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

- Designated limited access points to school to control/limit traffic.
- Students will sanitize hands upon arrival before entering into the building.
- Students will report directly to classroom/learning space or cafeteria in the morning at 8:00 am.
- School start times for drop off will be adjusted to closer to teacher's contract time (8:00 am)
- Students arrive and walk directly to the cafeteria by following the arrows in the designated areas. Once in the cafeteria, they will pick up their Grab and Go breakfast and sit at a designated place. Students sit where a green dot has been placed. All student seats are 6ft apart from one another and facing the same direction.
- Students will wash/sanitize hands after eating.
- Students that are not eating will go directly to their designated learning space.
- Teachers and Monitors will teach students “Airplane Arms” for social distancing before allowing them on playground.
• 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 unless signing in late child.
• Early arrivals: notify families and set up spacing outside
• After each late arrival system will have to wiped down
• Late arrivals will wash hands upon entering the classroom
• First weeks of school students will be escorted by staff to designated area
  Students always walk on the right side of hallway
• Students dispose of own trash one at a time with disposal stations at each end of table
• No sharing table
• Students enter cafeteria from the east side of building (not through the building)
• Rainy day schedule students will enter behind stage and sanitizer before eating (will wash hands before leaving classroom)

Parent Communication: Newsletters, Zoom meetings, Parent Links
• Weekly Parent Links continue to be sent by principal (email and phone)
• Teachers will choose from 2 of the following: postcards, ClassTag
  communication app (phone calls, emails, text message) zoom meeting

Classroom Environment

• Student materials will be placed in individual baggies.
• No backpacks permitted
• Water bottles and lunch boxes will be stored in students' individual spaces in book bin
• 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
• Student facing same direction
• One table for group work remains
• Sanitizing standards to be taught by classroom teachers and reinforced by MTSS and all support staff
• Monitor and practice using PBIS tickets
• All sanitizing videos and instructions will be placed on TEAMS page for consistency throughout the school
• Continue parent communication throughout the year
• Handwashing breaks every 2 hours and before/after eating, after bathroom, after play, upon arrival in the am
• All student learning aides will be kept in their space
• Each student will have own laptop and headphones
## Transitions

- Limited
- Signage posted
- Walk to the right, 6ft apart, hands to ourselves
- All classroom doors will be propped open for entire day
- No touching of door handles when feasible
- All staff and students stay to the right of the hallway, spaced 6ft apart
- preK and K request the use of a rope with 6ft marked off for students
- Counselor push-in to classes
- Resource and interventionists will push-in and/or pull out with only students from the same class
- GATE will determine push-in or pull out
- OMA will push-in

## Recess/ Healthy Play Requirements

- Assigned zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk
- Menu of socially distant activities
  - Walk laps, independent structured games to ensure the 6 ft social distancing, etc.
- All outside spaces have been assigned to classes for am, lunch recess and PE
- Spacing for classes outside will be marked by cones
- PE equipment will be allowed for use with staff sanitizing after each group has used the equipment
- Support staff will research and present social distant activities for outside
- Playground equipment will not be used at this time
- Caution tape to be placed on outside structures. Any equipment used must be disinfected afterward. Sanitizer station on playground.

## Lunch Procedure for Hybrid Model

For all options:
- Teachers take full 30-minute lunch during this time
- Using all tables available students will spaced 6ft apart and facing the east
- One grade level at a time in the cafeteria
• Students will be brought into cafeteria from playground using the eastside door from outside.
• Students will sit in assigned place. Seats will be marked notifying students where to sit.
• Once done students will walk on the west side of building to the trash can located at end of their table and return the same way.
• Student will raise their hand to throw away trash and it will be one student at a time, monitored by staff.
• Student will sanitize hands upon entry into building from outside.
• Students will exit cafeteria through the doors on the west.
• Student with lunches from home will carry their own items into cafeteria.
• Lunch schedules have been staggered so that only one grade is in the cafeteria at a time.
• Monitors and principal will assist with all lunch procedures daily.
• Support staff (resource, counselor, MTSS, CSP, reading recovery Interventionists) will have a rotating schedule to assist with lunches.
• Streamline point of sale:
  o Barcode/computer method, prevent students using touch key machine or only one adult uses touch key machine (To be determined)
  o Preferred method: Teacher mark rosters ahead of time and send to cafeteria to mark and charge (To be determined)

Dismissal Process / Requirements:

• Each class will exit through designated doors (closest to their classrooms).
• Students that walk alone will exit through front doors and staff will supervise.
• Parents that walk with their child will wait outside the fence by basketball court. Each class has designated area to line up and be dismissed from.
• Parents that pick up will use bus bay along Santa Rosa. Parents will have students name on the dashboard and staff will escort student to the car. Parents will stay in their cars.
• All classes will have assigned dismissal doors.
• Bus and daycare students will be picked up from classroom by staff and brought to the east side of the school.
• Signs will indicate where students line up inside of the fence.
• Students will be spaced 6ft apart while waiting for bus or van.
• Parent Link by principal.
• Welcome back zoom.
• Notification by classroom teachers via Zoom and ClassTag.
<table>
<thead>
<tr>
<th>Transportation drop-off time:</th>
<th>Parent Communication by Teachers and Principal: Newsletters, Zoom meetings, Parent Links, Myers/Ganoung website, phone, ClassTag</th>
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</thead>
<tbody>
<tr>
<td>8:15 am</td>
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<td></td>
<td><strong>Early and late arrivals-designated areas, escorts to class or designated areas:</strong></td>
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<td></td>
<td>• Early – Cafeteria then at 8:25 am escorted by monitor to their designated classrooms.</td>
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<td></td>
<td>• Tardy students: will have a table outside to sign in students that are late. Monitor will escort them to their classrooms.</td>
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<td></td>
<td>• No Parent or volunteers allowed in the building except for the office.</td>
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<td></td>
<td><strong>Breakfast in the cafeteria:</strong></td>
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<td>• 8:00 am with monitors, principal, and rotating schedule of support staff</td>
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<td>• Students dispose of trash one at a time and walk to designated learning space</td>
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<td><strong>Hand washing or Hand sanitizer:</strong></td>
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<td>• Hand washing/ sanitizing standard routines taught and implemented</td>
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<td>• Hand washing/ sanitizing to occur every two hours before/after eating, after bathroom, when needed</td>
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<td><strong>Push In:</strong></td>
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<td>• OMA/ ELD/EXED Teacher/Counselor lessons push in classroom</td>
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<td>• Sensory room: Based on IEP and one-on-one with the trained ExEd Paraprofessional</td>
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<td>Structured PE Time:</td>
<td>Lunch:</td>
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<tr>
<td>K-5 – Please follow the PE Schedule and stay in your designated zone area. Teachers will ensure that students are to stay 6 ft of distance from each other within their zone area. Students cannot share PE equipment. Any PE equipment used needs to be sanitized before another student can use it.</td>
<td>• Please follow the lunch schedule and school map directional arrows. • Teachers will get 30 minutes of lunch time. • Teachers will drop off students in their designated outside area. • Monitors will pick-up students from playground and escort to the cafeteria.</td>
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<tr>
<td>• No use of playground structures. • Any equipment used must be disinfected afterward. Sanitizer station on playground.</td>
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<tr>
<td>Dismissal:</td>
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<td>Bus Bay Area</td>
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<td>Valet Parent Pick Up School</td>
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<td>Day Care</td>
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<td>Walkers</td>
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