

**Twin Echo School**  
**CUSD #10**  
**1937 South Morrison Ave**  
**Collinsville, IL 62234**  
**618-346-6227**

Committee Members:

Julie Haake, Principal  
Lauri Fischer, Secretary  
Jody Valerius, Teacher  
Madalan Hoguet, Teacher  
Ashley Potwora, Teacher  
Christine Croxell, Teacher  
Michelle Theis, Teacher  
Ashley Medina, Teacher  
Lauren Schumacher, Teacher  
Theresa Marlin, Teacher  
Susan Bohler, Teacher  
Lindsey Forth, Teacher  
Sarah Gafford, Social Worker  
Mary Kay Norberg, Nurse  
Courtney Hay, Health Aide

	<i>Arrival</i>	<i>Dismissal</i>
<p>Traditional</p>	<p>-Students and staff will self-certify daily            Buses unload one at a time, staff will check all students have a mask and encourage social distancing.            -Adults on duty and signage will remind everyone to wear masks and practice social distancing            - Car riders may have to wait for a bus to unload, staff will be stationed outside to direct car riders. They will also check for masks and encourage social distancing. Staff will remind parents to remain in their cars.            - Buses will stop at the flagpole. Staff will be stationed outside, and signage will be used to direct 3rd and 4th to enter through Door 1. K - 2 will enter through Door 18.            - There will be breakfast “stations” at the top of the stairs. Each student will take a bagged breakfast and go straight to their classroom.</p> <p>Staff Assignments -  <b>Doug</b> at Flagpole directing buses where to stop and when to unload (groups at a time)  <b>Susan</b> - front door stopping / screening visitors  <b>Greg</b> - nurse’s side entrance door stopping / screening visitors  <b>Olivia</b> - directing cars where to stop and when to unload  <b>Jill</b> - 3 and 4 front sidewalk (take signs out in the AM and bring back in)  <b>Julian</b> - K, 1 and 2 front sidewalk (take signs out in the AM and bring back in)  <b>Tammy and Heidi</b> - 3 and 4 hallway, assisting with breakfast and monitoring restrooms  <b>Karen and Ashley</b> - K, 1 and 2 hallway, assisting w breakfast and monitoring restrooms  <b>Amie</b> - Assisting Lauri</p>	<p>- Dismissal by grade level - Teachers on the front side of the building take bus riders out, teachers on the backside take car riders out. If the classroom has an exterior door, that should be utilized when possible. Parents will come to the exterior door of the classroom (by grade level) and that teacher will dismiss.            (i.e - Markwell will have the third grade car riders and Medina will have the third grade bus riders)            -Y Club students will be dismissed to the hallway to two Y Club employees (Julian / Olivia)            -Signs will be posted at each dismissal door reminding parents that masks are required and to practice social distancing.</p> <p>Staff Assignments -  <b>Greg</b> - Valerius  <b>Susan</b> - Croxell  <b>Tammy</b> - Scroggins  <b>Karen</b> - Medina  <b>Ashley</b> - Marlin</p> <p><b>Lindsay</b> - 112  <b>Sarah</b> - 113  <b>Jill</b> - 114 / HTA</p> <p><b>Julian and Olivia</b> - Y Club</p>

