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

- Transportation arrives within 10 minutes of the school start time
- Parent drop-off at 8:25
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Parents and visitors do not have access to the building unless signing in late child
- “Wait” zones identified outside, marking 6 feet distance with visual cues for remaining apart for students/parents to check in to office.
- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off
- No before-school recess
- The only access point for the school will be the front door- there will a person assigned to the door, assessing wellness prior to students entering and assigning a “Zone Card”
- Students will receive a “Zone Card” indicating which area they will report to upon entry- this will be the area that they remain in for the entire learning day: Zones have been set up with students 6 feet apart
  - Blue Zone-- 15 students
  - Red Zone – 15 students
  - Orange Zone – 15 students
- The Blue, Red and Orange Zones will be divided into grade level bands. The “Wellness Zone” will be located in Room 112, where a student who is sick will wait to be picked up.
- Students will be escorted to their seat in the cafeteria to eat their Grab & Go breakfast
- Custodian will remove breakfast from the students’ area- students will not throw away their food.
- Upon completion of eating proctor will initiate hand washing protocol.
Classroom Environment – Our Learning Zones will be:

Blue-Abrahamson Room 154 (15 students), Red Mason Room 150 (15 students), Orange-Room 160 (15 students)

*Zone changes were made to accommodate smaller class sizes.

- Within each Zone, we will have a Proctor Station which will include the following:
  Face masks, sanitizer, gloves, tissue, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor and student breaks.
- We will have Student Kits available for each student which will include the following:
  Consumable materials per teacher/district recommendations.
- Students will keep all possessions with them- backpacks will be placed underneath their seat/table, Student Kits will be assigned to an individual student and will not be shared by any other student.
- Students will have a new Zone Pass that was given to them when they entered the building upon arriving for the day. Students will use this Zone Pass as a nurse/bathroom pass- this will be thrown away each day, and a new one will be given daily.

Transitions

- Limited
- Directional markings in hallway (two way, stay to the right, do not touch walls)
- When walking in line, spread out to ensure distancing, all walkways will be marked at 6ft intervals to ensure distancing and supervision.
- K & 1 only: Use jump ropes for Kindergarten and 1st grade classes with appropriate spacing to ensure distancing and supervision.
- Hands-free door entry, prop open doors within building where there is traffic
- Where possible, have GATE/EXED/ELD Resource push-in the classroom or pull out only group of students from one class at a time. Teacher escorts students to facilitate social distancing.

Arrival: Issued a Zone card and student will be escorted to their assigned seat.

Restroom: One student at a time, regardless of gender. Student will raise hand, proctor will approve and zone card will be considered pass for the day.

Nurse: One student at a time, regardless of gender. Student will raise hand, proctor will approve and zone card will be considered pass for the day.
**Support Services:** Teacher escorts students to facilitate social distancing.

**Physical Movement (Brain breaks, PE):** Students will use markings on wall to physically distance.

**Early Check Out:** Parent will use outside camera/intercom, give student name and produce I.D. Office staff will radio for student to be released from office. Office staff will have a visual confirmation that student has met parent. Office staff will sign student out on our Sign Out log.

**Dismissal:** Students will remain at learning space until proctor is radioed that family/bus/daycare has arrived.

**Wellness Zone:** Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Wellness Zone. If personal belongings are still at their learning space

### Recess/ Healthy Play Requirements

- Schedule separate times for class cohorts for outdoor/indoor recess
- Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk
- Menu of socially distant activities
  - Walk laps, games, etc.
- No use of playground structures, caution tape
- Any equipment used must be disinfected afterward. Sanitizer station on playground.

### Lunch Procedure for Cafeteria

- Streamline point of sale: Student will stand 6 feet from cashier. The student will say first and last name to cafeteria employee.
- Students will sit on a green dot to eat their lunch.
- Students carry own home-lunch (no communal storage)
- Hand-washing/sanitizing routine will be before and after eating.
- Custodian will roll trash receptacle to student for disposal of food.
- Student will remain seated until proctor arrives in cafeteria.
- Students will line up using CDC guidelines.

### Dismissal Process / Requirements:

- Valet system with parents remaining in cars, utilizing monitors/proctor

*Changed group sizes, learning spaces & eating procedures*
• Dismiss from the Learning space: Students will remain at learning space until proctor is notified that family/bus/daycare has arrived.
• Students who ride bus will be escorted by a proctor
• Assign zones for outside will be marked with appropriate physical distancing.
• No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting