

Benjamin Franklin Elementary School



2020-2021 Hybrid School Opening Plan

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General Safety Precautions

Staff and students will have their temperature screened upon arrival. Students without a temperature will proceed to the classroom. Students who have a temperature, will go to the Library/Media Center/ Gym for additional screening.

Students will wear masks at all times in the building. For proper mask guidance for students please [click here](#). Face shields without a mask are not permitted. Students should not wear gloves as it is very difficult for them to maneuver tasks (typing, writing, etc.) while wearing gloves.

Students will be placed 6 feet apart in the classrooms.

All classrooms have hand sanitizer with a 70% alcohol content. Hand sanitizer is also available by the entrance and exits. All classrooms also have wipes.

Posters regarding hand sanitizing, safe health habits and social distancing are located in the classrooms and hallways.

There will be no sharing of school supplies. Students will be required to bring home all materials at the end of each day. Then bring them back to school each morning in a designated bag which should be labeled with their name.

Arrival-

All students will be permitted in the building at 8:45 and will report directly to their classroom.

Students will be entering the building through different doorways based on their grade level. Bus/Van students will proceed directly to the main entrance, car students and walkers will enter the side doors by room 106. Entrance is not permitted by rooms 151/152. Everyone must practice social distancing by wearing a mask and staying socially distant, six feet apart.

Bus students and Kindergarten- enters the Front entrance doors for **their temperature screening**

Car Students and Walkers will enter by the Art room 106/side doors **where they will have their temperature screened**

Parents/guardians should not line up with the students and must not congregate.

Please stay in car and escort student to the door and please move along keeping socially distant

Movement Through the Hallways

Students will be required to wear masks when walking in the hallways.

Students will always stay to the right when moving through the hallways and one-way traffic flow will be in effect.

- There are arrows in the hallway to help students follow the flow of traffic and keep 6 feet of distance from others.

Classrooms

Students will sit 6 feet apart and all will face the front of the classroom.

There will not be any use of shared resources in the classroom (i.e. - scissors, markers, crayons, books). Students will have individual bins of materials that will be theirs to use without sharing with others.

Students will bring all school materials home at the end of each day/rotation of days and bring them back each day.(lpads and Chromebooks a must)

Students will keep their materials (bookbag, coat, water bottle) at their desk all day and at all times.

Classroom doors will be open to allow for ventilation and reduce touching door handles. Windows will be kept open as well when appropriate.

For 5th Grade Platooning

Students will not be moving classrooms. The teachers will switch to their partner's class in order to avoid having students share furniture.

Bathroom

Bathrooms will have a staff member outside to ensure only one student uses the lavatory at a time.

Some sinks will be closed to allow for social distancing when washing hands.

Exterior doors (between hallway and bathroom) will be propped open (while still ensuring privacy) to avoid touching door handles.

Signage will be in all bathrooms reminding students about proper handwashing.

Bathrooms in the classrooms will be open especially as it pertains to Kindergarten and Self Contained Rooms.

Water Fountains

Students are encouraged to bring their own water bottle(s). Water fountains are not available for drinking and refilling purposes.

Snacks

Students will BE PERMITTED to have snacks during the school day.

Breakfast and Lunch

Breakfast and lunch are available for free for all Edison students. Orders must be placed a week in advance through the [district website](#) until December 6th.

Students who are in school will have their breakfast/lunch delivered to the classroom to bring home. Breakfast/lunch will be available for pick-up at Ben Franklin daily between 11:30 - 1:30 for students who are remote.

Emergency Drills

When practicing emergency drills, students will be informed in advance. Students will wear masks during emergency drills.

Communication with the School

Email communication is strongly encouraged to eliminate notes on paper.

All Edison staff can be reached at email:

firstname.lastname@edison.k12.nj.us (all emails listed on our school website)

Academic/Classroom concerns	Teacher
Attendance	Teacher and Mrs. Daniewicz kimberly.daniewicz@edison.k12.nj.us
Health Concerns/Doctor's Notes	Mrs. Julian (Nurse) karen.julian@edison.k12.nj.us
Social/Emotional concerns	Teacher and Ms. Kole (Counselor) jessica.kole@edison.k12.nj.us

Dismissal

Car students and walkers- will be dismissed promptly at 12:33 through the Side doors(Room 106 Art room) and 151/152. This will be done by grade level to limit the number of students being dismissed. Each grade level will have a designated area which will be clearly marked and identified. The students will be escorted to that designated area by a staff member. Your cooperation in being on time is appreciated.

