



PAPER MILL ELEMENTARY SCHOOL

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Ms. Melanie Chasse, Principal

Ms. Laura Creanza-Fiore, Assistant Principal

Dear Parents and Families,

At Paper Mill we have fostered a culture of kindness and respect over the years. Whatever we do, we are “all in this together.” Now, more than ever, we need to keep the lines of communication open with all of our families. We understand that you would like the details of how we plan to keep your students safe when they return to our building, and we want to provide you with as much detail as possible on the reopening of school this year. Below is an overview of the building based procedures when your child returns to Paper Mill Elementary. We hope it answers many of the questions you may have.

The classroom procedures and additional details will evolve when school begins. We are committed to providing regular updates to families on any changes to our plans or policies, as well as updates on how our safety measures are being implemented. We are so fortunate to have your trust, patience, and understanding as we navigate this new approach to education, keeping the safety of our children and staff at the forefront. As always, if you have any questions, please do not hesitate to call me at (413) 572-6519.

Very truly yours,

Melanie Chasse
Principal

Paper Mill Elementary

2020-21 Safety Procedures

Students and Staff

Staff

Safety is our number one priority. In collaboration with local officials, the following procedures are to help stop the spread of germs and Covid 19. The following outlines our procedures for all staff members working at Paper Mill .

- According to Westfield School Committee policy, all staff are required to wear masks at all times throughout the day with the exception of mask breaks and lunch.
- Staff will participate in safety training to provide a safe environment for themselves and students.
- Staff will teach safety procedures with students to provide safety for all.

Students

The health and safety of our students is our top priority. Please know we are following all CDC guidelines to ensure the safety and wellness of our students. The measures outlined below are in place to minimize the spread of germs and Covid-19.

- Per school committee policy, students in grades K-6 are required to wear masks at all times except for mask breaks, lunch and breakfast.
- Lockers will be used in the morning and end of the day.
- Lockers will be assigned by the administration.

Mask and Mask Breaks

- As per School Committee policy, all students in grades K-4 must wear masks at all times except for scheduled mask breaks.
- Mask breaks will occur 6 times a day, approximately every 60 minutes.
- Timing will be at the teachers discretion.
- Mask breaks can be taken outside when weather permits or inside with social distancing.

Materials

- Students will bring their own materials to school and keep them in a pencil box.
- Their pencil box will remain with them at their table.
- Parents will periodically replenish their child's supplies and the school will provide materials as needed during the school day.
- Teachers will provide individual manipulatives to the students.
- Other materials that are used at a grade level (handwriting books, math workbooks, etc.) will be provided by the school.
- Teachers may have students select books from their classroom library. When returned books will be "quarantined" for one week before reissued to another student.

Attendance

Attendance is a critical component to student success in school. Teachers will be taking attendance on a daily basis. Documentation is needed from excused absences from doctor's appointments. Many doctor's offices fax notes for families to simplify the process. Our fax number is 413-572-0687.

There are two exception cases when a student can learn remotely after April 5, 2021. First, if a parent has chosen full remote learning. Second, following health protocols individual students who may need to isolate or quarantine, or if they are diagnosed with COVID-19 or are a close contact of someone who tests positive. In this case the parent will work with the school nurse to follow established procedures for testing or return to school.

Grades

- All assignments will be graded using our current report card.
- All parents will have a parent portal on PowerSchool for report cards.
- Missing instructional time makes it more difficult to master new content.

Arrival and Dismissal

Students will be entering and exiting the building through the front door than they are accustomed to. All students entering the building will be wearing a mask.

As students enter and exit the buildings, the following will be in place to protect the safety of your child.

- Students will be dismissed by transportation routine (Walker, Pick Up, Bus)
- Students will use the marks on the floor to maintain social distancing.
- During dismissal, parents of students who are considered walkers, are asked to park in the lower parking lot and collect your children. Please hold their hands when crossing the crosswalks.
- Bus students will be collected by a staff member.
- Staff will escort K students to the bus.

Bus/Van Students

- Bus students will enter and exit at the front lobby door and use hand sanitizer upon arrival.
- Van students will enter and exit at the music room door and use hand sanitizer upon arrival.
- Buses/vans will be emptied/loaded one at a time.
- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Busses will be wiped down between runs and disinfected at the end of each day.

Walker Students 9:00 and 3:00

- Walkers may enter the building at 9AM.
- All students and families must be wearing a mask.
- Individuals will remain six feet apart unless from the same household.
- Family members will walk their student/s to the front vestibule. We ask adults to refrain from socializing outside of the building.
- Walker students will enter at the front door and use hand sanitizer upon arrival.
- Students will go directly to their classroom and maintain social distancing.

Breakfast and Lunch

This year Paper Mill will introduce free breakfast and free lunch for **all** students on a daily basis.

Breakfast

- Breakfast students will choose their items and go to the classroom and take his/her assigned seat.
- Staff will direct students when to clean up when finished.
- Students must wear masks as they are waiting, they may only remove them to eat.
- Desks will be cleaned by staff or students when the student is finished eating.

Lunch Procedure

- Lunch cards will no longer be used. The students will memorize their numbers or give their name to the cashier.
- Students will eat in the cafeteria or an adjacent overflow area.
- Students will have assigned seats.
- Staff will direct students when to go get their lunch. Students who are waiting will keep their mask on.
- Staff will direct students when to clean up and exit the cafeteria.
- Tables and seats will be cleaned and disinfected between lunches by staff.

