ENTRY POINTS: Catalina will reduce the entry points of the school to: Family Resource/MP Entry (supervised by Leonard), Main Entry (supervised by APs/Principal), North Entry (supervised by Anna Marie), and Special Education Bus Bay (supervised by Special Education TA’s). Signs will be posted at non-entry gates. Expectations for Monitors Staffing: check for masks and distribute if missing (may need to keep track of repeat offenders), Check for ID on lanyard and visible, refer students to answer 5 health screening questions (posted at each entry point) and if yes to any send to nurse and notify front office.

GATE: Gate will be supervised starting at 8:00 am. Expectations for entering students: check for mask (issue if missing), check for ID on person, remind to enter in front and check in. Expectations for entering adults/visitors: check for mask (issue is missing), ask if they have appointment and notify front office they’ve arrived (no appointment give them card with number to call front office), remind to stay in vehicle until staff walk them in.

BREAKFAST SERVICE: currently 2 points of service but will add 2 more (snack bar service and grab and go cart service located inside Family Resource Gate between gym and MP). Increase areas where students are allowed to be in: X Patio, Cafeteria, Cafeteria Patio, Hallways (not allowed in gym or north gym). Hand Sanitizer stations will be available. Bathrooms will be monitored to ensure no more than 3 in a bathroom at a time. Custodians will clean individual seating areas as students vacate the space (students will be asked to vacate as soon as they are finished eating). Areas will be deep cleaned after breakfast service.

STUDENT DROP-OFF: must be done at main entry and parents must remain in vehicles. If parent needs to enter school, main entry gate monitor will radio front office to have staff escort in.

BUS BAY: Catalina has limited number of students riding bus. Students will not be allowed to congregate at bus bay and once arrived, must enter campus. APs/Principal/Dean will monitor and enforce.

COMMUNICATION: newsletters will be sent home to parents and students when we have our drive-up registration. Notices will be sent home through email, automated calls, posted on our website, as
well as posted on social media options. **Learning Space Model**: there will be daily announcements for students as well as frequent communication from teachers and administration through ParentLink.

## Classroom Environment

**SOCIAL/PHYSICAL DISTANCING**: classrooms will be rearranged so that students can be spaced out as much as possible. Students will be in desks facing the front of the room (there will be accommodations made for areas that desks will not work or if we do not have enough desks). Students and teachers/monitors (proctors) will be required to wear masks at all times. **Learning Space Model**: students will be spaced out 6 feet apart, facing the same way with laptop/chromebooks, and there will only 10-15 students in each space.

**SANITIZE**: teachers will be provided with sanitizers and towels for each day so that they can wipe down the desks between each period (students will not be allowed to do this) and high touch surfaces. Towels will be collected and cleaned on Friday for the next week. All non-hard surface furniture will be removed from the classroom (self-contained classrooms will be an exception as needed). Do not share equipment if possible, and if not possible sanitize after each person’s use. Custodians will deep clean classrooms at end of day. **Learning Space Model**: Monitors will be asked to wipe down high touch surfaces between breaks.

**LEAVING CLASSROOM**: Students will only be allowed to leave the classroom one at a time with a paper pass. Students are required to make appointments with support services and obtain a paper pass to leave classroom to meet with support services (counselor, attendance, athletics, etc.). **Learning Space Model**: students will only be allowed to leave the classroom one at a time, students will get staggered breaks throughout the day, and students must make an appointment through email (or consult with proctor) if they need any support services.

**TEACHING**: Limit collaborative learning opportunities. Conduct classes outside when realistic (PE, Drama, etc.). Do not share materials (PE equipment, lab equipment, manipulatives, etc.). Teach/Reinforce proper hygiene for students (hand washing, hand sanitizing, social distancing, masks, etc.) **Learning Space Model**: students will be learning online with a device and proctors will supervise and guide as needed.

## Transitions

**TRANSITION TIME**: Increase to 7 minutes **Learning Space Model**: will follow the online schedule and students will take staggered breaks by hallway, depending on the number of students.