Adults picking up students are asked to social distance in the playground area so learners can exit the building safely.

Parents/Guardians are encouraged to utilize the entire amount of open space available and must report immediately to the designated area to meet your child so you can leave immediately and safely.

Staff will be outside to supervise and monitor students.

Families are asked to leave the property area as soon as possible.

Bus Students

Bus students will be called to a designated area and will report to the bus as it arrives. Students will exit through the main entrance doors and go directly outside to their bus. Staff will be assigned to monitor hallways and entering of the bus.

Assigned seats will be given to students to ensure social distancing on the bus based on their bus stop. This may require students to have a different seat in the morning and afternoon.

Students must wear their masks while on the bus.

Coming to the Building

We will limit parent/guardian access into the building as much as possible.

Please do not come to the building to drop off materials that your child forgot at home (folders, homework, snack, water bottle, etc.). If your child forgot a mask, we will provide a disposable one for the day.

Dropping off/Picking up Materials Procedure:

1. Call the school office from the parking lot - 732-650-5370, press 8.
2. Tell the secretaries your child's name and the purpose of your visit (pick up instrument, pick up lunch, drop off device, etc.)
3. A Ben Franklin staff member will place what you need on the table by the front door.

Dropping off/Picking up Child Procedures:

1. Call the school office from the parking lot - 732-650-5300, press 8.
2. Tell the secretaries your child's name and purpose of your visit.
 - a. If you are dropping off your child late, please sign your child in late on the clipboard by the security guard, using your own pen.
 - i. Once the child is signed in and provided a pass, they will be permitted to report to class. Adults are not permitted into the building unless cleared by the security guard.
 - b. If you are picking up your child, please sign your child out on the clipboard and leave your ID on the desk. Please stand back and the security guard or secretarial staff will provide you with assistance.

- i. A Ben Franklin staff member will take your ID to put through our system.
- ii. The child will meet you at the main entrance.

Health Protocols

As in the past, do not send a child to school if they are not feeling well, especially during this pandemic. It is important now, more than ever, that students who are not well stay home. Please do not give a child fever-reducing medication in the morning and send them to school. This is putting other children and staff at risk.

Please adhere to quarantine recommendations from the **NJ DOE** when it comes to returning to New Jersey from other states and countries. If a child needs to quarantine due to traveling, they will be remote and then can return to in-person learning once the quarantine is over. (14 days)

Parents/Guardians are asked to complete a Student Covid-19 survey through the Parent Portal every week. Students who do not have the form completed will not be allowed to enter the building. (A reminder will be sent weekly on Sunday Night.) Since the form for filling out the covid questionnaire is on Sunday, if anything changes throughout the week, notify the office immediately for the safety and well being of all.

All persons entering the building will have their temperature checked.

- If the temperature is 100.4 or higher, the student will be brought to the library or gym and placed in a supervised isolation room. Parents/Guardians will be called and the child must be picked up immediately once the additional screening is completed.
 - The student will be permitted to return to school with a clearance note from a doctor or proof of negative Covid-19 test. The student also must be 24-hours fever-free without the use of fever-reducing medication.

If a student becomes ill during the day, the child will be brought to the supervised isolation room..

- If the nurse determines that it is possibly Covid, the parents/guardians will be called and the child must be picked up immediately.

- The student will be permitted to return to school with a clearance note from a doctor or proof of negative Covid-19 test. The student also has to be 24-hours fever-free without the use of fever-reducing medication.
- If the nurse determines that it is not Covid, we will follow school procedures of calling parents/guardians and making a determination of whether the child can remain in school or should go home.

If there is a positive report of Covid-19 in a class:

- District officials will notify families, staff and local health officials while maintaining confidentiality.
- Students will need to be picked up from school as soon as possible.
- The classroom will be thoroughly cleaned and sanitized.
- Students and staff in that class will begin a 14-day quarantine period and as a result transition to remote learning.
- Contact tracing will be implemented and all close contacts will be informed and health department recommendations to quarantine will be advised.
 - Close contact is defined as being within 6 feet for a period of at 15 minutes with or without a mask.

Additional details can be found in [Edison Township Board of Education Policy 1648 \(see Appendix\)](#).

Cleaning Procedures

Entrances will be sanitized once all students have entered the building.

Classroom doors and bathroom doors will be left open to reduce touching of door handles.

Bathrooms will be cleaned on a 30 minute rotation.

Isolation rooms will be thoroughly cleaned and sanitized if they are used.

All classrooms are equipped with hand sanitizer and wipes.

