



Dear SRS Families,

The last couple of years, SRS has adopted the mantra, “Be Kind, Be Safe”. As a school community, we need this more than ever. Your children are also our children and this is a very confusing time in their lives. They need all the extra TLC we can give them. At SRS, our main goals during this pandemic are to support the social/emotional needs of our students and families and to provide a safe environment for all. Keeping that in mind, the first week of remote learning our teachers will be planning activities to build relationships with their new classroom and to gain a sense of virtual community for all.

Another SRS goal is to keep you abreast of information as we get it. Below is a bulleted overview of how we plan to keep your children safe when they return to SRS in the hybrid phase of Week A/Week B. Timing of the move from Remote Learning to Hybrid Learning is to be determined by the School Committee with the guidance of the Westfield Health Department. Our plans have been carefully crafted using guidelines from the CDC, DESE, and Westfield Health Department. As guidelines change, any changes at SRS will be communicated to you.

If you have any questions, please don't hesitate to call the school at 572-6435. There are no wrong questions during these unprecedented times. WE ARE SRS STRONG!

Regards,  
Kathleen M. O'Donnell, Principal

### **SRS Student Reopening Procedures**

#### **Masks:**

Safety is our number one priority. In collaboration with local officials, the following procedures are to help stop the spread of germs and Covid 19. The following outlines our procedures for all staff members working at SRS.

- As per School Committee policy, all students in grades K-4 must wear masks at all times except for scheduled mask breaks, breakfast and lunch..
- As per School Committee policy, all staff will wear masks at all times except for mask breaks and lunch.
- Staff will review safety procedures with students to ensure each student's well-being.

**Mask Breaks:**

The health and safety of our students is our top priority. Please know we are following all CDC guidelines to ensure the safety and wellness of our students. The measures outlined below are in place to minimize the spread of germs and Covid-19.

- Students will receive a minimum of six mask breaks per day, approximately one every hour.
- These breaks will be given at the teacher's discretion.
- Breaks can take place outside or in the building following all social distancing protocols.

**Hand Sanitizing/Washing:**

- Upon entering the building, all students will sanitize or wash hands.
- Students will wash hands after using the lavatory, before lunch, and after recess.
- There will be hand sanitizer bottles placed at both entrances and in every room.
- There will be other times throughout the day that sanitizing/hand washing protocols will be followed as deemed necessary by the teacher based on the activities in the classroom and/or outside.

**Bus Safety:**

- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Buses will be wiped down between runs and disinfected at the end of each day.

**Arrival to School:**

- Walkers: When walking onto school property, all people must be wearing a mask and remain six feet apart from other families. Students will enter the building from the side parking lot entrance, one at a time, maintaining social distancing. Staff members will assist students directing them to their classroom or breakfast.
- Drop Off: Drop off will take place in the parking lot near the back of the school. Parents will enter the back of the parking lot and park or pull up to the cement pad for drop off. Staff members will greet children as they exit the car and direct them to their appropriate entrance. All children and parents must wear a mask as they exit the vehicle.
- Bus Students: Students who ride the bus will be supervised off of the bus by a staff member. Students will enter through the front entrance one at a time, maintaining social distancing. Staff members will assist students directing them to their classroom or breakfast.

**Dismissal from School:**

- Walkers: All walkers will be dismissed from the building at the side parking lot entrance. Any caregiver on the premises waiting to pick his/her student up must wear a mask and must distance at least six feet from other people.

- Car pick-ups: Caregivers are asked to park your cars in the back parking lot and walk up to collect your children. Please do not line up in the parking lot blocking other parents that have parked their cars. Any caregiver must wear a mask upon exiting the car and must distance at least six feet from other people.
- Bus Students: All students will be escorted to their appropriate bus at the end of the day following all safety protocols.

#### **Hallways:**

- All hallways will be marked with signs to support 6 foot social distancing.
- All hallways will be used by only one class at a time.
- Students walking in the hallway should always stay to the right following signs.

#### **Water Fountains**

- Water fountains will not be available for student and staff use except for the automated filtered filling stations. Please have your children bring his/her own water bottle to school.

#### **Classrooms:**

- Classroom layouts will be arranged to support social distancing requirements.
- Students will bring their backpacks and any outdoor gear into the classroom when they arrive at school.
- All students will be required to use their own supplies, such as crayons, scissors, etc.
- Other materials that are used at a grade level (handwriting books, math workbooks, etc.) will be provided by the school.
- Only staff will be allowed to touch the student mailboxes. Students will be handed any materials at the end of each day by a staff member.
- Classroom tables, desks, and chairs will be sanitized daily by custodians who have been trained on proper sanitizing and safety procedures.

#### **Small Group Classroom Instruction:**

- Students will bring their own seats up to the teacher table.
- Chairs will be placed around the table following social distancing guidelines.
- Dividers will be used between students.
- Staff will wash tables in between groups.

