Arrival and Breakfast Procedure for Online Model

- Transportation arrives within 10 minutes of the school start time
- Parent drop-off between 7:30-7:40 AM; Students may not be on campus prior to 7:30 AM
- Grab and Go Breakfast 7:30-7:40am (Students will take grab and go breakfast to their designated classroom).
- 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
- For tardy students, “wait” zones identified outside on the sidewalk outside of the school, marking 6 feet distance with visual cues for remaining apart for students/parents to check in to office.
- No students will be playing on the field in the morning
- Playground equipment (structures) are taped off
- No before-school recess
- The access point for the school will be the Front Gate
- Students will be escorted by monitors to their designated classroom, and given their Grab & Go breakfast
- Custodian will remove breakfast from the students’ area. Students will throw away their food in a trashcan and an adult will disinfect their learning space
- Upon completion of eating proctor will provide hand sanitizer

Classroom Environment –

- Within each classroom, we will have a Proctor Station which will include the following:
  - Face masks, sanitizer, gloves, tissue, paper, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor breaks and student breaks.
  - Proctors teach handwashing, physical distancing, covering cough, masks, and procedures in classroom.
  - Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed. Proctors will set alarms for handwashing and create a schedule.
  - Students are to bring their own water bottles and they may be filled up a needed.
  - Teachers are given the option to come into the building to set up and remove excess furniture

The week of July 27th. Teachers will be assigned a date.
• Extra furniture moved to portable 5
• Stagger tables
• Sit students 6ft apart or 2 students at a table max
• All students facing the same way
• Cubbies used for personal student items (home lunch, notebooks, binders, etc.)
• Gallon sized Ziplock bags will be used for individual student supplies (white board, pencils, crayons, markers, color pencils)
• We will have Student Kits available for each student which will include the following:
  Consumable materials per teacher/district recommendations.
• Student Kits will be assigned to an individual student and will not be shared by any other student.
• Technology can be used if it can be sanitized immediately after use by proctor.
• Plastic/Clear Backpacks may be used to store students’ personal items (easy to wipe down). Will be kept with them at their chair.

**Transitions**

• Limited transitions
• 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 a 3ft 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. Where social distancing is not possible, vinyl dividers will be used.

**Arrival:** Student will be escorted to their assigned seat. Morning pick-up maps used for entrance/exit Kidco students will be dropped off in the parking lot near the portables and Kidco staff will follow their arrival procedures

**Restroom:** One student at a time, regardless of gender. Student will raise hand, proctor will approve (cleaning/disinfecting expectations per each use)

**Nurse:** One student at a time, regardless of gender. Student will raise hand; proctor will approve and send student to the nurse with nurse pass.

**Support Services:** Proctor escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used

**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 our Sign Out log.

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

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

**Emergency Procedures:**
- a. Fire drill exit maps
- b. Lockdown drill procedures

**Programs**
- GATE (online)
- Ex. Ed. Resource (online)
- Counseling Guidance Lessons (online)
- ELD Resource (online)
- OMA (online)

**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, student can walk the track then play in their designated area
  - a. K kinder playground
  - b. 1 grade west playground
  - c. 2nd grade-baseball field
  - d. 3rd grade field near the basketball court
  - e. 4th grade courts
  - f. 5th grade under solar panels
- Menu of socially distant activities
  - o. Walk laps, games, hopscotch, Creative Spirit, etc.
- No use of playground structures, caution tape
- Available equipment:
  - a. Jump Ropes
  - b. Bouncy Balls
  - c. Basketballs
  - d. Hula Hoops
  - e. Soccer Balls
• Any equipment used must be disinfected afterward. Sanitizer station on playground.
  a. Spray/Disinfectant
  b. Leave out to dry 10-15 minutes

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<tr>
<th>Lunch Procedure for Learning Spaces</th>
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<tbody>
<tr>
<td>• Assess your lunch schedules and how to stagger your times (may change depending on number of students in each grade level band)</td>
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<tr>
<td>a. K/1- 10:40 am</td>
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<tr>
<td>b. 2/3- 11:10 am</td>
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<tr>
<td>c. 4/5- 11:40 am</td>
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<tr>
<td>• Streamline point of sale:</td>
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<tr>
<td>o Proctor will mark rosters ahead of time and send to cafeteria to mark and charge</td>
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<td>• Students will be escorted to their seat, and given their Grab &amp; Go lunch</td>
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<td>• Assess the configuration of your cafeteria-space- physical distance</td>
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<tr>
<td>a. 2 sets of tables side by side; six rows 6 ft apart</td>
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<tr>
<td>b. Face them the same way</td>
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<tr>
<td>c. Mark seats for social distancing</td>
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<tr>
<td>• Procedures for traffic flow around the cafeteria</td>
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<tr>
<td>a. One entrance (Courtyard Cafeteria Doors), one exit (South Cafeteria Doors)</td>
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<tr>
<td>b. No sharing table</td>
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<tr>
<td>c. Students raise hands if in need</td>
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<td>d. Students carry own home-lunch (no communal storage)</td>
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<td>• Handwashing/ sanitizing routine will be before and after eating. Proctor will bring sanitizer to student.</td>
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<td>• Students will discard trash.</td>
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<td>• Custodians will disinfect eating spaces</td>
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<th>Dismissal Process / Requirements:</th>
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<td>• Valet system with parents remaining in cars, utilizing monitors/proctor, Kinder, 1st, and 2nd graders will be picked up from the Grijalva Loop, older siblings will be walked over to the Grijalva Loop to be picked up with younger siblings. 3rd, 4th, and 5th will be picked up from the end of east parking lot, students will wait under solar panels Walkers will be walked to the front of the school and will exit the school off Drexel Kidco will be picked up from the end of east parking lot and follow their mandated procedures</td>
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<tr>
<td>• Students who ride a bus/daycare van will be escorted by a proctor to the Drexel Bus Bay</td>
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<td>• No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting</td>
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<th>Parent Communication</th>
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- Parentlink sent week of July 13th, additional messages will be sent as information is released
- Welcome letter week of 27th
- Upload Letter to Website by August 7th
- Parent Meeting August 12th
- Upload information to Facebook
- YouTube Video on handwashing (video students with media release)
- Send flier about handwashing, covering cough, wearing face masking
- Marquee updated regularly