



Category	Detail Summary
<p>Transition to Hybrid Model</p>	<p>The mission of Okatie Elementary School staff, parents and community is to help cultivate, guide, and foster student confidence, imagination, responsibility, respect, and knowledge to promote experiential learning. Our students will have a greater respect for their community and their environment by engaging in leadership and service-learning.</p> <p>The vision of Okatie Elementary School is to provide leadership opportunities and experiences allowing students to develop 21st Century Skills in critical thinking, decision making, and problem-solving that positively impact their world and future. Okatie Owls are Responsible and Respectful Learners!</p> <p>Classrooms will be organized to allow for proper spacing. Excess fabric items and decor that are not essential to learning will be removed. There will be assigned seats in the classrooms. Students will not be able to share supplies such as pencils, crayons, scissors, etc. The teachers will have designated areas in which these will be stored. Classroom Libraries will be monitored by the teacher. Students will check out the book with the teacher and keep the book until no longer needed. At that time, the teacher will place the book in a designated holding area or in a plastic bag for 4 days before the book can be used by another student.</p> <p>Students and teachers will wear masks while in the classroom and traveling the hallways. Gaiters are not considered a mask by BCSD and therefore not allowed at school.</p> <p>Small group instruction tables, doors, counters and student desks will be sanitized between groups by an adult using products cleared by BCSD.</p>



	<p>Related Arts class will be on a 1-week rotation schedule. Teachers will see all students both A and B by the end of each week. PE will be held in the gym (with masks) or outside (without masks). The Stem Lab classes will be held outside or in the classroom. The Music, Art, and Media classes will be held in classrooms. Teachers will communicate this information to parents. Students will not check out library books at this time.</p> <p>The Media Center will be used for childcare for staff members that are employed by BCSD. The student ratio will be 1:20 for children ages 5-6 and 1:23 for children ages 6-12 years.</p> <p>Additional guidelines: In the event that a parent needs to pick up a student early or drop off late, the parent will need to call the school office at (843) 322-7700 or email the office at OES.school.office@beaufort.k12.sc.us to inform the administrative assistant. A staff member will then meet the parent at the front door with a sign-in/sign-out sheet.</p> <p>If a parent needs to drop off an item to a student, such as an iPad or medicine, they will call the school to let the receptionist know. An adult will meet them at the door to collect the item and then have it delivered to the student.</p>
<p>Morning Arrival Procedures</p>	<p>Car Riders drop off will remain the same 7:15 - 7:40 in the main car rider line; the 2nd line opens at the main entrance from 7:30-7:40. After 7:40, a parent must sign in student(s) as tardy, while remaining in the car at the front entrance. Students should wear a mask as they exit their car. Staff members on duty will not open car doors. Students will be dismissed from buses at 7:15 am. All students will be in assigned seats on the bus. Students will be required to wear a mask on the bus. Students should wear a mask as they exit the bus.</p> <p>Staff members will assist students with social distancing as they enter the building through the gym and cafeteria. Students will go directly to their classrooms.</p>



<p>Breakfast Procedures</p>	<p>Breakfast will be served in the classroom. Teachers will use the <i>Order Now</i> online system to record breakfast choices for students by 12:00 pm for the next school day. Teacher Assistants in Pre-K, K, and ECSE will assist with the delivery of breakfast for their classes. The cafeteria staff will deliver lunch to 1st-5th grade and place breakfast in a designated area in the classroom. Students will wash their hands prior to eating breakfast.</p> <p>The custodial staff will be responsible for the removal of trash after breakfast in each hallway.</p>
<p>Dress Code</p>	<p>We fully expect students to comply with the BCSD school dress code. However, given current circumstances, we will permit families to make “best efforts” to comply for a period not to extend beyond one week after the start of the hybrid period. Full compliance is expected by October 12.</p> <p><u>NOTE:</u> “Best efforts” means that students, if not in full compliance, should maintain dress that reasonably resembles the school dress code.</p> <p>Our school colors are red, white, and navy blue tops & khaki or navy bottoms. Masks are required. If you need uniform assistance please contact the school social worker, Laura Waddell. Spirit shirts are worn on Friday or other special event days.</p>
<p>Lunch Procedures</p>	<p>Lunch will be served in the classroom. Teachers will utilize the <i>Order Now</i> online system to record lunch choices for students. All students will wash their hands prior to eating lunch. Lunch will be packed by class and available for delivery or pick-up from the cafeteria. Teacher Assistants in Pre-K, K, and ECSE classes will assist with the delivery of lunch for their class. The cafeteria staff will deliver lunch to 1st-5th grade and place lunch in a designated area in the classroom.</p> <p>Virtual students will receive meals on the following days: Monday (two breakfasts and lunches for Monday and Tuesday), Wednesday (two breakfasts and lunches for Wednesday and Thursday), and Friday (lunch will only cover Friday).</p>



