Zach Elementary School

Updated 12/17/20

Phase 4 Protocols for January 19, 2021 and beyond
School Day 8:15am-2:40/2:53pm (staggered dismissals by grade level)

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K-5 Morning Drop-off

- Staff are on duty at Kiss-n-Go and the entry door locations from 8:00-8:15 AM.
- Doors open at 8:00am. See map on page 6 for specific grade level entry locations.
- Students unpack backpack and DEAR time in class 8:00-8:15am
- For poor weather days below 18 degrees, doors will open at 7:45am (same entry process).
- Staff are on duty at Kiss and Go and the entry door locations from 8:00-8:15 AM.
- Students arriving after 8:15 AM, must enter through the main entrance.

Safety:

★ All adults, students, and staff members are to wear a mask while on the Zach campus and are expected to maintain physical distancing protocol.
★ Zach staff will be wearing a bright orange or neon yellow vest.
★ No cell phone usage while in vehicles.

Breakfast:

Breakfast will be served in the cafeteria from 7:45-8:10 AM. Students will eat their breakfast in the designated area during this time, physically distanced from one another.

Kindergarten Drop-off:

➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM. Parents may walk their child to the gate where you will be met by staff. Only students and staff are allowed into the gated area.
➔ Please park in the south parking lot and cross at the designated crosswalk area. There will be a staff member on duty at the crosswalk.
➔ Students on bikes and scooters will park their equipment on the bike racks and then head immediately to their classroom entry location.
1st Grade Drop-off:

➔ Students will line up near the main entrance location at the designated color and sign for their classroom.
➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

2nd Grade Drop-off:

➔ Students will line up at the west entrance location at the designated color and sign for their classroom.
➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

3rd Grade Drop-off:

➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the media center hallway doors for lineup/entry.
➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

4th Grade Drop-off:

➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the media center hallway doors for lineup/entry.
➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

5th Grade Drop-off:

➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the east doors for lineup/entry.
➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.
**K-5 Afternoon Pick-up**

**Safety:**

★ All adults, students, and staff members are to wear a mask while on the Zach campus and are expected to maintain physical distancing protocol.
★ Zach staff will be wearing a bright orange or neon yellow vest.
★ No cell phone usage while in vehicles

**K-5 Afternoon Pick-up:**

★ See below for dismissal times for grades 1-5, Kindergarten dismisses at 2:40 PM
★ See map on page 6 for specific grade level locations of parent/guardian waiting areas. Please do not stand or wait outside the designated area.
★ Staff are on duty at Kiss-n-Go from 2:45-3:10 PM.
★ Families should develop a “meeting place” area where older siblings can connect with younger siblings after school. Use one of the assigned locations for grade levels as those areas are away from entry and exit doors.
★ Parents may park in the south parking lot, along Muskrat Creek, or along Kechter Road while keeping clear of designated crosswalks and 100 feet from stop signs. Do not park in the bus land or kiss-n-go lane.

**Kindergarten Pick-up:**

➔ Students will depart via the main playground gate area (where they entered in the AM) beginning at the **2:40 PM** dismissal time. **Parents are to wait outside the gated area.** Only students and staff are allowed into the gated area.
1st Grade Pick-up:

➔ Students will depart via the main entrance. Note dismissal times: **Uhrich 2:44 PM, Stansberry 2:46 PM, Sinclair 2:48 PM.**
➔ Drivers will need to wait in the Kiss-n-Go lane.
➔ Parent walkers, wait in the grass “waiting area” between the main entrance and the flag pole. Keep clear of the main entrance area. (Please note, we are asking parents to wait in the grass even if there is snow on the ground.)

2nd Grade Pick-up:

➔ Students will depart via the west exit door. Note dismissal times: **Waido 2:44 PM, Lee 2:46 PM, Horky 2:48 PM, Brazelton 2:50 PM.**
➔ Drivers will need to wait in the Kiss-n-Go lane.
➔ Parent walkers, wait in the grass “waiting area” on the northwest corner of the building. Keep clear of the west entrance area and sidewalk.

3rd Grade Pick-up:

➔ Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Moore 2:46 PM, Koch 2:48 PM, Tholl 2:50 PM, Ratliff 2:52 PM.**
➔ Drivers will need to wait in the Kiss-n-Go lane.
➔ Parent walkers, wait in the grass “waiting area” between the main entrance and the flag pole. Keep clear of the main entrance area. (Please note, we are asking parents to wait in the grass even if there is snow on the ground.)

4th Grade Pick-up:

➔ Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Boisen 2:40 PM, Stafford 2:42 PM, Camping 2:44 PM, Walter 2:45 PM.**
➔ Drivers will need to wait in the Kiss-n-Go lane.
➔ Parent walkers, wait near the flagpole for your child.