**SUPERVISION**: Dean, APs, Principal, CSPS, and MTSS coordinator will assist monitoring. Create teacher rotation for hallway supervision, at least 2 teachers per hallway (encourage any and all teachers to assist). **Supervision expectations** will be: stay to the right of the hallway/stairs, maintain social/physical distancing of 6’ as possible, monitor wearing of masks and reminders (issue masks as needed), monitor wearing of IDS and reminders.

**SIGNAGE**: floor markers will be utilized to designate directional flow of traffic as well as lines to the restrooms. Signs will be strategically placed throughout campus on hygiene expectations as well as the 5 health screening questions.

## Recess/ Healthy Play Requirements

**LUNCH FREE TIME**: Social distancing and mask wearing will be enforced during free time at lunch. Lunch activities will be limited to activities that are able to adhere to social distancing (No team
sports: basketball, soccer, football, etc.) **Learning Space Model:** Students outside in certain areas, depending on number of students.

### Lunch Procedure

**SUPERVISION:** Teachers will be encouraged to assist with supervision and will be paid if they volunteer. Principal, APs, Dean, CSPs, Support Staff, Monitors will all be involved in lunch supervision. Students will not be required to wear masks while eating, but will be required at all other times. Supervisors will monitor mask usage and social distancing for students. **Learning Space Model:** Staff will be in areas for supervising students. Students will eat in certain areas where acceptable airflow is possible (outside or large areas)

**OPEN AREAS FOR STUDENTS:** X patio, cafeteria patio, snack bar, lower main, hallways, library. If we can obtain two more staff members, we will open snake patio and if we were to get four we could open up Trojan patio as well. Library will have a limit in the amount of students allowed (25-30, socially distanced). **Learning Space Model:** Depending on the number of students on campus, areas will be limited based on number of students and spacing needed

**POINTS OF SERVICE:** Catalina will have 5 points of service

**SOCIAL DISTANCING:** Limit the amount of cafeteria tables as well as clearly mark seating available that meets social distancing. Increase outside seating available with clearly marked tables. Clearly mark on floor social distancing spacing for students waiting in line for food. Designate through signage specific doors for entry and exit of cafeteria to control flow of traffic.

**SANITATION/HYGIENE:** Provide portable hand sanitizers near points of service. Limit the amount of cash and utilize student ID scanning. Signage at all bathrooms on proper hygiene (hand washing). Sanitize lunchroom immediately after students leave. Custodians will clean individual seating areas as students vacate (students will be required to vacate their seat as soon as they are finished eating). Custodians will deep clean following each meal service.

**SERVICES:** Students will not be allowed to utilize school services or meet with club advisors/adults during lunch unless pre-arranged and absolutely necessary.

**RELEASE TIMES:** Will work with teachers about creating a possible rotating early lunch release time to limit students waiting in line. PE students will be released early everyday with teacher supervising until dismissal. **Learning Space Model:** Depending on the number of students on campus, release times may be staggered to ensure students have time to eat and not wait in line together

### Dismissal Process / Requirements:

**RELEASE:** All Students will be released at end of day. All exits will be opened up to create more egress.

**SUPERVISION:** All staff will be utilized to supervise students wearing masks, maintaining social distancing, and directional walking. They will also politely encourage students that they need to exit immediately. Monitors and administrators will monitor restrooms to ensure that access is limited to 2-3 students at a time.

**AFTER SCHOOL ACTIVITIES:** All after school activities will be limited. Tutoring for students should be done through Zoom as possible. Supper Meals will still be allowed for students but will be monitored for social distancing and masks. School will create a schedule for possible after school activities (stipend extracurricular only) so that it limits the amount of students/staff on campus on a given day or given time. **Learning Space Model:** After School activities will not be available and tutoring intervention will be done during the school day online. Supper Meals will not be available under the learning space model.
**BUS BAY:** Clearly marked signage will be placed to help guide students to maintain social distancing. Staff will assist with supervision of this at the bus bay and special education bus bay.

**STUDENT PICK-UPVISITORS:** All parents/visitors will be required to stay in their vehicle. Staff member will assist with supervision. Visitors will call the school to notify the office that they are here and then a staff member will come out to escort them to where they have their appointment.