staff to ride buses in AM and PM for the first 2 weeks to assist with student placement and seating charts.

Breakfast:

- Students will be offered a grab and go breakfast after having their temperature taken at the entrance. They will carry it to their classroom and follow teacher instructions before eating. If the classroom is not 6 ft. apart those extra students will go into the cafeteria. Staff members will be assigned to help monitor the cafeteria in the mornings.

Lunch:

- Students will enter the cafeteria one class at a time to get their lunch tray. Students will go to an assigned seat each day. A seating chart will be used to keep track of where students sit. Each line will be cleaned after a class comes through.

11:00 a.m.-11:25 a.m	Kindergarten	Bell-Cafe	Line 1
11:05 a.m.-11:30 a.m.	Kindergarten	Kearns-Cafe	Line 2
11:10 a.m.-11:35 a.m.	Kindergarten	Kornrumpf-Cafe	Line 1
11:15 a.m.-11:40 a.m.	1 st grade	Auenshine-Gym	Line 2
11:20 a.m.-11:45 a.m.	1 st grade	Hurter-Gym	Line 1
11:25 a.m.-11:50 a.m.	1 st grade	Vinson-Gym	Line 2
11:30 a.m.-11:55 a.m.	2 nd grade	Brown-Gym	Line 1
11:35 a.m.-12:00 pm	2 nd grade	Hacker-Cafe	Line 2
11:40 a.m.- 12:05 p.m	2 nd grade	Horne-Cafe	Line 1
11:45 a.m.-12:10 p.m.	3 rd grade	Dotson-Cafe	Line 2
11:50 a.m.-12:15 p.m.	3 rd grade	Isaac-Gym	Line 1
11:55 a.m.-12:20 p.m.	3 rd grade	Fugate-Gym	Line 2
12:00 p.m.-12:25 p.m	4 th grade	Gregory-Gym	Line 1
12:05p.m.-12:30 p.m.	4 th grade	Koch-Gym	Line 1
12:10 p.m.-12:35 p.m	4 th grade	Yaste-Cafe	Line 2
12:15 p.m.-12:40 p.m	5 th grade	Combs-Cafe	Line 1
12:20 p.m.-12:45 p.m	5 th grade	Favorite-Cafe	Line 2
12:25 p.m.-12:50 p.m.	5 th grade	Roberts-Gym	Line 1

Students will dismiss from tables one class at a time to drop their tray off in the trash and exit through the gym doors. Tables and seats will be disinfected to prepare for the next group.

Related Arts:

- Related Arts teachers will report to the homeroom classrooms for special classes. Each related arts teacher will meet with the same class all week, following a 4 week rotation.

Related Arts Schedule (Daily Rotation can be found on Master Schedule)	
Time	Grade Level
8:10-8:55	2nd Grade
9:05-9:50	1st Grade
10:00-10:45	4th Grade
10:45-11:30	Related Arts Planning
11:30-11:55	Related Arts Lunch
11:55-12:40	Kindergarten
12:50-1:35	5th Grade
1:45-2:30	Third Grade

Recess:

- We will use the primary playground (by the soccer field) and the intermediate playground. One class will use each playground at a time. Between classes, custodial staff will disinfect the playground.

Time	Primary	Intermediate	Cleaning Time
9:00	Kindergarten		9:15
9:30	Kindergarten	4th Grade	9:45
10:00	1st Grade		10:15
10:30	1st Grade		10:45
11:00	2nd Grade	3rd Grade	11:15
11:30	Kindergarten	4th Grade	11:45
12:00	1st Grade	5th grade	12:15
12:30	2nd Grade	3rd grade	12:45
1:00	2nd Grade	3rd grade	1:15
1:30	Andrea's class	4th Grade	1:45
2:00	5th Grade	5th Grade	2:15

Restroom Breaks:

- There should be no more than 4 students in the restroom at a time. Teachers will follow the one out, one in rule to monitor the number of students in the restroom. Individual restroom breaks are allowed, but no more than one student should be out of the room at a time to ensure that restrooms are not over crowded at any time. Restrooms will be cleaned at least every two hours.
- Water fountains will be closed but students may bring their own water bottle (plastic) in which to keep at their designated place in the classroom. Water bottle refill stations will be open.

Classroom Instruction:

- Student desks will all face the same direction and be spaced out as far as possible to accommodate the number of students in a classroom. Students and staff are required to wear masks all day unless they are actively eating

or drinking. Students will have their own supply boxes. Communal supplies will not be allowed. A seating chart will be kept for each class for contact tracing purposes.

Nurse and Healthcare Needs:

- Teachers will not be sending students to the nurse as they have in the past. Teachers will contact the school nurse and the school nurse, if deemed necessary, will travel to the teacher's classroom.
- If the school nurse determines a student is exhibiting Covid-19 symptoms, students will be placed in isolation until a parent/guardian picks the student up. The parents will have no longer than one hour to pick the child up from school. If necessary, we will collaborate with authorities to ensure the safety of our students and staff.
- In the event of a positive case, the Bourbon County Health Department will handle all Covid-19 related issues including contacting families, contact tracing, and quarantining. If there is a positive case in your child's classroom, the health department will notify the school and there will be a letter sent home.

Dismissal:

- Buses will be loaded from back to front. In order to ensure that our youngest students will be seated at the front of the bus, we will begin dismissal with 5th grade. Each grade will be dismissed over the intercom until all bus riders are loaded.
- Car riders will report to designated areas and sit socially distanced with masks until their numbers are called.

Cleaning and Disinfecting:

- After all students and staff leave for the day custodians will clean and disinfect every room/area in the building. This is in addition to the cleaning and disinfecting that is occurring periodically throughout the school day.