5th Grade Pick-up:

➔ Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Kozusko and Schilling 2:40 PM, Eberle 2:42 PM, Oster 2:44 PM.**
➔ Drivers will need to wait in the Kiss-n-Go lane.
➔ Parent walkers, wait near the flagpole for your child.
Zach Elementary Phase IV Assigned Grade-Level Entry and Exit Locations

Grade level entry & exit locations:

**Kindergarten** - students enter through the main playground gate and proceed to their classroom.

**1st** - students enter through the main school entrance.

**2nd** - students enter through the west entrance.

**3rd & 4th** - students enter through the east gate or main playground gate and proceed to the media center hallway door entrance.

**5th** - students enter through the east gate or main playground gate and proceed to the east entrance.

All entry doors and gates will be supervised by Zach staff beginning at 8:00 AM until the 8:15 AM bell.

Bikes and scooters are to be placed on racks and then students proceed to their grade level lineup location.
**Homeroom & Instructional Protocols**

**Classroom Setup**

- As recommended by LCDHE, classroom desks will be a minimum of 3 feet apart, and/or have a PSD provided plastic divider. When that spacing is not possible, maximize spacing between desks.
- Art room will have PSD provided plastic dividers for every seat/student.
- Classes will cohort by homeroom.
- Avoid close contact (within 6 feet for more than 15 minutes) with individuals outside of the cohort (e.g. interventionists, paraprofessionals, students from other classes).
- Teaching staff should have a visual indicator in their classrooms to remind them to maintain at least 6 ft. of distance while teaching.
- When working with students, including supervising during recess and lunch, staff will wear a face mask and a face shield at all times. Layered protection reduces chance of transmission and reduces the probability of teachers needing to quarantine.
- When supervising during an indoor lunch time (students without masks on), wear face masks with face shield and maintain at least 6 feet distance from students.
- Whole room sanitizing and disinfecting between classes is not necessary. Shared surfaces and materials should be sprayed and wiped down. Students may assist with wiping down surfaces and materials.

**Lunch**

- Elementary classes will eat as a cohort, in the classroom or outside.
- Guidance for distancing has been to maintain 6 ft. while facing the same direction while eating.
- Students must put masks back on as soon as done eating.

**Outside the Homeroom Protocol**

Grade level teams will work together to determine homeroom isolated bathroom breaks. All students are encouraged to wash hands multiple times daily and required to do so after using the bathroom.

Traveling in the halls as homerooms is allowed only for transitioning to Specials, outdoor learning walks, cafeteria, and bathroom breaks. No more than two homerooms are allowed in the same hallway at the same time.

Instructional small groups can be mixed from different homerooms, as long as each student and teacher wears a mask and face shield (provided by PSD) and are physically distanced from one another.
Frequently Asked Questions

What type of face covering is required for staff?

❖ All staff must wear a face mask at all times, unless they are alone in their rooms/office.
❖ When working with students, including supervising during recess and lunch, staff will wear a face mask and a face shield at all times. Layered protection reduces chance of transmission and reduces the probability of teachers needing to quarantine.
❖ When supervising during an indoor lunch time (students without masks on), wear face masks with face shield and maintain at least 6 feet distance from students.

What type of face covering is required for students?

❖ All students are required to wear medical or cloth face masks when on school grounds.
❖ Students must wear medical or cloth face coverings at all times in school buildings, when riding the bus, when entering and exiting the school building, and during transitions in the school building.
❖ Students will not be permitted to board a PSD bus without a face mask.
❖ Buffs/gaiters are not recommended.
❖ Students are required to bring at least one clean face covering to school each day they are in school. Students are encouraged to keep an additional clean face covering in a plastic/Ziploc bag at school in the event the student’s face covering becomes damaged or dirty during the school day.
❖ Disposable cloth face coverings will be made available to students who forget to bring one or are unable to provide one.
❖ Students who habitually forget to bring a face covering to school may be subject to a parent conference with the school administrator and further disciplinary measures.

Is there any time of day where face coverings are not worn?

❖ Students may remove their face mask in the limited following circumstances:
  ❖ During approved outdoor “mask breaks,”
  ❖ During homeroom cohorted recess,
  ❖ When eating and/or drinking while indoors during designated times, so long as they remain in their assigned cohort and follow physical distancing, and
  ❖ When eating outdoors and following physical distancing,
  ❖ Teachers may teach remote classes in their classrooms without a mask if they are alone with the door closed.
What is the requirement for physical distancing?

❖ As recommended by LCDHE, classroom desks will be a minimum of 3 feet apart, and/or have a PSD provided plastic divider. When that spacing is not possible, maximize spacing between desks.
❖ Avoid close contact (within 6 feet for more than 15 minutes) with individuals outside of the cohort (e.g. interventionists, paraprofessionals, students from other classes).

When was our building ventilation upgraded?

❖ Zach Elementary has a whole building ventilation system upgrade in the summer of 2019.

What happens if a student is symptomatic?

❖ Parents will check their children for signs and symptoms daily.
❖ Students who are showing symptoms must stay home.
❖ Student temperature checks will not be required upon arrival at school daily.
❖ Once a student is cleared to return to school (48-hours with no symptoms or fulfilling the county quarantine requirements), they must check in at the office for a temperature check before going to class.

