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

1. **Transportation:** What time is drop-off, early or late arrivals
   a. We will have three areas for drop off. The first one will be on the West side of the school utilizing the existing parent drop off/pick up car bay and gate. The second one will be at the Northwest corner of the school playground. Each gate will have a monitor, teacher’s assistant or principal. The last drop off will be for only preschool at the community school preschool entrance. Students are to go directly to their classrooms.
   b. The gates will be opened at 7:30, school starts at 7:45. Parents will be unable to drop off students before 7:30.
   c. Late arrivals will be able to enter through these gates until 7:45 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 7:50 the gates will be closed and late arrivals will enter the main office through the front door.

2. **Parent Communication:** Will continue, before the school year starts and during the year.
   a. Open House for teachers on Zoom is August 5th. 12:00 and 5:00 PM sessions
   b. Parent Links via phone and e-mail
   c. Newsletters, etc.
   d. 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 of food will be tied and placed outside the door at 8:20.
c. Tables will be wiped down and cleaned at 8:24 when the bell rings.
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 cafeteria or class by the monitors at the gates.

   - 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
   - Ex Ed staff will escort students to classrooms
   - Parents and visitors do not have access to the building unless signing in late child. Kindergarten parents will meet teacher at the West side gate. They will take them as a group to their classroom together.
   - Tardy students will be identified as they come in through the gates up until 8:00. After 8:00 students/parents will enter through the front of the building where a monitor will visually see a student, direct them to class and call it in via the radio to the office with 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 8:30.

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 “Airplane Arms” for social distancing for any space in and outside of classroom.

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items
   a. Arrange room for 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
e. Masks are required to be worn at all times.

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 students that we have in the room.
   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 can be used only if they’re assigned to the individual student and remains with student.
   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

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.

2. Cafeteria Space will have a specific enter and exit doorway.
   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. Primary Music/OMA/Counselor/EX ED/ELD lessons push in classroom
   b. 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. Where social distancing is not possible, vinyl dividers will be used.

5. Assess programs and resources-push-in model
   a. Special Education and Ex Ed will be a push-in model as much as possible per students IEPs
   b. When students need to receive Special Education or Ex Ed services outside of the classroom, they will wash hands upon entering and exiting the classroom.

6. Health Office
   a. Nurse’s office will be limited to emergencies. Daily meds will be on a schedule where the health staff schedule students to be there at specific times in order avoid multiple students in the room.
   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.

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

Recess/ Healthy Play Requirements

1. Assessment of Marshall field, open space outside, identifying zones
   a. Schedule separate times for class cohorts for outdoor recess
   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, games, 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 recess the exterior leading out to the playgrounds 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. Some equipment will be used by multiple groups due to limitations of equipment.  
   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 recess to lunch  
   a. Supervised by a monitor  
   b. Students will stand in line in designated spots painted on the floor  
   c. Hand sanitizing will take place as they wait in line

2. Option 1: Marshall can ensure social distancing in cafeteria and MPR, with staggered lunches  
   a. Stagger by 10 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.  
   b. Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones. Approximately 6-8 students per table.  
   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. If we have too many students, we will use vinyl barriers to add a second layer of security.  
   b. Students will wait outside 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. Handwashing/ 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 10 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 cafeteria. If there are more students than we can handle, we will provide spaces outside in courtyard for students to eat. This assignment will change every quarter.

b. Teachers will be picking up their students from lunch 34 minutes after they have dropped them off to play. Being on time will be critical to support social distancing.

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

Dismissal Process / Requirements:

1. Procedures of movement out of the classroom to outside areas for dismissal and pickup
   a. Taking into account 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 teachers out there walking students out.
   c. Primary teachers, 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.

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 designated 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, Zoom (e-mail and parent link calls) will continue
   b. School new letters will be shared each month
   c. Classroom newsletters
   d. School Marquee will also continue to share the importance of social distancing