#### **Pull-Out Instruction:**

- Staff will pick up students at the classroom and escort them in the hallway using social distancing protocols.
- Procedures for small group instruction will be followed.
- Staff will escort students back to the classroom using social distancing protocols.

**Bathroom – Grades K – 1:**

- Each K – 1 classroom has one boy's and one girl's bathroom.
- Bathrooms will be used by no more than one student at a time.
- Students must wash hands for at least 20 seconds after using the bathroom. We will use the ABC song as reference.
- Bathrooms will be cleaned approximately every two hours and sanitized at the end of every day.

**Bathroom - Grades 2 - 4:**

- At this level there are multiple stall bathrooms that are situated in the hallways of these grades.
- Teachers will go over social distancing in these bathrooms with the students.
- Students will sign out in the classroom using their own writing utensil.
- Teachers will monitor the usage allowing only one student from their classroom at a time.
- Students must wash hands for at least 20 seconds after using the bathroom.
- Bathrooms will be cleaned approximately every two hours and sanitized at the end of every day.

**Breakfast:**

- Breakfast students will be directed to the cafeteria by a staff member.
- Staff will assist them to their seats, getting their breakfast, and leaving to go to class.
- All seats in the cafeteria will be following social distancing protocols.

**Lunch:**

- Each classroom will be escorted to the cafeteria at designated times.
- Lunch cards will no longer be used; students will memorize their numbers or give their name to the cashier.
- Students will be monitored while waiting in line to ensure social distancing protocols are followed.
- All food choices and utensils will be handed to the student by gloved staff.
- Students will be assigned seats allowing for six feet social distancing.
- Students will be called in a systematic way to discard trays at the end of lunch.
- Tables and seats will be cleaned between lunches by staff.

**Recess:**

- Students must wear masks while playing with one another at recess.
- Recess will take place outside when the weather is deemed appropriate.
- Our playscapes and swings will be used at recess.
- Handwashing and sanitizing will be done before and after use of playscape and swings.
- When able, staff will engage students in games that support social distancing (ie: Simon Says, Red Light/Green, calisthenics, etc.)

- Individual toys can be brought from home for independent play. Toys must fit in the backpack and not be shared. Items such as wall balls, jump ropes, skip-its and playground balls are acceptable.

**Specials:**

- Most specials will take place in the general classroom.
- Specialists will bring any necessary materials to the classroom.
- Materials will not be shared by students.
- Physical Education will take place outdoors when the weather is appropriate, and social distancing protocols will be followed. Most PE activities will be independent. Students will not share gym equipment.
- Band/Chorus may be conducted outside following specific social distancing guidelines, including 10 feet distancing, for these specific content areas.

**Library:**

- The library paraprofessional will move to the classroom and read a story to the class every week.
- Books will be on a cart for students to select without touching. Sticky notes with students' names will be put on the books, and the books will be given to the students after they are checked out of the library.
- Books will be checked out once every two weeks and returned to an empty crate, where they will stay for a period of time before being put back into circulation.

**Chromebooks:**

- Chromebooks will be supplied by the district.
- When we move to the A/B Week model, Chromebooks will come to school on Monday and be returned home on Friday for the remote week.
- No homework requiring a computer will be given during the academic week.

**Notes to Office:**

- All notes to the office will be picked up at the classroom by a staff member in the morning.
- Reasons to Write a Note to the Office: doctor's note, late note, dismissal note, change in transportation home, change in person picking up child, etc. Thank you for keeping us informed of any changes in your student's daily routine by writing a note.

**Visitors/Parents:**

- There will be no visitors or parents allowed in the building.
- If you are picking your child up early, please use the front door that has the speaker to announce your presence.
- A note should accompany your child in the morning in order for dismissal to be arranged.

- If an unexpected dismissal must occur during the day, please call the main office at least one hour before picking up your child so dismissal arrangements can be made.
- You will be asked to show your ID and your child will be delivered to you.
- Please bring your own pen to sign-out your child.

**Nurse Visits:**

- When a student needs to visit the nurse, the teacher will call the Nurse's office.
- The nurse will call the classroom teacher back when she is able to see the student. The student will go to the nurse's office.
- If a child is presenting symptoms of the COVID virus, the student will immediately be moved to a designated COVID room and protocols will be engaged.

**COVID Room:**

- There will be a designated COVID Room that is separate from the Nurse's office.
- If the nurse believes that a student has symptoms consistent with the Coronavirus, the parent will be called, and the student will be attended by a staff member in the COVID Room.
- The COVID Room will be equipped with furniture to provide comfort for the child until a caregiver can get to school to pick them up and go directly to the doctor's office.
- Please go to [www.schoolsofwestfield.org](http://www.schoolsofwestfield.org) and look for the Reopening of Schools link for updated information.

**Attendance and Grades:**

- Attendance will be taken every day through Google Meet and Powerschool
- All assignments will be graded using our current report card.
- All parents will have a parent portal on PowerSchool for report cards