

Diamond Lakes Elementary



Return to School Addendum 2020-2021

[Diamond Lakes Elementary School Mission Statement](#)

We will provide a safe, standards based learning face to face/virtual environment that ensures a growth mindset so all students reach their learning potential.

LaShantel Pinckney, Principal

Diamond Lakes Elementary, in conjunction with the Richmond County School System, the GADOE, and GADPH has developed guidance to support districts and communities in determining their plans and strategies for reopening schools. They have provided a tiered approach with clear, actionable steps which have been built upon the guidance and recommendations of health officials. The guidance focuses heavily on the health, physical, and logistical requirements necessary for reopening school buildings. Faculty, staff, students, and parents are expected to follow the guidelines set forth as part of fighting the spread COVID-19 and to keep everyone safe and healthy.

FOUR PRACTICES:

Diamond Lakes Elementary will:

1. Provide notice to parents.
2. Implement practices to prevent the virus from entering the school.
3. Respond to a lab-confirmed case in the school.
4. Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.

Practicing Prevention:

- Teach and reinforce good hygiene measures with students and staff.
- Provide hand soap, hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage on COVID-19 prevention & symptoms, good hygiene, and school/district specific protocols.
- Clean/disinfect frequently touched surfaces daily.
- Turn off water fountains and allow students and staff to bring water from home.
- Conduct deep cleaning before school reopens and on weekends, as needed.

Social Distancing:

Social distancing is an effective way to prevent potential infection. RCSS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Use master schedule to balance class sizes.
- Remove unused desks and furniture in classrooms to maximize social distancing.
- Limit physical interaction through partner or group work.
- Establish distance between teacher and student desks/workspaces.
- Identify and utilize large spaces for social distancing.

In the classroom:

To the extent possible:

- Arrange desks and/or limit the number of students at a table to allow for distancing.
- Require assigned seating in classrooms to limit close contact among a large number of students and to assist with contact tracing.
- Before school starts, students will report to a designated area and/or their first period or homeroom class as designated by the school, and they will be encouraged to maintain social distance and not to congregate in common areas.
- Avoid greetings involving personal contact

Enhanced Mitigation Measures:

To the extent possible:

- Schedule additional time for transitions.
- Plan for staggered class changes to decrease the number of students in the hallway at once.
- Assign students to cohorts to create student groupings that are as static.
- Consider teachers instead of students moving from class to class.
- Design traffic flow to decrease the number of students entering/exiting school at the same time.

Before Coming onto Campuses or Buses

At the beginning of the year and the start of every week of on-campus instruction, Diamond Lakes Elementary will screen students to determine if (a) they have the COVID-19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19. Screening is accomplished by asking questions by phone, electronically, or in person. If the parent is dropping off or picking up a student, the screening questions will be asked to the parent. Diamond Lakes Elementary is permitted to prevent any individuals who fail the screening criteria from being admitted to the campus or a bus until they meet any of the criteria for re-entry to the campus.

Employee and Student Screening Protocols:

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening which includes staff taking their own temperature and reporting any of the following symptoms:

- ♣ Cough
- ♣ Shortness of breath or difficulty breathing
- ♣ Chills

- ♣ Repeated shaking with chills
- ♣ Muscle pain
- ♣ Headache
- ♣ Sore throat
- ♣ Loss of taste or smell
- ♣ Diarrhea
- ♣ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ♣ Known close contact with a person who is lab confirmed to have COVID-19.

Teachers and staff must report if they themselves have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

Students and Employees who are Sick at School:

- Identify an isolation room (ROOM 406) to separate anyone who exhibits COVID-like symptoms.
- Establish protocols for safely transporting anyone who is sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality.
- Close off areas used by sick person and do not begin cleaning and disinfecting procedures for 24 hours, if possible.
- Advise students/staff who came into contact with the individual to stay home and follow appropriate DPH guidance.

Bathroom cleaning and disinfecting:

RCSS staff will use the signage provided to indicate the room for sanitizing and disinfecting. The Diamond Lakes Team will sanitize and disinfect hall and classroom bathrooms throughout the day, as stated in Custodial guidelines and as needed.

