

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

<b>Category</b>	<b>Detail Summary</b>
<b>Transition to Hybrid Model</b>	<p>The entire staff of HHIE recognizes that the transition to hybrid model of instruction is one that is one that needs to be taken very seriously and addresses the academic and social needs of staff, parents and students. The team has worked diligently to ensure that the reopening plan takes into consideration all of those elements.</p> <p>Students that are AA will come to HHIE for Face-to-Face instruction on Monday and Tuesdays and students that are BB will come to HHIE for Face-to-Face instruction Thursday and Fridays. All students will be “Virtual” on Wednesdays and participate in live lessons. The teachers will communicate their hybrid schedule and expectations for learning each day depending on student’s grade and program model. Pacing of instruction will be commensurate with the students learning virtually.</p> <p>On <b>October 1st</b>, we had a special informal <i>Meet and Greet via Zoom</i> for our HHIE families, providing an opportunity to meet the child’s teacher between <b>6:00-7:00 p.m.</b> to learn about what the child’s learning experience will be during Hybrid instruction. Parents had the opportunity to review the schedule for both platforms of learning (in-person and virtual), view pictures of what the classroom environment will be like for their child, review safety protocols that will be followed while at school and discuss the standards-based content that will be covered. Parents obtained important information regarding breakfast/lunch, car/bus transportation, and other procedures. Virtual only students received information about their updated schedule which included the adjusted start and end times.</p> <p>HHIE prides itself with its communication. The school sends home Quarterly Newsletters with school happenings and general information. On a very regular basis, posts are made on Facebook, Instagram, and now Twitter. Email and phone messenger blasts are sent home with very important information including items regarding safety. The school web page has updated information and has a special section for hybrid/virtual instruction. The student agenda book is</p>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	<p>used for home to school communication and will be used to state specific expectations for instruction when virtual. A take-home folder is also be provided for home to school correspondence.</p> <p>Each class (both hybrid and virtual) starts the day with a Morning Meeting. This is for both AA and BB students which helps to set the tone for the day and clarify expectations for learning for both groups of students. Teachers are committed to returning emails and phone calls during their planning time and before and afterschool and will do so within 24 hours.</p> <p>We are grateful to have a dedicated and seasoned staff, trained to teach young learners using an inquiry based, concept driven IB framework. We know that the choice to have child (ren)come in-person was not any easy one to make. We know that instructionally face-to-face with a teacher is the most effective, but we know that the safety and wellbeing of all comes first. We want to assure all stakeholders that we take this complicated transition very seriously and we will do everything we can to help support the children, staff and families during this time.</p> <p><b><i>Daily Schedule for Virtual Only and Hybrid students is attached to this document.</i></b></p>
<b>Morning Arrival Procedures</b>	<p>Arrival and dismissal procedures will be supervised and led by staff members that are strategically located throughout the building.</p> <p>Car Riders: Students may be dropped off no earlier than 7:15 a.m.. First, Third, and Fourth graders are asked to enter the building at the Yellow Entrance located on Wilborn Road. Second and Fifth graders enter the building at the Red Entrance located on School Road. Staff members will be present outside and will direct you. Staff members will prompt each child at the appropriate time to come out of the car and will lead the child to their classroom. We ask that all adults remain in their car at all times. Signage including directional symbols that show students</p>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	<p>where to walk in the hallways, grade level areas, “paws” that demonstrate visually social distancing can be seen throughout the school.</p> <p>Bus Riders: Students riding the bus will remain on the bus until a staff member indicates to start unloaded the bus one by one, from front to back. Staff members will be present throughout the school in strategic locations and will help lead the students to their classroom and help enforce appropriate social distancing.</p>
<b>Breakfast Procedures</b>	<p>Breakfast will be prepared and organized by Sodexo staff members. Breakfast will be distributed by Sodexo employees to each classroom by 7:15 am. Based on order done electronically by teachers and parents (ahead of time). If additional staff members are needed to distribute meals, Assistant Teachers will help support. Custodial staff will have trash bags available in each classroom and will collect those immediately after breakfast time (8:00 am). Prior to meals, each individual student will clean their desks using district provided materials. After meals, each individual student will reclean their desks. Teacher will leave trash bag outside classroom door for pick up by maintenance.</p>
<b>Dress Code</b>	<p>We fully expect for students to comply with the school dress code. However, given current circumstances, we will permit families to make “best efforts” to comply for a period not to extend beyond the month of October 2020.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> “Best efforts” means that students, if not in full compliance, should maintain dress that reasonably resembles the school dress code.</li> </ul> <p>Masks are expected to be worn at all times by staff and students with opportunities for “masks breaks” during breakfast, lunch, snack (when 6 ft apart) and at recess (when 6 ft or more apart).</p>
<b>Lunch Procedures</b>	<p>Lunch will be prepared and organized by Sodexo staff members. Teachers will submit a daily lunch count via an app on their computer no later than 8:45 am. Lunch will be distributed by Sodexo employees to each classroom according to staggered lunch schedule. If additional staff members are needed to distribute meals, Assistant Teachers will help support. Custodial staff will have trash bags available in each classroom and will collect those immediately after staggered</p>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	lunch times. Prior to meals, each individual student will clean their desks using district provided materials. After meals, each individual student will reclean their desks. Teacher will leave trash bag outside classroom door for pick up by maintenance.