What happens if a staff member is symptomatic?

❖ The staff member stays home using their leave time and a sub is provided for the class.
   Zach has three onsite designated subs that will be available for class coverages.

What does shift to remote learning mean?

❖ This is when students and/or staff are not allowed to be in the school building, and will be learning online from home. This will be a 14-day at-home learning for the entire homeroom cohort. Teachers will utilize their Google Classroom to get students assignments.
❖ A shift to remote learning will be called by the Principal or Assistant Principal in consultation with the School Nurse, Larimer County, and PSD CRT (Covid Response Team).
❖ Remote learning is not provided for individual students needing to stay home.
What happens if staff or students are presumed and/or confirmed positive for Covid?

❖ The entire homeroom cohort where that staff or student is in will shift to remote learning for 14 days. If the teacher is asymptomatic, they can still teach from their classroom. All students would be at-home through the 14-day window.

What happens if an asymptomatic student needs to be quarantined because of an exposure to a positive covid case OUTSIDE of the school?

❖ The student should follow county directives to remain in quarantine and thus not attend in-person learning. Similar to pre-covid schooling, when a child is absent from school for any amount of time, they are not provided daily remote learning. The teacher will provide the students with independent, self-paced learning activities including, not limited to, Envision math videos, core videos, online textbooks, and classwork documents (provided via Google Classroom).
❖ The siblings of people who are home for quarantine because they were exposed to COVID-19 do not need to stay home or be tested unless the sibling in quarantine develops symptoms or tests positive for COVID-19. Parents should closely monitor all of their children for symptoms.

What is a close contact?

❖ Contacts should be identified based on the full contagious period, including 2 days before the sick person’s symptoms started or positive test date, whichever is earlier.
❖ All time-based criteria are cumulative (i.e. 2 x 10 minute exposures in a day is equivalent to one 20-minute exposure) within the full contagious period.
❖ Any person who meets ANY of the following criteria is a close contact:
  ■ Was within 6-feet of the individual for 15 minutes or greater, when both parties are masked
  ■ Was within 12-feet of the individual for 15 minutes or greater, when either party is unmasked and indoors (e.g. mealtimes)
  ■ Provided care for someone who is sick with COVID-19
  ■ Had direct physical contact with someone who is sick with COVID-19
  ■ Shared eating or drinking utensils with someone who is sick with COVID-19
  ■ Got respiratory droplets from someone who is sick with COVID-19 on them (through sneezing, coughing, shouting, etc.)
  ■ Was in the same cohort as a person diagnosed with COVID-19
What is enhanced close contact?

❖ Any person who meets ANY of the following criteria is a close contact:
  ➢ Was within 6-feet of the individual for 15 minutes or greater, when both parties are masked,
  ➢ Was within 12-feet of the individual for 15 minutes or greater, when either party is unmasked and indoors (e.g. mealtimes),
  ➢ Was in a room with the sick individual for 40 minutes.
❖ Note: Teachers wearing a KN95 or better and eye protection (face mask) do not need to quarantine unless they were within 6 ft for 15 minutes of the masked sick person (or 12 ft for 15 minutes if the sick person was not wearing a mask.)

What should a parent/guardian do if they think their child was a close contact exposure?

❖ If you believe your student has been exposed to COVID-19, please call your school attendance line immediately and leave a message. The school nurse will contact you.
❖ The school’s covid response team (CRT) will begin contact tracing protocols.
❖ We will protect the privacy of individuals through the entire process.

Do staff and students need to quarantine after traveling?

❖ CDC no longer recommends quarantine for people returning from international travel, and there are no quarantine requirements from the state. As long as the returning traveler is not symptomatic and is not known to have been exposed to COVID-19, they may return to school.

What if families are not comfortable with in-person? Are they still allowed to go to PSDV?

❖ Families not comfortable with sending their children to in-person learning may choose to homeschool or request a transfer to PSDV. Please note PSDV uses an entirely different curriculum, scope and sequence than Zach Elementary and requires an adult “Learning Coach” to be available during the school day.

What if families were in hybrid homeschool for phases 1-3, can they continue in phase 4?

❖ No, there is no remote learning/online learning option available at Zach during Phase 4.
Can parents volunteer in the school?

❖ Staff may not have visitors or volunteers in the school, including immediate family.

Will AlphaBest be open?

❖ Yes, for before and after school care. Register directly through AlphaBest.
   https://www.alphabest.org/poudreco

Is the playground open?

❖ Playgrounds will be open to the public, following city guidelines. They are not sanitized or supervised by Zach staff outside of the regular school day. The playground will be closed to students during the 8:00-8:10 AM dropoff time period.

Online Q&A with Principal

Mrs. Thomas welcomes any parent/guardian to join her on Google Meets for an open Q&A.

Monday January 4 at 6:00-7:00pm

Monday January 11 at 6:00-7:00pm

To join, simply use the PTO Google Meet Link:

➔ Go to PTO page on Zach website: https://zac.psd.schools.org/pto-and-sac
➔ Click “click here to access Google Meet”