	<p>Teachers will place all lunch orders by 8:00 am each day. All students will wash their hands prior to eating lunch. Students will be permitted to pack a lunch from home. Parents/visitors are not permitted to eat lunch with their child at school per the district re-entry plan.</p> <p>The custodial staff will be responsible for the removal of trash in each hallway after breakfast.</p>
Afternoon Dismissal Procedures	<p>Afternoon dismissal will be in the main car rider line at 2:45. ECSE students will be dismissed at the front entrance. Car rider tags will be displayed in the front window with students' first and last names. Radios will be utilized to communicate with other staff members during the dismissal of students. Students' names will be displayed on the BoxLight board in the classroom. Staff members will assist with social distancing as students exit the building through the gym.</p> <p>Bus riders will exit the building at the end of the K-1 and by the STEM Lab. Students will exit the building by bus number. A teacher from each grade level/TA will escort students to the bus. Buses will be loaded one at a time. Students will exit the building on a staggered schedule.</p> <p>All students will wear a mask when exiting the building.</p>
Recess	<p>There will be three designated play areas for recess to ensure classrooms are playing at a safe distance. Each grade-level will be divided into three grade-level groups, with no more than 25 in each group. They will rotate from the Chess Area at the rear of the school, the playfield on the big playground, and the bus loop area. Classrooms will be given playground equipment to use during recess. Students will not be allowed to use the playground structures until deemed safe by the CDC and DHEC.</p>
Media Center Access and Protocols	<p>The Media Specialist will visit the classroom on the Related Arts rotation schedule. Students will use a virtual platform to check out books. Class sets will be distributed for use. Once a student checks out a book and then returns the book, it will be pulled from circulation for 10 days.</p>
Special Education Students	<p>Special Education will receive services based on their Individualized Educational Program (IEP).</p>



	<ul style="list-style-type: none"> • Amendments of existing Individualized Education Plans (IEPs) may be held as appropriate to address new student needs and services. • Distance Learning Plan meetings have been held for all students who remain on virtual learning. • Meetings will be held virtually unless an in-person, socially distanced meeting is requested. • Eligibilities, Reviews, and Manifestation Determination Review meetings will all proceed.
<p>Restrooms</p>	<p>Students will have multiple opportunities to use the restroom and wash their hands. Hand sanitizer and soap will be available in each classroom. When traveling to and from the restroom, students will remain at a safe distance and be required to wear a mask. Classrooms with no in-room restroom (all on the 4-5 hallway and the one classroom on the 2-3 hallway) will be assigned specific times to use the restrooms.</p>
<p>Water Fountains</p>	<p>The water fountains in the building will not be available for use. Students are asked to bring water bottles for their own use throughout the day. Please label your students' water bottles. Water bottles can be refilled in the classroom when a sink is available.</p>
<p>Visitors to the Building</p>	<p>Based on DHEC suggestions/ recommendations:</p> <ul style="list-style-type: none"> • Limited Visitors - visitors will be by appointment only (limited number daily). • Minimize others in the classroom - No classroom volunteers will be allowed. This will be reassessed throughout the school year. • Parents will be asked to remain in cars during morning drop-off. • Standard vetting questions for all volunteers, visitors, vendors, etc. • Require face coverings/masks for all visitors. • Maintenance (exterminators, filter change, etc.) will check in through the front office. • Nutrition vendors will check in with the nutrition manager upon arrival.



