1. Transportation: What time is drop-off, early or late arrivals
   a. We will have two areas for drop off. The first one will be on the north side of the school utilizing the existing parent drop off/pick up car bay and gate. A sign will be posted at the gate. The second one will be at the south/west corner of the school playground. A sign will be posted at the gate. Each gate will have a monitor.
   b. The gates will be opened at 8:10, school starts at 8:24
   c. Late arrivals, those students getting to school between 8:24 and 8:45 will be able to enter through these gates until 8:45 and the monitors will call in to the office those students coming in late. This will eliminate having to have extra bodies entering the office area.
   d. At 8:46 the gates will be closed and late arrivals after this time will enter the main office through the front door. Upon arriving at the front door parents will not be allowed to enter the building other than to buzz the front door bell and indicate to the office staff that their student is coming in late. The Office Staff will buzz in the student, direct them to class and note the tardy on the computer.

2. Parent Communication: Will continue, before the school year starts and during the year.
   a. Parent informational letter will go out on Aug 4th via parent link explaining new year procedures and technology roll out.
b. Parent Open House will be on the 7th of August

c. Parent Links via phone and e-mail

d. Newsletters, etc.

e. School Marquee

3. Logistics of eating in classroom- movement from class to cafeteria (Grab and Go), disposal of trash
   a. All Teachers will be given two trash bags, two cleaning towels, gloves and a bottle of disinfectant
   b. Bags with food will be tied and placed outside the door at 8:45.
   c. Tables will be wiped down and cleaned at 9:00 when the bell rings. Students will need class time to eat and wash their hands.
   d. Late arrivals will be given a chance to eat and then toss out their trash.
   e. Students will wash/sanitize hands after eating.

4. Early and late arrivals-designated areas, escorts to class or designated areas
   a. All students will be directed to go straight to class by the monitors at the gates.
   b. All students that arrive to school after 8:45 will be noted as tardy and then directed to class by the office staff.

   • No student will be playing on the field in the morning
   • Playground equipment (structures) are taped off
   • No before-school recess
   • Two designated access points to school will control/ limit traffic concerns
   • Students will report directly to classroom
   • Transportation arrives within 10 minutes of the school start time
   • Increase monitors/classified staff hours or allow paid supervision of teachers for early bus riders. Ex Ed staff will escort students to classrooms
   • **Parents and visitors do not have access to the building unless signing in late child, which will happen with a table on the outside of the office.**
   • **Parents picking up a child early from school will use the door bell or call the school and inform the office of the early dismissal of their student. The office will buzz in the parent and ask them to use the sign in/sign out book at the table in the hallway.**
   • Tardy students will be identified as they come in through the west gates up until 8:45. After 8:45 students will enter through the front of the building where a monitor will visually see a kid direct them to class and call it in via the radio to the office the name and grade of the student
   • **Grab & Go breakfast will be eaten in class (after a survey is done this might change to the cafeteria/patio once we determine if we can do this safely with social distancing practices involved)**
   • **Custodians will dispose of breakfast materials by pick up bags outside each classroom door at 9:00**

Arrival for All Students if Classes are Larger than approx. 15
• First two days, students report to classroom and a designated place in order to split up the class
• All students will be taught how to social distance appropriately/safely “Air Plane Arms” for social distancing for any space in and out side of classroom.

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items
   a. 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
   b. One kidney table remains in classroom for small group or individual group instruction
   c. Arrange desks/ tables for students to be facing in same direction
   d. No communal storage ie. lunch baskets

2. Room Arrangement for optimal safety and learning
   a. Tables will be spaced out and students will be placed spaced out from each other. The spacing will be determined by the number of kids that we have in the room. Once we get too many kids we will send student to an additional designated area.
   b. There will be no carpeted seating areas.
   c. Students will be given storage for desk items (pencils, glue sticks, etc) and cubbies provided for assigned books and lunches

3. Sanitizing Standard, procedures taught, communication to parents
   a. Hand washing/ sanitizing standard routines taught and implemented
   b. Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed
   c. Sanitizing surface areas will be discussed and added to a cleaning routine for all

4. Student learning aides and storage
   a. Manipulatives will be stored by the teacher and passed out but upon collection they will be placed in bin to clean and sanitize
   b. After using manipulatives all students will wash and sanitize their hands
   c. Individual learning aides/textbooks will be assigned
   d. Technology can be used if it can be sanitized immediately after use

• Same procedures will be followed when all students return to campus
Transitions

1. Assessment of traffic flow, areas of high traffic
   a. Limited
   b. Directional markings in hallway (two way, stay to the right, do not touch walls, trash cans will be pulled off the wall and placed in the middle to separate directional flow. Tape and directional arrows will also be on the floor of our exterior hallways).

2. Cafeteria Space will have a specific enter and exit door way.
   a. Hallway in front of the cafeteria (due to small space) will be an exit only area of students entering the building or exiting the cafeteria with food.

3. Procedures of movement around the campus for all grade levels
   a. When walking in line, spread out to ensure distancing, Teacher walking in the middle to monitor both sides of the line to assure space is being kept.
   b. Hands-free door entry, prop open doors within building where there is traffic

4. Assess schedules of the programs at your school sites
   a. GATE Resource will be pull out. Group of students from multiple classes with hand washing upon entering and exiting the classroom. Teacher escorts students to facilitate social distancing.

5. Assess programs and resources-push-in model
   a. Primary Music/OMA/Counselor/EX ED/ELD lessons push in classroom. Schedules will be set by the teacher taking into account social distancing.

