### Arrival and Breakfast Procedure for Hybrid/Online Model

1. **Transportation:** transportation should drop off roughly at 9:00
   a. We will have two areas for drop off. Parents will continue to use current drop off area for K-5 (side entrance). Pre-K will utilize the front doors and have to buzz in. The pre-school aides will escort students from the door to the classrooms. No entry for parents
   b. Late students will enter through the front door and check into the office. If there are several students, they will social distance. No entry for parents.
   c. The gates will be opened at 9:00, school starts at 9:10...students report to designated classroom.
   d. At 9:20 the north gate will be closed. and all late arrivals will enter the main office through the front door.

   *same procedures will be followed when all students return to campus*

2. **Parent Communication:** Will continue, before the school year starts and during the year.
   a. Parent Links via phone and e-mail
   b. Newsletters, etc.
   c. School Marquee
   d. Parent/guardian Zoom information session on August 6th at 4:00pm (will be recorded in case parents can’t view live)

3. **Logistics of eating in classroom- movement from class to cafeteria (Grab and Go), disposal of trash**
   a. All Teachers or classroom monitors will have two lined trash containers, two cleaning towels, gloves and a bottle of disinfectant.
   b. Bags of food will be tied and placed outside the door at 9:30.

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### SCHOOL PROFILE

<table>
<thead>
<tr>
<th><strong>School Name:</strong> Bank Elementary School</th>
<th><strong>Grade Levels:</strong> PreK-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Students:</strong></td>
<td><strong>Number of Classroom Teachers:</strong></td>
</tr>
<tr>
<td>308</td>
<td>17</td>
</tr>
<tr>
<td><strong>Additional Classified Staff (TAs, Paraprofessionals, monitors):</strong></td>
<td><strong>Total Number of classroom spaces at your site:</strong></td>
</tr>
<tr>
<td>7</td>
<td>17</td>
</tr>
<tr>
<td><strong>Additional Certified Staff:</strong> 2 (CSP &amp; Counselor)</td>
<td><strong>Total Number of classroom spaces at your site:</strong></td>
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</tbody>
</table>

### RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISTICS

Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses a student’s day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.
(admin/custodial/support staff will collect breakfast trash)
c. Tables will be wiped down and cleaned at approximately 9:15 when the bell rings.  
d. Late arrivals will be given a chance to eat in cafeteria and then toss out their trash.  
e. Students will wash/sanitize hands after eating

4. Early and late arrivals-designated areas, escorts to class or designated areas  
a. All students will be directed to go straight to class by the monitors at the gates.

- No student will be playing on the field in the morning  
- Playground equipment (structures) are taped off  
- No before-school recess  
- Two designated access points to school will control/ limit traffic concerns  
- Students will report directly to classroom  
- Transportation arrives within 10 minutes of the school start time  
- Classified staff will escort students to classrooms  
- Parents and visitors do not have access to the building unless signing in late child  
- Grab & Go breakfast will be eaten in class. Cafeteria is optional if social distancing can occur.  
- Custodians/admin/support staff will dispose of breakfast materials by pick up bags outside each classroom door at 9:30

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items

Banks has the ability to open partition between most classrooms if more distance is needed.  
*classrooms will be utilized by space available upon return of all students*  
a. Arrange room for 6 ft physical distancing/ as much as possible; other furniture/ soft items (curtains, rugs, bean bags, stuffed animals) removed; clutter and additional items removed  
b. One kidney table remains in classroom for small group or individual group instruction  
c. Arrange desks/ tables for students to be facing in same direction;  
d. No communal storage ie. lunch baskets  
e. All drinking fountains will be capped and students will not be allowed to get individual drinks. Water will be available to students through use of water bottles (an adult will refill student water bottles as needed.)

2. Room Arrangement for optimal safety and learning  
a. Tables will be spaced out and students will be placed spaced out from each other.  
The spacing will be determined by the number of students that we have in the room.
Once we get too many kids we will send students to an additional designated area such as the laptop lab.

b. Students will be given storage for desk items (pencils, glue sticks, etc) and cubbies provided for assigned books and lunches. Students responsible for a backpack for items. There will be no shared supplies.

3. Sanitizing Standard, procedures taught, communication to parents
   a. Hand washing/ sanitizing standard routines taught and implemented
   b. Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed
   c. Sanitizing surface areas will be discussed and added to a cleaning routine for all

4. Student learning aides and storage
   a. Manipulatives will be stored by the teacher and passed out but upon collection they will be placed in bin to clean and sanitize; monitors will be assigned sanitation tasks.
   b. After using manipulatives all students will wash and sanitize their hands
   c. Individual learning aides/textbooks will be assigned
   d. Technology can be used if it can be sanitized immediately after use

*same procedures will be followed when all students return to campus

Transitions

1. Assessment of traffic flow, areas of high traffic
   a. Limited (teacher will sign out students)
   b. Directional markings in hallway (two way, stay to the right, do not touch walls tape)
   c. Monitors or teachers will be assigned times for movement breaks by cohort hourly to avoid student s being in the hallway at the same time.