<p>Facilities</p>	<p>Based on DHEC considerations for schools:</p> <ul style="list-style-type: none"> ● Students will be able to bring their own water bottles. Students may fill/refill their water bottles in their classrooms where sinks are available. ● Provide isolation rooms for ill students/staff/visitors until they can exit the building. ● Increase signage in the building in various locations as reminders. ● Classrooms, office area, cafeteria, and high-volume areas will be sanitized daily. ● The custodial staff will be following the school cleaning and sanitizing plan for our building. ● The custodial staff will utilize industrial sanitizing misting machines to sanitize classrooms, common areas, and large spaces throughout the school on a consistent basis. ● Restrooms will be cleaned multiple times throughout the day.
<p>Safety Supplies and Materials</p>	<p>Please note:</p> <ul style="list-style-type: none"> ● BCSD has an adequate supply of cleaning/sanitation products in stock for the first semester. Additional supplies have been ordered and will be available for the semester. ● We currently have signage, thermometers, face coverings/masks, gloves, sanitizing chemicals, spray bottles, disinfectant wipes, hand sanitizer, and hand soap. ● All staff and students will be required to wear masks. Masks have been added to the student dress code. Staff and students are encouraged to bring their own masks. We will have extra masks for students that need a mask.
<p>Sanitation</p>	<p>The following sanitation protocols will be deployed:</p>



	<ul style="list-style-type: none"> ● Frequently sanitize classrooms. Teachers/staff will use the sanitizing spray at the end of each day. ● Custodial staff will concentrate on high touch areas and restrooms multiple times throughout the school day. ● The Nurse, teachers, and staff will reinforce good hygiene practices frequently. This will include handwashing before and after lunch in their classrooms. Students will also wash their hands after all visits to the restroom.
COVID-19 Infection	See Addendum Below:
Health Protocols	<p>Students should not attend school if they feel sick or have a fever. Students should not attend school if they have been considered a close contact for COVID-19. The Nurse should be notified if your student is out sick or has been considered a close contact for COVID-19.</p> <p>All routine medications should be given at home if possible. ALL medications requiring scheduled or emergency administration during the school day should be brought to the building by an adult. No medication will travel back and forth to the home via the student. When dropping off medication, parents should remain in their car, call the office at 322-7700 and the nurse will come to the car to check in the medication. All medication will require a prescription dated AFTER July 1, 2020, on a signed BSCD Medication Form. All medication should be within the expiration date to be administered at school. No nebulizer treatments will be administered at school. ALL students</p>



	<p>requiring an inhaler must have a spacer/chamber for administration. Students will be escorted to the health office for scheduled or emergent medications by an adult.</p> <p>Students will not travel the hallway to the health office without an adult. Because of the risk of exposure, if the situation is NOT emergent, teachers will use a standard protocol to address complaints within the classroom (snack, water, rest, restroom break, cleaning and bandaging superficial abrasions). Should symptoms persist beyond 30 minutes, teachers will contact the front office or the health office to alert that a student is requiring medical care. The student will then be escorted to the health office. The nurse will at that time assess for COVID or COVID compatible symptoms. All students demonstrating symptoms of COVID or COVID compatible symptoms will be placed in the isolation room and guardians will be contacted for student pick up. Students should be picked up from the school once notified within the hour. Guardians will be given information at that time regarding health and safety precautions and requirements for student return.</p>
<p>Transportation and Bus Riders</p>	<p>Students will be required to wear a mask on the bus. All bus riders will have assigned seats and siblings will be sitting together. Students will be in assigned seats and the driver will space out students as much as possible. Special transportation will remain at the front entrance.</p>

COVID-19 RESPONSE PLAN

What happens when there is a COVID-19 diagnosis, exposure, or when someone is experiencing symptoms?



Beaufort County School District (BCSD) closely monitors up-to-date guidance from our public health officials to determine when our students should be sent home and when they may return to the school building after being notified of a confirmed COVID-19 diagnosis or test, an exposure, or close contact with COVID-19, or when someone is experiencing symptoms. Please inform your school nurse of any potential COVID-19 exposures.

BCSD relies heavily on DHEC, CDC, and our Medical Director to assist us in making a range of decisions for our district.

For COVID-19, close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

This would include living in the same household as a sick person with confirmed COVID-19 or caring for a sick person with confirmed COVID-19.

Students and staff should be excluded from school if they have any of the following with or without fever:

- **Shortness of breath or difficulty breathing -or-**
- **Loss of taste or smell -or-**
- **New or worsening cough**

If these symptoms are explainable by an underlying condition (such as shortness of breath for an individual with asthma) exclusion may not be necessary.



This is not a complete list of all symptoms of COVID-19, but only those that should trigger an automatic exclusion and evaluation for COVID-19. Other symptoms may include fever, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Many COVID-19 cases show no symptoms at all, and a person is able to spread the virus up to two (2) days before they have any symptoms. Given the overlap of these symptoms with other more common illnesses and the lack of symptoms in many cases, it is not possible to identify and exclude all cases of COVID-19 through screening of symptoms. Careful preventive actions within the school are needed to reduce the chances of spread. For example:

Ø If the student or staff member is having symptoms they should stay home and contact their supervisor, their school nurse, and their healthcare provider.

