



Buchanan Elementary School

2020-2021

School Opening Plan

*Calendar

- **Pre-Planning for Teachers begins July 28th, 2020.**
- **School will officially start on August 4th, 2020.**
- **August 4th - 7th - “Click to Brick” Days** - *School will be officially in session with students and parents consulting virtually or in person with teachers and administrators in groups or by appointment. These days will also be used for the following:*
 - Student Orientations/Open Houses
 - New Student Registration
 - Drop/Add
 - Chromebook Distribution
 - Teacher Training
- **August 11th - Students Return**

***Wellness at BES**

- **Wearing masks is allowed, not required, and suggested for at-risk persons at all times.**
- **Temperature checks for all students and staff daily prior to entering the school.**
- **Use of sanitation stations at entrances.**
- **Bathrooms will be stocked with soap and paper towels.**
- **All classrooms will have hand sanitizer available for regular use.**
- **Daily use of cleaning wipes and/or spray disinfectant on desktops, tables, etc. in classrooms and other high-touch surfaces throughout the school (or more often as necessary).**
- **Schools will have a designated area to isolate sick or symptomatic students and staff.**
- **Water fountains will be disabled. Students should bring bottles of water for personal use.**
- **Breakfast will continue to be served in the classroom.**
- **Lunch will be picked up in the cafeteria and eaten in the classroom or designated area.**
- **Hallway and cafeteria floors will be marked to show students social distancing, direction, etc.**
- **Recess will be allowed. The playground equipment will be off limits until further notice.**
- **Limit mixing between classes/groups if possible.**

***BES Facilities**

- **Hang signage throughout the school with precautionary measures.**
- **Clean hallways, restrooms, and high-touch surfaces throughout the day.**
- **Continuous deep cleaning during weekends or school holidays/breaks to the extent possible.**
- **Mark hallways with social distancing reminders on floors.**
- **Water fountains will be closed. Students and staff must provide their own water bottles.**
- **Disinfect classroom high-touch surfaces. Cleaning supplies will be provided in all classrooms.**
- **Utilize electrostatic fogging/disinfection process prior to staff and students returning.**
- **Hand sanitizing stations will be in place at front and 3rd grade hall entrances.**
- **Sneeze guards will be installed at the main counter of the front offices.**

*Transportation at BES

Student Arrival

*Car Riders

Drop off at 3rd grade hall. There will be four employees checking temperatures prior to students leaving the vehicle. In the event that a student has a temperature of 100.4 or higher or any other symptoms of COVID-19, they will not be allowed to attend school that day. Students will report directly to their homeroom.

*Bus Riders will have their temperature checked prior to boarding their bus. There will be two or more employees on duty as buses arrive at BES.

*Any student who arrives after 7:20 will have their temperature checked before they are allowed to sign-in for the day. Office staff will set up in the front lobby or front walkway for late check-ins to eliminate additional visitors entering the building.

*Transportation at BES

Student Dismissal

*Car Riders

3rd Grade - pick up at 3rd grade hall same as morning drop off. Students will remain socially distanced in the 3rd grade hall until called in groups of four and escorted by staff to their cars.

4th & 5th Grade- pick up at the front of the main building with parents using regular BPS process for pickup line. Students will remain socially distanced in the cafeteria until called in groups of 6.

*Siblings of students in 3rd grade - arrangements will be made for parent to pick up all students using regular BES process for pick up in front of the school.

*Bus Riders will be socially distanced and lined up by bus number in designated area or hallway. When called, they will be escorted by staff to their bus.

***Additional Safety Measures at BES**

***Isolation Area for affected students and staff:**

- The nurse's office and teacher workroom will be used as isolation area.**
- Anyone with symptoms will wear a mask**
- Students developing symptoms will be given a mask and the nurse called. Staff from the BPS Safety Team will escort students and social distance while walking to the nurse's office or teacher workroom.**

***Front office doors will remain locked and anyone needing assistance will ring the doorbell. Front office staff will assist them and escort them to front lobby if needed to limit contact.**

***Staff temperature checks on Arrival**

- Cafeteria staff - Mrs. Brenda will check temperature and record daily**
- Each employee will have temperature taken and recorded prior to sign in. Nurse Lora and/or office staff will assist with this process.**

***Implement visitor protocol:**

- Visitors remain in front lobby area (cannot walk students to class, no lunch visits)**
- All visitors will be required to wear a mask**
- Volunteers are not allowed at this time**

***Media Center - students will be allowed to check books out on designated visits, chose from selected books on display, only touch book that will be checked out**

*After School Program at BES

ASP

***Arrival** - Students will arrive and socially distance in classrooms and marked hallways. Attendance will be taken and grade level groups will report to designated areas.

***Grade level Groupings** - Grade level groups will stay will the same group during ASP. At 5:00 if 25 or less students are in attendance groups will be combined and social distanced in a designated area.

***Dismissal** - Parents will pick up students from the ASP room and students will be called individually.

Buchanan Elementary School is committed to providing a meaningful educational experience while protecting the safety and health of it's students, staff and stakeholders. If you have questions or need more specific information, you can visit our Facebook page or our district website at www.haralson.k12.ga.us

You may also call us at the numbers below. We recommend that parents make their child's school the first point of contact for any issue. Our staff are happy to assist you in any way.

- **Buchanan Elementary School** **770-646-5140**
- **Haralson County District Office** **770-574-2500**
- **Haralson County Transportation** **770-646-5532**

Thank You
Ms. Ethelyn Johnson, Principal
Buchanan Elementary School

BES

Believe ~ Excel ~ Succeed