<b>Afternoon Dismissal Procedures</b>	<p>Students will be dismissed starting at 2:35 pm in order to allow more time for this transition.</p> <p>Bus Dismissal: Students will remain in their classroom until their bus number is called over the intercom system. Once an announcement is made, students will travel a specific route to the bus door exit. Staff will be stationed at locations throughout the building and provide supervision in the hallways to ensure students are maintaining 6 foot of social distancing. Once at the bus doors, assigned personnel will have a list of student names and bus numbers. Staff will escort students to busses, one bus route at a time, and ensure that students adhere to social distancing guidelines while transitioning from the building to the bus. Once at the bus, students will load the bus following the protocols and procedures implemented by transportation.</p>
<b>Recess</b>	Students will not be able to use playground equipment until further notice. Classes will go out to recess daily and will follow a staggered schedule to limit the number of students in one area at once. We have added an additional “recess” area to allow for social distancing. Teachers will model various activities that can be done during this time while maintaining appropriate social distancing. (ex. Walking, hula hoops, jump rope (one at a time)). Any equipment used will be sanitized by students/teacher after each recess period using provided approved sanitizer.
<b>Media Center Access and Protocols</b>	Until further notice, the Media Center is not open for general check out by students. Teachers may check out materials to use for classroom instruction. Returned materials will sit in a designated area for 72 hours or more before being checked in. Same procedure will be used for quarantining materials for classroom libraries.
<b>Special Education Students</b>	<p>Special Education will receive services based on their Individualized Educational Program (IEP).</p> <ul style="list-style-type: none"> <li>• Amendment of existing Individualized Education Plans (IEPs) may be held as appropriate to address new student needs and services</li> </ul>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	<ul style="list-style-type: none"> <li>• Distance Learning Plan meetings have been held for all students who remain on virtual learning.</li> <li>• Meetings will be held virtually unless an in-person, socially distanced meeting is requested.</li> <li>• Eligibilities, reviews and Manifestation Determination Review meetings will all proceed</li> </ul>
<b>Restrooms</b>	<p>Signage regarding washing hands and general hygiene will be visible in every restroom throughout the school. Classes that have restrooms in their rooms will use the restroom when needed and available. Classes that do not have restrooms in their rooms will use the closest located restroom during preset times based on staggered schedule. Students that need to use the restroom immediately (emergencies) will be allowed to on a one on one basis. Restrooms will be cleaned regularly throughout the day and will not interrupt instructional time (while classes are at recess and before and after school). Every other restroom will be available for use including the handicap accessible restroom. Max capacity for each group restroom will also be listed. Signage will indicate this change.</p>
<b>Water Fountains</b>	<p>The water fountains in the building will not be available for use. Students will be encouraged to bring water bottles for their own use throughout the day. Water bottles can be refilled in the classroom when a sink is available.</p>
<b>Visitors to the Building</b>	<p>Based on DHEC suggestions/ recommendations:</p> <ul style="list-style-type: none"> <li>• Limited Visitors - visitors will be by appointment only (limited number daily).</li> <li>• Minimize others in the classroom - No classroom volunteers will be allowed – this will be reassessed throughout the schoolyear.</li> <li>• Parents will be asked to remain in cars during morning drop off</li> <li>• Standard vetting questions for all volunteers, visitors, vendors, etc.</li> <li>• Require cloth/paper masks for all visitors</li> <li>• Maintenance (exterminators, filter change, etc.) will check in through front office</li> <li>• Nutrition vendors will check in with nutrition manager upon arrival</li> </ul>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	<p>Parents will not be able to eat lunch with their child. If a parent needs to pick up their child for an appointment, etc.. they will enter the office area and wait until their child comes. The school will encourage parent conferences, meetings, groups (SIC and PTO) to be conducted virtually if possible.</p>
<p align="center"><b>Facilities</b></p>	<p>Based on DHEC considerations for schools:</p> <ul style="list-style-type: none"> <li>• Students will be able to bring their own water bottle. Students may fill/refill their water bottles in their classrooms where sinks are available.</li> <li>• Provide isolation rooms for ill students/staff/visitors until they can exit the building.</li> <li>• Increase signage in the building in various locations as reminders.</li> <li>• Classrooms, office area, cafeteria, and high-volume areas will be sanitized daily.</li> <li>• The custodial staff will be following the school cleaning and sanitizing plan for our building.</li> <li>• The custodial staff will utilize industrial sanitizing misting machines to sanitize classrooms, common areas, and large spaces throughout the school on a consistent basis</li> <li>• Restrooms will be cleaned multiple times throughout the day.</li> </ul>
<p align="center"><b>Safety Supplies and Materials</b></p>	<p>Please note:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• We currently have signage, thermometers, face coverings/masks, gloves, sanitizing chemicals, spray bottles, disinfectant wipes, hand sanitizer, and hand soap.</li> <li>• All staff and students will be required to wear cloth masks (not bananas, shields only, etc..). 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. Continual violation of uniform code will warrant a parent/admin conference.</li> </ul>
<p align="center"><b>Sanitation</b></p>	<p>The following sanitation protocols will be deployed:</p>

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

	<ul style="list-style-type: none"> <li>• Frequently sanitize classrooms: Teachers/staff will use the sanitizing spray at the end of each day.</li> <li>• Custodial staff will concentrate on high touch areas and restrooms multiple times throughout the school day.</li> <li>• 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 at all visits to the restroom.</li> </ul>
<b>COVID-19 Infection</b>	See Addendum Below:
<b>Transportation and Bus Riders</b>	<p>Car Riders: Students may be dropped off no earlier than 7:15 a.m.. First, Third, and Fourth graders are asked to enter the building at the Yellow Entrance located on Wilborn Road. Second and Fifth graders enter the building at the Red Entrance located on School Road. Staff members will be present outside and will direct you. Staff members will prompt each child at the appropriate time to come out of the car and will lead the child to their classroom. We ask that all adults remain in their car at all times.</p> <p>Bus Riders: Buses will be filled to only 66% capacity. Students will load from back to front with no more than two to a seat. Students/driver will wear a mask at all times. Bus routes will be posted on the District and School website as well as the HHIE Facebook Page.</p> <p>All students will have a tag on their backpack with their bus number or car number.</p>
<b>Child Care for Staff</b>	Childcare will be available on site for staff members' children. Staff to children ratio will not exceed more than 1:20. All staff members have been notified about this available resource.

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School REOPENING PLAN**



Principal, Dr. Sarah L. Owen

---

**Beaufort County Schools and Hilton Head Island Elementary School**  
**COVID-19 RESPONSE**

**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, a 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.

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School REOPENING PLAN**



Principal, Dr. Sarah L. Owen

---

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.

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

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

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**

- Students or staff excluded for these symptoms can return if they either test negative for COVID-19 using a 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).
- 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.

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School REOPENING PLAN**



Principal, Dr. Sarah L. Owen

---

**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 (i.e., 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.

**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.

Note: some people may be required to extend the isolation period to twenty (20) days. Their doctor will need to determine if this is necessary. School Nurse will contact the family about the return of student's siblings per DHEC guidelines.

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School REOPENING PLAN**



Principal, Dr. Sarah L. Owen

---

### **Cases in 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.
- 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” 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 excluded and will be required to get tested or complete the required isolation and initial quarantine period to return to school.
- If 3 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.
- Students who are sent home will be allowed to complete work through distance learning.

**BEAUFORT COUNTY SCHOOL DISTRICT**  
**Hilton Head Island Elementary School** REOPENING PLAN



Principal, Dr. Sarah L. Owen

---

## **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, a parents' note that they have been cleared from quarantine may be used to allow 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 member 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, we will follow the recommendations of the healthcare provider for the individual student and continue as normal, in the classroom, while monitoring the other students.*
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.*
4. *If at any time during this process, the number of classes sent home reaches 50% of established academic classes, we will close the school for 72 hours. This will allow a 24- hour period of isolation for the school and 48 hours for the building to be sanitized.*