Arrival and Breakfast Procedure for Hybrid/Online Model

- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off
- Designated staff at Entry Front Doors to school to control/limit traffic
- Students will report directly to classroom or eat breakfast in cafeteria then escorted to classroom
- Transportation arrives within 10 minutes of the school start time
- School start times for drop off will be adjusted to closer to teacher’s contract time – 7:30am
- No before-school recess
- Transportation arrives within 10 minutes of the school start time – Start time 7:40am
- Increase monitors/classified staff hours or allow paid supervision of teachers for early bus riders, designate location (library/alternate room) until classroom is open, staff escort students to classrooms
- Parents and visitors do not have access to the building
- For tardy students - report to office to provide more space and minimize traffic in the building. Student escorted to class.
- Students will wash/sanitize hands in classroom after eating
- Grab & Go breakfast eaten in cafeteria
- Kinder students will be met at front door and escorted to cafeteria or classroom

SCHOOL PROFILE

<table>
<thead>
<tr>
<th>School Name: Ford Elementary School</th>
<th>Grade Levels: K-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students: 297</td>
<td>Number of Classroom Teachers: 13</td>
</tr>
<tr>
<td>Additional Classified Staff (TAs, Paraprofessionals, monitors): TA’s-2, Library Asst., Community Liaison, Monitors-2</td>
<td>Total Number of classroom spaces at your site: 18</td>
</tr>
<tr>
<td>Additional Certified Staff: Counselor, CSP, Ex Ed – 2, ELD - 1</td>
<td></td>
</tr>
</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.
### Classroom Environment

- 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
- Arrange desks/tables for students to be facing in same direction; vinyl dividers (?) to be used if space does not allow for social distancing
- One kidney table remains in classroom for small group or individual group instruction
- No communal storage
- Students will be given storage for desk items (pencils, glue sticks, etc) and cubbies or hooks provided for assigned books and lunches
- Individual learning aides/textbooks/laptops will be assigned
- Technology can be used if it can be sanitized immediately after use
- Hand washing/sanitizing standard routines taught and implemented - PBIS
- Hand washing/sanitizing to occur every two hours, before/after eating, after bathroom, when needed

### Transitions

- Limited movement
- Directional markings in hallway (two way, stay to the right, do not touch walls – Hugs & Bubbles)
- When walking in line, spread out to ensure distancing
- Hands-free door entry, prop open doors within building where there is traffic
- OMA/Specials/Counselor/Library lessons push in classroom
- PLCs every other week
- 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/Staff escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used

**SIGNAGE NEEDED IN HALLWAYS – “STAY TO THE RIGHT, DO NOT TOUCH WALLS, USE HUGS & BUBBLES” – STUDENTS WILL BE TRAINED DURING PBIS ROTATION**
### Recess/ Healthy Play Requirements

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

### Lunch Procedure

- Teachers take full 30-minute lunch during this time
- Enter through one area and exit through another to facilitate one-way flow
- Floor markings and signs about social distancing
- Additional monitors needed
- Streamline point of sale:
  - Possibility of Barcode/computer method, prevent students using touch key machine **School Selected-FREE MEALS FOR ALL**
  - Preferred method if needed: Teacher mark rosters ahead of time and send to cafeteria to mark and charge
- Students carry own home-lunch (no communal storage)
- Hand disinfecting station in cafeteria
- Hand-washing/sanitizing routine before eating in classroom

### Campus can ensure social distancing in cafeteria, eat in cafeteria

- Stagger or separate lunch schedules so there are less students in the cafeteria at one time
- Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones
- Grab-and-go meal distributed to students to reduce time in line
- Transition to outside recess (at assigned location for play by class). Class going to playground will exit end doors, and classes entering building from playground will enter center doors by “Hello” hallway
Dismissal Process /Requirements:

- Each site will examine current dismissal procedures to either utilize social distancing with existing plans or to create a new dismissal process to ensure social distancing—Areas will be marked
- Dismiss from the classroom, to either utilize social distancing announcement by grade level to stagger exit from building. Bus students and Day Care students will be called to cafeteria prior to staggered dismissal. (Staff may walk students to bus – Primary then Intermediate) Students to wait at tables designated by Room #.
- Increase number of exit points/assign hallways/exits to grades to expand area for flow – map designates exit points
- Busses and Day Care Vans arrive in time for dismissal
- Assign zones for outside designated areas for pick up that are separated with designated signs in assigned areas
- Kindergarten students have an assigned zone (gated area) for teacher to release student to parent/guardian
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Social distancing signage and directional arrows of marking by grade level/group and for parents
- Parking lot valet system with parents remaining in cars, utilizing monitors
- Students not picked up will be escorted to cafeteria and teacher will contact parent – teachers will rotate monitoring the cafeteria

SIGNAGE NEED FOR SOCIAL DISTANCING