Bathroom Procedure

- Kindergarten students have bathrooms in their classrooms.
- Kindergarten bathroom use will be monitored by a staff member.
- Kindergarten students will wash their hands for at least 20 seconds after using the bathroom.
- Students grades 1-4 will go to the bathroom one at a time.
- There will be a stop mark on the bathroom floor at the entrance of the large bathrooms.
- Teachers will monitor this usage as students ask to go to the bathroom.
- In case of a line, students will use the hallway markers that are 6 feet apart.
- Students will sign out in the classroom using their own writing utensil.
- Students will wash hands for 20 seconds.
- Students will use hand sanitizer upon entrance back into the classroom.
- Bathrooms will be cleaned approximately every two hours and at the end of every day.

Building Based Practices

Building and Sanitation

Handwashing sinks are available in all instructional spaces at Paper Mill. Students will be sanitizing their hands throughout the day. Below are critical times for hand sanitizing. Sanitizer will be at the front entrance and the music room entrance. These are the only two entrances to be used by staff and students.

- Hand sanitation will be used by all staff and students upon entry.
- Hallways will be marked on the floor to support 6 feet social distancing.
- Classrooms will be disinfected on a regular basis.
- Classrooms are arranged to support social distancing.
- Classroom tables, desks, and chairs will be sanitized daily by our custodians that have been trained on properly sanitizing the building and its equipment.

Grounds/Recess

- Playscapes equipment may be used by children. Playscapes will be sanitized daily.
- Students must sanitize hands before and after use.
- Playground toys – If toys are provided to a child, that equipment can only be used by designated children and must be sanitized before it can be used again.
- No toys will be allowed from home.

Hallways

- Hallways will have marks on the walls or floors that support 6 feet social distancing.
- Movement in the hallways is limited to when entering the building, going to and from lunch, recess, mask breaks, gym and when exiting the building at the end of the day.

Teacher Table Procedure

- Dividers will be used between students.
- Teachers will wash tables in between groups.

Small Group Pull Out Procedure

Small group instruction is an important part of daily instruction. Small groups will occur when students meet with their teacher to work on specific skills.

- Student Support will pick up students at the classroom and escort them in the hallway using the wall/floor markers that are 6 feet apart.
- Students will use hand sanitizer upon entering the room.
- Teachers will use the same Teacher Table Procedures as above.
- Students will use their own materials or individual materials assigned to them.
- Students will be returned to the classroom using the same procedure as above.
- Students will use hand sanitizer upon entering the room.

Specials

- The technology specialist will move to the classroom.
- Music and Art and Health will occur in the designated classrooms for Art and Music.
- Materials will not be shared by students.
- PE will take place outside or in the gym using marks on the floor or field that are 6 feet apart. Most activities will be independent (Yoga, Calisthenics, Simon Says, jogging, etc.). Students will not use gym equipment that is shared by others.

Physical Education

- If outdoors, without masks, gym can occur with 10 feet of distance between individuals.
- If outdoors, with masks required, gym can occur with 6 feet of distance between individuals.
- If indoors, with masks required, gym can occur with 6 feet of distance between individuals.
- Gym can not occur indoors without a mask.
- Shared equipment must be cleaned and wiped down thoroughly before and after each use.

Band and Chorus

- Chorus, singing, brass and woodwind instruments are to be outside only. Masks are encouraged and these activities require at least 10 feet apart.
- Chorus and singing are permitted indoors at 10 feet apart.
- Instruments are never to be shared.

Library

- The Library is closed to students at this time.

Chromebooks:

- Chromebooks will be supplied by the district.
- Students will bring Chromebooks to school on Monday for in-person learning. These laptops will remain in the classroom all week and may go home on Friday. Please ensure that the case is used to protect the device. Chargers need to be included going from home and school.

Nurse Visits

- When a student needs to visit the nurse, the teacher will call the nurse's office to alert that a student is under the weather.
- Once the nurse receives the call, an adult will go to the classroom to retrieve the child.
- No students will be sent directly to the nurse's office without prior authorization.
- If a child is presenting symptoms of the COVID virus. The student will immediately be moved to a designated COVID room and protocol will be engaged.

COVID Room/Medical Waiting Area

- There will be a designated COVID Room that is separate from the Nurse's office.
- If the nurse believes that a student has symptoms consistent with the Coronavirus the parent will be called and the student will be attended by a staff member in the COVID Room.
- The COVID Room will provide a location for your child until you can get to school to pick them up to go directly to the doctors office.
- The school will follow the protocol that is put in place by the health department.
- The medical waiting area is staffed by the Westfield Fire Department Paramedic staff.

Notes to Office

- All notes to the office will be picked up at the classroom by a staff member.
- Reasons to Write a Note to the Office: doctor's note, late note, dismissal note, change in transportation home, change in person picking up child, etc. Thank you for keeping us informed of any changes in your student's daily routine by writing a note.

Visitors/Parents

- There will be visitors or parents allowed in the building after 3:30 PM.
- If you are picking your child up early, please use the front door and follow the directions to buzz the office.
- A note should accompany your child in the morning or a phone call at least an hour before you are picking them up.
- You will be asked to show your ID and your child will be delivered to you.
- Please bring your own pen to sign your child out.

Classroom Mailboxes

- Only staff will be allowed to touch the student mailboxes. Students will be handed any materials at the end of each day by a staff member.

Water Fountains

- All water fountains will be blocked for students and staff.
- Please have your children bring their own water bottles to school.

Classroom Doors

- Classroom doors will be left in the lock position, but left open to reduce touchpoints.