Ø If the student or staff member is at school, the school will isolate and send home. The diagnosis from the healthcare provider should be reported to the school nurse.

Ø If a school determines that a student or staff member was contagious with COVID-19 while on campus, DHEC requests that these individuals be reported to the appropriate regional DHEC office by phone within 24 hours. DHEC will also notify schools of any reported cases that may have been contagious while on campus. All close contacts at the school will need to be identified and reported to DHEC. This will include everyone the ill individual would have been within six (6) feet of for fifteen (15) minutes or more. (This will be done by the school nurse).

Student/staff has a negative diagnosis of COVID-19 (and no known exposure)

- Students or staff excluded for these symptoms can return if they either test negative for COVID-19 using a Polymerase chain reaction (PCR) test (mouth or nose swab or saliva test) or similar test that directly detects the virus or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat).**



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- **In this latter case, the individual can return when they meet criteria for that condition.**
 - **Siblings of the symptomatic student may also return the day after receipt of the negative diagnosis if they have not been a close contact or had a COVID-19 exposure.**

Student/staff has a positive diagnosis of COVID-19

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

- **Ten (10) days have passed since symptoms started - and –**
- **Twenty-four (24) hours have passed since last fever without taking medicine to reduce fever - and –**
- **Overall improvement in symptoms.**

Those who test positive by a PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until ten (10) days* after the specimen was collected.

Cases in the classroom

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms).

- **It is essential that staff ensure 6 feet or maximum distancing between students and other staff while in the classroom and throughout the day to limit the possibility of transmission.**



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- **Anyone known to be a close contact (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19.**
 - **People who have recovered from a confirmed illness (PCR test, nose or throat swab test or saliva test) in the past three (3) months will not need to quarantine after a close contact with someone with COVID-19. See “Quarantine” section below:**
 - **For any classrooms where social distancing could not be maintained (classes with young children who do not have assigned seating throughout the day), all children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period.**
 - **Students and teachers in a classroom with a known COVID-19 case in which social distancing was reliably maintained should remain together in the same cohort to the extent that is possible. They should receive screening for fever and symptoms (see above) each morning until 14 days after last contact with the case. Note: anyone determined to be a “close contact” must be excluded.**
 - **Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and they will be required to get tested or complete the required isolation and initial quarantine period to return to school.**
 - **If three or more COVID-19 cases are identified within a classroom within fourteen (14) days of each other, consideration should be given to excluding all students and staff in the classroom for fourteen (14) days after contact with the last identified COVID-19 case.**
 - **The classroom will need to be closed for cleaning and disinfection before use again. When time allows, a room will be closed for occupancy for up to 2 days prior to cleaning. When needed to reuse immediately, sanitization services will be provided by an outside contractor.**



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- **Students who are sent home will be allowed to complete work through distance learning.**

Quarantine

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. For students (after the quarantine period has been met) a parents' note that they have been cleared from quarantine, following consultation with the school nurse, may be used to allow the return to school. CDC provides guidance on appropriately counting the quarantine period for different scenarios.

- **Household contact: If the child or staff member lives in the same household as the case, they will have to quarantine an additional fourteen (14) days after the date their household member has been cleared from their isolation period. (will be 24 days)**
- **Other close contact: If a child or staff member has been told they are a close contact to a case of COVID-19, they will need to quarantine until 14 days after the last contact with the case.**
- **Other household members in quarantine: If the child or staff member lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is determined to be a COVID-19 case. DHEC will notify those who are required to complete quarantine.**
- **The person must provide either a note from a healthcare provider that they had the positive lab result in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive)**



NOTES:

- 1. For any negative test result, BCSD will follow the recommendations of the healthcare provider for the individual student and continue as normal.*
- 2. If multiple students in the same classroom exhibit symptoms, the entire class will be sent home until diagnoses can be obtained.*
- 3. Students, who are sent home, while awaiting a diagnosis, will be allowed to complete work through distance learning.*

EMPLOYEE SUPPORT

Childcare

BCSD will provide childcare for the children of all BCSD staff members whose child(ren) are currently enrolled in a BCSD school. Students must receive their childcare at the school in which they are currently enrolled, barring exigent circumstances. Ex. limited capacity