Classroom cleaning and disinfecting of frequently touched surfaces:

RCSS staff will use the signage provided to indicate the room for sanitizing and disinfecting. The Diamond Lakes Team will sanitize and disinfect classrooms and bathrooms within classroom throughout the day and stated in Custodial guidelines and as needed. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Classroom supplies and equipment:

It is appropriate for classrooms to rotate materials and supplies available within the classroom to allow time for sanitization and cleaning. When selecting materials for use in the classroom, consider what type of materials are easily sanitized vs. those that require more cleaning effort and attention. Examples of materials easily sanitized include plastic manipulatives, board puzzles and markers. Materials more difficult to sanitize include but not limited to play-dough, soft surface blocks/manipulatives and crayons. Teachers may choose to limit sharing of those materials.

Shared Workspaces within the Building:

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. RCSS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Diamond Lakes Team will clean all workspaces at their designated cleaning time. Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

Workspace usage is as follows:

1. Capacity – Diamond Lakes Elementary will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

2. Conference Rooms – Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school unless otherwise noted.

Breakrooms or Teacher Lounge/Multipurpose Room –RCSS employees will be advised to only use the restroom located on their grade level hallway. RCSS employees will disinfect shared spaces before leaving the faculty lounge (example – refrigerator door handle, bathroom handle/space)

4. Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

Facility Cleaning:

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Category	Area	Frequency
WORKSPACES	Classrooms, Offices	At the end of each use/day
APPLIANCES	Refrigerators, Microwaves, Coffee Machines	Daily
ELECTRONIC EQUIPMENT	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
GENERAL USED OBJECTS	Handles, light switches, sinks, restrooms	At least 4 times a day
BUSES	Bus seats, handles/railing, belts, window controls	At the end of each use/day
COMMON AREAS	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

PE, Dance, and Technology Classes:

Exercise hand sanitizer hygiene before and after participating. For Physical Education classes, we will use outdoor activities as the weather permits and facilities allow. **Dance and Technology teachers will practice safe hygiene after each class transition. Teachers will sanitize and wipe down shared technology items.**

- **PE Classes (Observe Health and Hygiene and Social Distancing Practices)**
 - Limit the activities to those with minimal contact.
 - Limit the amount of shared equipment.
 - If this is not possible due to weather or staff constraints, consider options for exercise within the classroom or reduce the number of classes meeting at one time.
 - Schedule opportunities for cleaning and disinfecting between classes.
 - Space students to allow for social distancing.

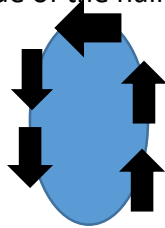
- **Technology and Dance Classes (Observe Health and Hygiene and Social Distancing Practices)**
 - Limit the amount of shared equipment.
 - Schedule opportunities for cleaning and disinfecting between classes.
 - Sanitize used equipment before it is used again.
 - Space students to allow for social distancing.

Switching Classes:

At this time classes will remain self-contained, students will remain with their homeroom teacher majority of the day except for transitioning to specials, lunch, and counseling sessions.

Hallway Transitions:

- Hallways will be one way, which means students and classes **will not cross over** if their classroom is on the other side of the hall. ALL classes will circle the hallway until they reach their classroom door.



- Limit congregating between groups/grade levels.
- Provide additional time for transitions.
- Designate hallway flow paths to minimize/eliminate congregating. Hallway stickers will be placed 6 ft. apart so that students are able to socially distance when going to specials, picking up lunches, and eating in the cafeteria.

Serving Meals:

- Allow and encourage student hand washing before and after meal service.
- Provide hand sanitizers for students and staff.
- Use disposable plates, utensils, and other similar items.
- Add signage to designate entrance and exit flow paths for cafeterias and serving lines and for social distancing.
- Seats will be marked so that students can socially distance while eating in the cafeteria.
- Cafeteria staff will have trays already prepared for students (staff will deliver food or students will social distance when picking up food through the lunch line)
- Students will not be entering their own lunch numbers. Cafeteria staff will be entering student lunch numbers.
- Ice cream will still be sold to students, but it is preferred that parents put money for these treats on student lunch accounts.
- Conduct cleaning of cafeterias and high-touch surfaces throughout the day.
- No parents/visitors during lunch at this time. A lunch visitor process will be developed for parents and guardians at a later date.
- Cafeteria staff will be trained in COVID-19 safety protocols.

- Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period.
- All cafeteria staff will be wearing masks and gloves while serving students.
- High surface areas will be disinfected between service periods and use.
- Other possible options (grade-level appropriate):
 - The lunch schedule will be staggered so that students are able to socially distance while eating lunch in the cafeteria or designated areas.
 - All breakfast will be grab-and-go. Students will get breakfast and report to the designated areas.

Dismissal:

Car Riders:

- **PK, K, 4th, and 5th car riders** – students will be socially distanced in the cafeteria while they are waiting to be picked up. Teachers will follow the PM duty schedule. Students will exit the building through the lunchroom cafeteria door and use the sidewalk decals to remain socially distanced while walking to their cars.
- **Grades 1st, 2nd, and 3rd grade car riders** – students will remain socially distanced in their classroom until their name appears on the screen. Teachers will download the WhatsApp to see names as they are called. Students will use the floor decals to remain socially distanced while walking to their cars. Students will exit the building through the lunchroom side door. Virtual Staff will be on duty to monitor these students and keep them safe as they walk to the front of the building.

Daycare Riders: Spaces will be marked in the Gym so students can socially distance while waiting for their daycare vans.

Bus Riders: Students will remain socially distanced in their classrooms until their buses are called. Once a bus is called by text, tv screen, or app students will use the floor decals to remain socially distanced while walking to their buses. Bus riders will exit out of the front of the school doors. Virtual staff will be located in the hallways to make sure students are staying safe as they exit the building.

Buses/Transporting Students:

- RCBOE will provide hand sanitizer for students and bus drivers.
- RCBOE will provide gloves, masks/facial coverings to bus drivers.
- Allow and encourage students to wear masks/facial coverings.
- Utilize spaced seating, where possible.
- Eliminate field trips.
- Clean and disinfect frequently touched surfaces on the bus daily.

- Establish protocols for bus stops, loading/unloading students to minimize the congregation of children from different households.
- Load the bus back to front and dismiss front to back for morning routes. Afternoon routes will load the bus in order of stops back to front when possible.
- Diamond Lakes Elementary Safety Team will monitor and offer support to RCBOE bus drivers and students.

Before/After School Care:

- **The same guidelines and safety applications for the school day will be in place for before and after school care.**
 - Identify and utilize large areas to properly separate students.
 - Follow protocols for large group activities.

Entrance/Exit Doors:

- Post signage on COVID-19 prevention and symptoms, good hygiene, and school/system specific protocols.
- Require parents to check their children's temperature before sending them to school.
- Require parents to keep sick children home if temperature **over 100.4**.
- Require school system employees to check their temperature before coming to work.
- Designate entrance and exit flow paths for the building.
- Establish a protocol for visitors (e.g. requesting use of face coverings and restrict - non-essential visitors/volunteers). Anyone needing to pick a student for early dismissal will need to call the front office (706-771-2881) and a staff member will - bring the student out to the car and have the parent sign him/her out.

Recess:

- Stagger recess to allow classes to remain as static as possible (times, activities, and/or locations).
- **Playground equipment will be closed until further notice.**
- Grade levels will take classes to different areas for outside time (field near grade level halls) Teacher may plan nature walks, activities, etc. that can allow for students to remain socially distanced.
 - Should the ability to stagger recess become impossible, consider indoor/outdoor rotations or shortened breaks.

Water Fountains:

Water Fountains will be turned off. Students will be allowed to bring filled water bottles to school each day.

Media Center:

- Students will be taught how to “hold” selected books on the Destiny platform.
- The media specialist will deliver the requested books to students or create a pick up schedule with limited transitions.
- The story time carpet and work areas will be closed until further notice.
- Class visits to the media center are not allowed at this time.
- When returning books or materials to the Media Center, shelve items for 72 hours before returning to circulation.

