**Arrival and Breakfast Procedure for In-Person**

- No student will be playing on the field in the morning
- Students will arrive wearing a face covering
- Playground equipment (structures) are taped off using caution tape
- Designated limited access points to school to control/ limit traffic, see school map
- 7:30 AM students may arrive- drop off, walkers, bus
- Early arrivals: remind families no supervision available before 7:30 AM
- 8:00 AM bell rings, school starts
- On time arrivals: go to breakfast if needed, or sent to learning space to get set up for the day
- Parents and visitors do not have access to the building unless signing in their child late
- Late arrivals: will check-in in the office and then directed to designated learning space
- Late arrivals: “wait” zones identified with visual cues for remaining 6 feet apart for students/parents to check in to office (outside the office with marks for social distancing).
- Students enter through main doors, bus bay gate, and Stella field gate with staff outside monitoring and guiding
- Students that will eat breakfast, eat in the cafeteria and then go to designated learning space by 8:00 AM
- Students eat in cafeteria spaced 6 ft apart, green dots designate where to sit
- All available tables will be set up in the cafeteria
- Students dispose of own trash one at a time with multiple trash cans locations/available
- No sharing table
• Students enter/exit cafeteria in line, spaced as needed
• Students reminded to wash their hands or sanitize
• All students will wash hands upon entering the classroom
• Students always walk on the right side of hallway/breezeway

Parent Communication: Newsletters, Zoom meetings, Parent Links

Classroom Environment

• Arrange room for 6 ft physical distancing, as room permits
• Other furniture/soft items (rugs, bean bags, stuffed animals) removed
• Arrange desks/tables for students to be facing the same direction
• One kidney table remains
• Students will be given gallon baggie to store small items, if needed
• Water bottles and lunch boxes will be kept with student at their seat
• Sanitizing/hand washing procedures/best practices to be taught and reinforced by all staff
• Signage posted in classroom/all over school
• Sanitizing/hand washing procedures/best practices available on school website, Parent Link, newsletter
• Handwashing upon arrival, before/after eating, after bathroom, before/after play
• All student learning aides will be kept in their space (laptop/device, headphones, notebook), no sharing

Transitions

• Limited
• Signage posted – all students and staff walk to the right, 6 ft apart
• Teach and review of PBIS expectations of hands to self and to include “airplane arms,” etc.
• Classroom doors propped open when room is in use
• No communal touching of door handles when feasible
• PreK & K use a rope with 6 ft marked off for students, assign colors/spot, tape with name
• Weekly support lessons from Counselor via Zoom
  Students in Ex Ed, ELD, Reading Intervention, GATE, or OMA will receive lessons via Zoom
• Hands-free door entry, prop open doors within building where there is traffic
### Recess/ Healthy Play Requirements

- Outside spaces have been assigned to classes for AM break, lunch recess, PM break or PE
- Assigned spaces for classes outside will be marked by cones, visible markers
- Assign specific PE equipment to each class
- Menu of socially distant activities
  - Walk laps, independent structured games to ensure the 6 ft social distancing, etc.
- Playground equipment will not be used at this time, taped off using caution tape
- Equipment used will be sanitized after each session of use

### Lunch Procedure for Hybrid Model

- Hand-washing/sanitizing routine before eating
- Students eat in cafeteria spaced 6 ft apart
- All available tables will be set up in the cafeteria with green dots to designate where to sit
- Multiple trash cans locations/available
- No sharing table
- Students enter/exit cafeteria in line, spaced as needed, signage posted
- Classes/students will sit at assigned table, green dots indicating where to sit for appropriate spacing
- Student will raise their hand to throw away trash, multiple trash cans locations/available
- Student ID/barcode cards on lanyard, only student touches
- Lunch schedules are staggered - only one grade in the cafeteria at a time
- Monitors and principal will assist with all lunch procedures daily
- Student with lunches from home will carry their own items into/out of cafeteria
- Monitors and principal will assist with transitions
- Support staff will assist with making sure students walk outside with appropriate distancing and go directly to designated play area
### Dismissal Process / Requirements:

- Each class will exit through designated doors, propped open, in line spaced with appropriate distance, escorted by a staff member
- Staff supports dismissal of day care riders (front of school), bus riders (bus bay), walkers/picked up (Stella gate exit)
- Parents that walk with their child will wait outside the fence on Stella side
- Each grade will be assigned an area to wait for parent/ride
- Parent pick up – parents remain in their car, student tells staff where parent is, staff watch student enter vehicle
- Daycare riders wait in front of school with staff, spaced appropriately
- Bus riders wait in back of school at bus bay with staff, spaced appropriately
- Each grade will be assigned an area to wait for parent/ride
- Signage
- Students not picked up at the designated time will walk to the front of school with staff to wait in courtyard with staff until parent/ride arrives and student will be sent out