	<i>Arrival</i>	<i>Dismissal</i>
Hybrid	<p>-Students and staff will self-certify daily            Buses unload one at a time, staff will check all students have a mask and encourage social distancing.            -Adults on duty and signage will remind everyone to wear masks and practice social distancing            - Car riders may have to wait for a bus to unload, staff will be stationed outside to direct car riders. They will also check for masks and encourage social distancing. Staff will remind parents to remain in their cars.            - Buses will stop at the flagpole. Staff will be stationed outside, and signage will be used to direct 3rd and 4th to enter through Door 1. K - 2 will enter through Door 18            -There will be breakfast “stations” at the top of the stairs. Each student will take a bagged breakfast and go straight to their classroom.</p> <p>Staff Assignments -  <b>Doug</b> at Flagpole directing buses where to stop and when to unload (groups at a time)  <b>Susan</b> - front door stopping / screening visitors  <b>Greg</b> - nurse’s side entrance door stopping / screening visitors  <b>Olivia</b> - directing cars where to stop and when to unload  <b>Jill</b> - 3 and 4 front sidewalk (take signs out in the AM and bring back in)  <b>Julian</b> - K, 1 and 2 front sidewalk (take signs out in the AM and bring back in)  <b>Tammy and Heidi</b> - 3 and 4 hallway, assisting with breakfast and monitoring restrooms</p>	<p>- Dismissal by grade level - Teachers on the front side of the building take bus riders out, teachers on the backside take car riders out. If the classroom has an exterior door, that should be utilized when possible. Parents will come to the exterior door of the classroom (by grade level) and that teacher will dismiss.            (i.e - Markwell will have the third grade car riders and Medina will have the third grade bus riders)            -Signs will be posted at each dismissal door reminding parents that masks are required and to practice social distancing.</p> <p>Staff Assignments -  <b>Greg</b> - Valerius  <b>Susan</b> - Croxell  <b>Tammy</b> - Scroggins  <b>Karen</b> - Medina  <b>Ashley</b> - Marlin</p> <p><b>Lindsay</b> - 112  <b>Sarah</b> - 113  <b>Jill</b> - 114 / HTA</p> <p><b>Julian and Olivia</b> - Y Club</p>

	<p><b>Karen and Ashley</b> - K, 1 and 2 hallway, assisting w breakfast and monitoring restrooms  <b>Aime</b> - Assisting Lauri</p>	
--	--	--

	<i><b>Breakfast</b></i>	<i><b>Lunch</b></i>
Traditional	<ul style="list-style-type: none"> <li>- Students get a bagged breakfast as they enter the building and take it to the classroom.</li> <li>-Students will use hand sanitizer before eating their breakfast.</li> <li>- Students will remove their mask and place it in a paper bag with their name on it until they are finished eating. After they are done, students will put their mask back on before getting up from their desk / area.</li> <li>- After eating in the classroom, students will use hand sanitizer and use disinfecting wipes to clean desk area</li> </ul>	<ul style="list-style-type: none"> <li>- Students eat in classrooms.</li> <li>- Lunches will be boxed.</li> <li>-Students will use hand sanitizer before eating their lunch.</li> <li>- Students will remove their mask and place it in a paper bag with their name on it until they are finished eating. After they are done, students will put their mask back on before getting up from their desk / area.</li> <li>- After eating in the classroom, students will use hand sanitizer and use disinfecting wipes to clean desk area</li> </ul>
Hybrid	<ul style="list-style-type: none"> <li>- Students get a bagged breakfast as they enter the building and take it to the classroom.</li> <li>-Students will use hand sanitizer before eating their breakfast.</li> <li>- Students will remove their mask and place it in a paper bag with their name on it until they are finished eating. After they are done, students will put their mask back on before getting up from their desk / area.</li> <li>- After eating in the classroom, students will use hand sanitizer and use disinfecting wipes to clean their desk area.</li> </ul>	<ul style="list-style-type: none"> <li>- Students eat in classrooms.</li> <li>- Students will use hand sanitizer before eating their lunch.</li> <li>- Lunches will be boxed.</li> <li>- Students will remove their mask and place it in a paper bag with their name on it until they are finished eating. After they are done, students will put their mask back on before getting up from their desk / area.</li> <li>- After eating in the classroom, students will use hand sanitizer and use disinfecting wipes to clean their desk area.</li> </ul>

	<b>Hallway</b>	<b>Restroom / Water Fountain</b>	<b>Recess</b>
<b>Traditional</b>	<ul style="list-style-type: none"> <li>-Place arrows to keep students on one side of the hallway.</li> <li>- Place markers in the hallway for areas that students may congregate / line up.</li> <li>-Hang signs reminding kids to wear masks and practice social distancing.</li> <li>-Hang signs for visitors - answer as many questions as possible through the intercom. Do not allow parents in the building unless necessary.</li> <li>- Mask must be worn at all times by everyone</li> </ul>	<ul style="list-style-type: none"> <li>-Social distancing marks will be placed at restrooms and water filling station.</li> <li>-Refillable water bottle must have a removable top so that the mouthpiece is not used at the fountain. Cups will be available for those students that do not have an approved water bottle.</li> <li>-Teachers will stress and encourage proper hand washing.</li> <li>- Restroom schedule is posted on building master schedule.</li> <li>- Put three hooks outside each restroom. When a child leaves the classroom to use the restroom they need a pass. They will hang the pass on the hook. If there are not any empty hooks the child should wait on social distancing marker.</li> <li>- Restroom passes will be wiped with disinfecting wipe after each use.</li> <li>- Restrooms will be cleaned and disinfected periodically throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>-Areas on the playground designated for cohort groups. Could rotate play areas on different days</li> <li>-Masks are not required outside. Students will put their mask in a paper bag on their desk and exit (and reenter) through the classroom's exterior door.</li> <li>- Students will use hand sanitizer as they exit (and reenter) the room.</li> <li>-Cones / markers will be used on the playground to designate line up areas and social distancing spots. Each classroom has a set of disc cones and individual student names will be written on them.</li> <li>- Relief aides will clean and sanitize playground equipment between each grade level.</li> </ul>
<b>Hybrid</b>	<ul style="list-style-type: none"> <li>-Place arrows to keep students on one side of the hallway.</li> <li>- Place markers in the hallway for areas that students may congregate / line up.</li> <li>-Hang signs reminding kids to wear masks and practice social distancing.</li> <li>-Hang signs for visitors - answer as many questions as possible through the intercom. Do not allow parents in the building unless necessary.</li> <li>- Mask must be worn at all times by everyone</li> </ul>	<ul style="list-style-type: none"> <li>-Social distancing marks will be placed at restrooms and water filling station.</li> <li>-Refillable water bottle must have a removable top so that the mouthpiece is not used at the fountain. Cups will be available for those students that do not have an approved water bottle.</li> <li>-Teachers will stress and encourage proper hand washing.</li> <li>-Restroom schedule is posted on building master schedule.</li> <li>- Put three hooks outside each restroom. When a child leaves the classroom to use the restroom they need a pass. They will hang the pass on the hook. If there are not any empty hooks the child should wait on social distancing marker.</li> <li>-Restroom passes will be disinfected with a wipe after each use.</li> <li>- Restrooms will be cleaned and disinfected periodically throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>-Areas on the playground designated for cohort groups. Could rotate play areas on different days.</li> <li>-Masks are not required outside. Students will put their mask in a paper bag on their desk and exit (and reenter) through the classroom's exterior door.</li> <li>- Students will use hand sanitizer as they exit (and reenter) the room.</li> <li>-Cones / markers will be used on the playground to designate line up areas and social distancing spots. Each classroom has a set of disc cones and individual student names will be written on them.</li> <li>- Relief aides will clean and sanitize playground equipment between each grade level.</li> </ul>