Large Group School Functions/Gatherings:

- Large group school functions will be postponed until further notice.

Nurse/Normal Medication Administration:

The nurse will have a mobile cart for minor medical situations and to administer medications. This will limit the interaction of students in the halls and office.

Isolation Room:

If a student or staff member exhibits COVID-19 symptoms while at school, the 2nd room on the right on the 1st grade hallway (room 506) will be used as an isolation room.

Visitor Restrictions:

Diamond Lakes Elementary will limit normal visitation to our campuses at this time. Only RCSS employees are allowed on campus during preparation for reopening. All individuals entering the building will be required to wear face coverings. Individuals proceeding beyond the reception area will be screened.

The safety of our staff and students remains the district’s primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. RCSS will restrict visits to the school to only those essential to school operations.

- Encourage parents to call/email when feasible.
- Limit access to the office area except when attending previously scheduled meetings and/or conferences.
- Require the use of face coverings inside the building by all visitors.

- Require parents to promote behaviors that reduce the chance of illness:
 - Do not enter a school if you exhibit signs of illness
 - Practice social distancing
 - Wear face coverings inside the building
- At this time, we will not encourage the use of school volunteers except when necessary to fulfill a program requirement.
 - Provide a space for the volunteer and the student.

Enhanced Mitigation Measures:

- Restrict lunch and classroom visits

Receiving and Returning Work if the District Closes

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work. The district will use Canvas for all grade levels. Canvas will be our main communication method for parents to be able to contact the classroom teachers. If the family is able to access the internet effectively all activities should be done online, which will eliminate any public health risk associated with providing instructional support.

If a family does not have access to the internet, work boxes will be available at the school so that parents can drop off any necessary work.

Virtual Learning:

- Parents are requested to continue with Virtual Learning for at least one semester (December). At that time, they may opt for their child to return to face-to-face instruction for the remainder of the school year.
- Students who are signed up for Virtual Learning will check out laptops, if needed, from their zoned school. Details about pick up is located on the DLE website.
- Students are scheduled to take a two-hour integrated elementary block (ELA, Math, Science, Social Studies, PE, Dance, and Technology – with an intervention block).
- Students can register for the AM **OR** the PM session.
- Teachers tutor and conference daily and on Fridays; Teacher will participate in Professional Learning each Friday.
- ES teachers plan and assist with duties from 8:00-9:00 each day.
- Teachers are required to conduct synchronous lessons *daily*, Monday-Thursdays
- Virtual teachers will be housed in each school.

Time	Mondays and Wednesdays	Tuesdays and Thursdays	Fridays
8:00-9:00	<i>Teacher Planning</i>	<i>Teacher Planning</i>	<i>Teacher Planning</i>
9:00-11:00	AM Elementary Block (ELA/Reading, Math, Science, Social Studies and PE)	AM Elementary Block (ELA/Reading, Math, Science, Social Studies, Music and Art)	AM Session Parent Conferences and Home Visits
11:00-11:50	Tutoring for AM and PM Students	Tutoring for AM and PM Students	Professional Learning for all Instructors
12:00-1:00	Lunch	Lunch	Lunch
1:00-3:00	PM Elementary Block (ELA/Reading, Math, Science, Social Studies and PE)	PM Elementary Block (ELA/Reading, Math, Science, Social Studies, Music and Art)	PM Session Parent Conferences and Home Visits

Academic help at home

In order to provide our students with academic support outside of their class time, we have partnered with [FEV Tutor](#): FEV Tutor provides engaging, 1-to-1 virtual tutoring services that are driven by data and personalized for each student. The result is a live service designed to truly drive measured student achievement gains available to all Richmond County Online Academy students in all subjects. We encourage our online students to take advantage of this opportunity.

Diamond Lakes is committed to providing every student a safe and successful learning environment whether virtually or face to face. Please feel free to contact us with any questions or concerns by email: veasela@boe.richmond.k12.ga.us LaShantel Pinckney, Principal
jamesbr@boe.richmond.k12.ga.us Brandi James, Asst. Principal

Thank you for your continued support and dedication to Diamond Lakes Elementary.