2. Cafeteria Space will have a specific enter and exit doorway. (doors remain open)

3. Procedures of movement around the campus for all grade levels
   a. When walking in line, spread out to ensure distancing, teacher walking in the middle to monitor both sides of the line to assure space is being kept.
   b. Hands-free door entry, prop open doors within building where there is traffic

4. Assess schedules of the programs at your school sites
   a. Primary Music/OMA/Counselor/EX ED/ELD lessons push in classroom
   b. GATE an CCS Resource will be pull out. Group of students from multiple classes with hand washing upon entering and exiting the classroom. Teacher escorts students to facilitate social distancing.
5. Assess programs and resources-push-in model (none other than listed in #4)

6. Health Office
   a. Nurse’s office will be limited to emergencies. Daily meds will be on a schedule where the health staff schedule students to be there at specific times in order avoid multiple students in the room.
   b. Doors will be open so student’s limit touching areas.
   c. Nurse’s restroom will be limited to emergencies for students.

7. Restrooms will not have urinals that are three in a row, middle urinal will be closed.
   a. Soap checks will be scheduled to assure students have the opportunity to wash their hands at all times (custodial staff.)

Outside Areas

1. Assessment of Banks athletic field, open space outside, identifying zones.

2. Use of outdoor space
   a. Schedule separate times for class cohorts for outdoor recess
   b. Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk
   c. Menu of socially distant activities ie. walk laps, games, etc.
   d. No use of playground structures, caution tape
   e. Any equipment used will be disinfected afterward by monitors
   f. Sanitizer station on playground by entry doors to the cafeteria
   g. Inventory of cones, marking chalk, etc.

3. Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games
   a. Principal and Monitors will take account of availability of items and placement of the equipment for others to use.
   b. Monitor/support staff will sanitize equipment after each group uses it. Some equipment will be used by multiple groups due to limitations of equipment.
   c. Restroom use during recess will be limited to one at a time. Groups of unsupervised students will not be allowed to enter the building.

Lunch Procedure for Hybrid Model

1. Transition from classroom to lunch
   a. Supervised by a classroom teacher/supervisor and support staff
   b. Students will stand in line in designated spots. Hand sanitizing will take place as they wait in line
2. Banks can ensure social distancing in cafeteria, with staggered lunches
   a. One grade level (approximately 50 students when all return) will be in the cafeteria at a time. This will allow students to be spread out among the entire cafeteria.
   b. Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones
   c. Grab-and-go meal distributed to students to reduce time in line and then students will sit in the designated area in the cafeteria.

3. The configuration of the cafeteria-space- physical distance
   a. Tables will be spaced out and students will eat at every other seat marking and not across from each other. This will allow for social distancing. Portion of class eating lunch in classroom to alleviate if needed.
   b. Students will wait outside in line standing on pre-designated spots on the ground
   c. Space markings and signs about social distancing

4. Procedures for traffic flow around the cafeteria and point of service for food
   a. Enter through one area and exit through another to facilitate one-way flow
   b. Handwashing/ sanitizing routine before eating
   c. Barcode/computer method, prevent students using touch key machine or only one adult uses touch key machine
   d. Students carry own home-lunch (no communal storage)
   e. Hand sanitizing will be initiated by the teacher after eating before entering the room

5. Lunch schedules will be staggered by 15 minutes per class (grade level). Each table will transition new group approximately every 25 min with tables being sanitized and rotated through groups. Support staff/monitor will transition students to athletic field for recess. (assigned locations for play) Teachers will be picking up their students from lunch recess after 40 minute lunch.

6. Identify staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. Monitors (3), Counselor, CSP, Custodian, and Principal when possible.

<table>
<thead>
<tr>
<th>Dismissal Process / Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Procedures of movement out of the classroom to outside areas for dismissal and pickup</td>
</tr>
</tbody>
</table>
a. Students will be called one grade level at a time to exit the building and board their busses beginning with 5th grade. This will happen at the main entrance of the school.
b. Parent pick-up students will exit the doors nearest parent pick up area. The classroom teacher that is not in charge of the bus riders for that grade level, will escort the car riders to that area. Students will social distance apart and line up under grade level signs on the walls. Staff members will call a student’s name when their car approaches.
d. Day Care Students will dismiss from a designated area at parent pick up and wait for the van.

2. Parents will be notified via Parentlink about the new dismissal procedures.
3. Communication to parents about procedures and school expectations about safety
   a. Parent link (e-mail and robo calls) will continue
   b. School new letters will be shared each month
   c. Classroom newsletters
   d. School Marquee will also continue to share the importance of social distancing