- Childcare will be available for students, ages 5 through 12
- Schools with significant numbers of students who attend the schools where their parents work may receive the first right of refusal for available seats. If the childcare demand exceeds the space available, “overflow” students will be redirected to the next closest school(s) with available childcare space



PERSONAL PROTECTIVE EQUIPMENT (PPE)

BCSD will supply each school with the necessary Infection Control and PPE supplies to begin the year (hybrid mode) safely. Based on the statistics related to COVID-19, routine assessments will be completed to ensure our schools have a sufficient supply of infection control items and PPE. As usage is monitored, the recommended quantity thresholds will be established for replenishment. If you are ever needing additional PPE, please report to the administration as soon as possible so that a request can be made for additional PPE through the work order system. Safety of our students and staff is a high priority.

- Personal Protective Equipment acts as a barrier designed to reduce the number of illness-causing germs. Proper use of PPE is believed to reduce the spread of infectious disease such as COVID-19. PPE is essential for school staff that has high exposure to students and staff with assisting high-intensity classrooms or school nurses. These specific items will be used when monitoring or assisting a person exhibiting symptoms where safe distancing is not possible.

Examples:

- Six-foot (6') Separation – Will be used whenever possible to limit the spread of droplets through the air from person to person.
- Cloth Masks – These will be used to slow the spread of infection by reducing the transmission of diseases such as COVID-19.
- Disposable Masks – A base supply of disposable masks will be provided to each classroom to be used, should a student or staff member's cloth mask become unusable. If a student or staff member fails to bring their cloth mask, disposable masks will be distributed by the school administrative staff, not taken from class quantities.
- Reusable face shields – Will be used by the school nurse or staff to monitor symptomatic persons or when providing an ordered respiratory procedure. Face shield should be cleaned after each use per the CDC guidance.



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- Plexiglass Barriers – Will be used where individuals are:
 - less than 6’ from the public, or
 - work/learn together in a space closer than 6’ for longer than 10 minutes, or
 - work/learn together in a space closer than 6’ and are unable to wear masks.
 - Disposable surgical masks – Will be used by the school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.
 - Disposable gowns – Will be used by the school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.
 - Disposable Gloves – Will be used by the school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.

DISTRICT GUIDANCE TO SCHOOLS

Based on the Center for Disease Control and DHEC suggestions and recommendations, the following guidance has been provided to the schools:

- Allow parents to send a reusable water bottle that students take home daily for cleaning
- Examine opportunities for outdoor activities for specials, connections, and elective courses when possible



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- Eliminate large group assemblies that do not allow for six feet social distancing
 - Rearrange desks and furniture in classrooms to allow for as much space between students as possible
 - Face the student desks in the same direction as much as possible
 - Reduce student travel to different areas of the building where possible
 - Implement teacher rotation to classrooms instead of students moving where possible (strategic guidance for elementary schools)
 - Eliminate/minimize as much as possible the sharing of supplies and materials. If materials are shared, schools will develop and implement a cleaning and sanitizing procedure.
 - Schedule restroom breaks and handwashing routines throughout the day
 - Avoid handshakes, hugs, or high fives. Students and teachers will need to create hand signals or other ways to replace this practice.
 - Work with Nurses and Facilities Department to establish isolation rooms for ill students/staff/visitors
 - Increase signage throughout the school building
 - Establish entrance, exit routes, and hallway travel routines
 - Reinforce good hygiene practices frequently
 - Place makers/tape on the floor to indicated 6 feet distancing in the cafeteria to promote social distancing while waiting in line or when using the cafeteria in a reduced capacity method
 - Do not allow students to share food



Student/staff has symptoms, but NO KNOWN EXPOSURE and a NEGATIVE diagnosis of COVID-19

- Students or staff excluded for symptoms can return if they test negative for COVID-19 using a PCR or similar test that directly detects the virus, or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat).
- In this latter case, the individual can return when they meet criteria for that condition (ie, on antibiotics and fever-free without fever-reducing medication for 24-hours with a diagnosis of strep) and they obtain a negative diagnosis of COVID-19.
- Siblings of the symptomatic student may also return the day after receipt of the negative diagnosis if they have not been a close contact or had a COVID-19 exposure.

STUDENTS/STAFF SHOULD NOT RETURN TO SCHOOL WHILE WAITING FOR COVID TEST RESULTS.

For the safety of the entire school, a negative test should accompany any medical determination that symptoms were likely due to a different diagnosis