6. Health Office
   a. Nurse’s office will be limited to emergencies. Daily meds will be on a schedule where the health staff schedule kids to be there at specific times in order avoid multiple students in the room. The health official will be responsible for scheduling and monitoring this procedure. When possible non meds will be delivered out to the students.
   b. Doors will be open so student’s limit touching areas.
   c. Nurse’s restroom will be limited to emergencies for students, we are eliminating kids simply using that restroom just because they like it.
   d. Students that need to be picked for a medical reason, other than Covid type of symptoms, can wait in the nurse’s office. Once a parent is at school we will ask the parent to sign out the student and the health official will walk the student out to the parent.

7. Restrooms will not have urinals that are three in a row, middle urinal will be closed.
   a. Soap checks will be scheduled to assure students have the opportunity to wash their hands at all times.
8. Drinking fountains in the hallway will be turned off or covered. Students will not be able to use Drinking fountains in the classrooms to drink water manually but they will be able to use the fountain to fill up their water bottles.

### Recess/ Healthy Play Requirements

1. Assessment of Manzo field, open space outside, identifying zones  
   a. Schedule separate times for class cohorts for outdoor use.  
   b. Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk  
   c. Menu of socially distant activities Walk laps, stretching, etc  
   d. No use of playground structures, caution tape  
   e. Any equipment used will be disinfected afterward by monitors  
   f. Sanitizer station on playground by entry doors to the cafeteria  
   g. During outdoor use the exterior doors leading out to the play grounds will be left propped open to avoid excessive hand touching.

2. Inventory of cones, marking chalk, etc.  
   a. Principal and Monitors will take account of availability of items and placement of these items that indicate designated play areas.

3. Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games  
   a. Principal and Monitors will take account of availability of items and placement of the equipment for others to use.  
   b. Monitors will sanitize equipment after each group uses it.  
   c. Restroom use during recess will be limited to emergencies and one at a time. Groups of students will not be allowed to enter the building as they will have to use the restrooms in the MPR that are single style. Exiting the restroom will require students to exit by the north east doors.

### Lunch Procedure for Hybrid Model

1. Transition from class to lunch  
   a. Supervised by a monitor  
   b. Students will stand in line outside of the cafeteria hallway in designated spots noted on the floor (this area is outside of the building which is not a waxed area)  
   c. Hand sanitizing will take place as they wait in line

2. Option 1: Manzo can ensure social distancing in cafeteria and MPR, with staggered lunches
a. Stagger by 5 minutes per class and assign separate lunch eating areas so there are less students in the cafeteria or MPR at one time. With this schedule classes will only sit down and eat every 10 minutes in each designated space. It is also possible that students will walk to eat in an empty space in the patio or garden area. This will be determined by the adult Proctor, taking into account the weather, number of kids in the space, number of kids in the group, and the energy of the group.
b. Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones
c. Grab-and-go meal distributed to students to reduce time in line and then students will sit in the designated area in the cafeteria or in the MPR.

3. The configuration of the cafeteria-space- physical distance
   a. Tables will be spaced out and students will eat at every other stool and not across from each other. This will allow for social distancing.
   b. Students will wait outside of the cafeteria building in line standing on pre-designated spots on the ground
   c. Floor markings and signs about social distancing
   d. Additional monitors will be needed to assure social distancing

4. Procedures for traffic flow around the cafeteria, MPR and streamline point of sale
   a. Enter through one area and exit through another to facilitate one-way flow
   b. Hand-washing/ sanitizing routine before eating
   c. Barcode/computer method, prevent students using touch key machine or only one adult uses touch key machine
   d. Students carry own home-lunch (no communal storage)
   e. Hand sanitizing will be initiated by the teacher after eating before entering the room

5. Lunch schedules will be staggered by 5 minutes per class but we will only see a new class sitting down every 10 minutes as every other class will be assigned to use the MPR or the cafeteria. This assignment will change every quarter.
b. Proctors will be supervising their students through lunch. Being on time will be critical to support social distancing.
c. Proctors will be rotated in order to support adult lunch schedules and breaks.

6. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. Two monitors and Community Liaison, Counselor, CSP, MTTS Coordinator, Custodian and Principal when possible.

Dismissal Process / Requirements:
1. Procedures of movement out of the classroom to outside areas for dismissal and pickup
   a. Considering social distancing expectations the existing dismissal process will stay in place, all
      students exiting on the west side of school, with some adjustments to the intermediate and
      primary exiting process.
   b. Intermediate Students, 3-5th, will exit through the south west gate. There is a crossing guard
      there as well as various adults out there walking students out.
   c. Primary students K-2nd, will be assigned a designated area outside and students will be able
      to social distance themselves as they wait for parents to drive up.
   d. Day Care Students will be picked up at 2:35 and walked out to their vans on the south west
      side of the school.

2. Assess bus/van/parent pickup schedules and procedures at your school sites
   a. Vans will wait in the same space on the south side next to basketball courts
   b. Intermediate students will be escorted by teachers to walk out the south west corner of the
      playground.
   c. Primary teachers will escort their students to the primary playground and wait in designates
      spaces. Keeping students away from the fence and playground equipment.
   d. Parents will drive up and a staff member will come out, greet the parent.
   e. Students who ride bus go directly to the bus and enter
   f. Buses will wait in the bus bay and Ex Ed staff will walk kids out to board their bus.

3. Communication to parents about procedures and school expectations about safety
   a. Parent link (e-mail and robo calls) will send out to open the new year, for virtual Open House
      and to do Parent informational meetings such as Parent Technology workshops,
   b. School new letters will be shared each month
   c. Classroom news letters
   d. School Marquee will also continue to share the importance of social distancing