	<b><i>Classroom</i></b>
Traditional	<ul style="list-style-type: none"> <li>-Everyone should use classroom hand sanitizer when entering and exiting the classroom.</li> <li>-Desks should all be facing forward</li> <li>- Assigned seats will be enforced and students should remain in the same desk as much as possible.</li> <li>-As much as possible, 6 feet of social distancing between desks.</li> <li>- As needed, extra classroom furniture can be labeled and moved to the portable for storage</li> <li>- Students at tables will fall under “to the greatest extent possible.” We do have some extra desks for those students that have difficulty remaining in their own personal space.</li> <li>- Consider marked paths within the classroom.</li> <li>- Consider several stations with hand sanitizer, disinfectant wipes, kleenex, etc to avoid students walking throughout the classroom.</li> <li>- No shared supplies in the classrooms</li> <li>- Students must use hand sanitizer before and after accessing library books. As an added precaution, teachers could make book bins for days of the week. At the end of the day put those away until the following week.</li> <li>- Practice good hygiene with disinfectant wipes and hand sanitizer.</li> <li>- All students 1:1 with devices this year.</li> <li>-Try to stagger locker assignments as much as possible.</li> <li>- Students will use sanitizing wipes at the end of the day (and periodically throughout the day) to clean their own desk / work space.</li> <li>- Classrooms will be thoroughly cleaned and disinfected at the end of each day.</li> </ul>
Hybrid	<ul style="list-style-type: none"> <li>-Everyone should use classroom hand sanitizer when entering and exiting the classroom.</li> <li>-Desks should all be facing forward</li> <li>- Assigned seats will be enforced and students should remain in the same desk as much as possible.</li> <li>-As much as possible, 6 feet of social distancing between desks.</li> <li>- As needed, extra classroom furniture can be labeled and moved to the portable for storage</li> <li>- Consider marked paths within the classroom.</li> <li>- Consider several stations with hand sanitizer, disinfectant wipes, kleenex, etc to avoid students walking throughout the classroom.</li> <li>- Revisit all school supply lists. No shared supplies in the classrooms</li> <li>- Students must use hand sanitizer before and after accessing library books. As an added precaution, teachers could make book bins for days of the week. At the end of the day put those away until the following week.</li> <li>- Practice good hygiene with disinfectant wipes and hand sanitizer.</li> <li>- All students 1:1 with devices this year.</li> <li>-Try to stagger locker assignments as much as possible. Have groupings of students assigned to every other locker.</li> <li>- Students will use sanitizing wipes at the end of the day (and periodically throughout the day) to clean their own desk / work space.</li> <li>-Classrooms will be thoroughly cleaned and disinfected at the end of each day.</li> </ul>

	<b><i>Music Class</i></b>
Traditional and Hybrid Setting	<ul style="list-style-type: none"><li>- All music classes will be held in the general education homerooms</li><li>- Students and staff will wear masks at all times</li></ul>

	<b><i>Buses</i></b>
Traditional and Hybrid Setting	<ul style="list-style-type: none"><li>-Students / families will self-certify each day</li><li>-Students and adults on the bus will wear a mask at all times. Bus drivers will have a supply of masks in the case a student does not have one at the bus stop.</li><li>- Students will load the buses from the back forward</li><li>- Seating charts will be maintained to the greatest extent possible</li><li>- Cameras / videos are available on the buses if contact tracing is necessary.</li><li>- Windows will be open as much as possible and weather permitting</li><li>- Buses will be cleaned and sanitized between routes</li><li>- In the event of a positive case, it is recommended that the bus company waits at least 24 hours, or as long as possible before cleaning.</li></ul>

	<b><i>Office Area</i></b>
Traditional and Hybrid Setting	<ul style="list-style-type: none"><li>- A table will be placed outside the front door for items that are dropped off. Parents can use the intercom and leave items on the table outside.</li><li>- Disinfectant wipes and hand sanitizer near copy machines / laminator / phone / computer</li><li>- Vestibule area has hand sanitizer, masks and gloves available. Counter / table area will be cleaned with disinfectant wipes after each use.</li><li>- Visitors to the building will be limited and on an emergency basis only.</li></ul>

***Preparing for a sick student or staff member***

Traditional and Hybrid  
Setting

- The music room will be converted into a quarantine room. This room will have socially distanced areas set up.
- A sick student or staff member will be supervised at all times - supervisor will have full PPE (mask, gloves and gown) and will remain socially distanced.
- A student with a fever or COVID like symptoms will remain in isolation until picked up.
- Room will be thoroughly cleaned and disinfected daily, as well as after any student or staff member was in isolation due to a fever and / or COVID like symptoms. The recommendation is to clean the room 24 hours, or to the longest extent possible, after a sick person.
- Classrooms will be fully stocked with band-aids. Teachers can also use a lunch cooler bag to have ice packs available in the classrooms. Relief aides and fill and deliver these at the start of each day.
- Teachers should buzz the office with a suspected fever / student with COVID like symptoms. At that time someone will either go get the student, or we will direct the teacher whether to send that student to the music room or the office.

Madison County Health Department Approved - 8-5-20

St. Clair County Health Department Approved - 8-7-20