1. Transportation: What time is drop-off, early or late arrivals
   a. Oyama will have two drop off areas. The first one will be on the north side of the school utilizing the existing parent drop off/pick up car bay and front doors. The second one will be at the west side of the school for bus drop off/pick up. Each door will have a monitor at the beginning and end of the day.
   b. The doors will be opened at 8:00, school starts at 8:15
   c. Late arrivals will be able to enter through the front doors until 8:30. The doors will be locked, and entrance will be through a bell system that notifies office staff someone needs to be let in. Students/parent will enter and sign student in. Student will be given a late pass to go to their classroom.

2. Parent Communication: Will continue, before the school year starts and during the year.
   a. Parent Link via phone and Class Dojo
   b. Oyama Webpage
   c. Email
   d. Newsletters, etc.
   e. School Marquee
   f. Open House Parent Zoom Meeting
   g. Parent/Teacher Meetings via Zoom

3. Logistics of Grab and Go breakfast
   a. Students will line up in designated area to pick up their breakfast, be barcode/scanned by cafeteria worker then move to designated seats that are socially distanced
   b. Students will wash/sanitize hands after eating breakfast then report to class if after

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**SCHOOL PROFILE**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Grade Levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oyama Elementary School</td>
<td>PreK-5</td>
</tr>
<tr>
<td>Number of Students:</td>
<td>Number of Classroom Teachers:</td>
</tr>
<tr>
<td>300</td>
<td>16</td>
</tr>
<tr>
<td>Additional Classified Staff (TAs, Paraprofessionals, monitors):</td>
<td>Total Number of classroom spaces at your site:</td>
</tr>
<tr>
<td>13</td>
<td>22</td>
</tr>
<tr>
<td>Additional Certified Staff:</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 an student’s day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.
8:00 am
  c. Tables will be wiped down and cleaned at 8:20 when the bell rings.
  d. Late arrivals will be given a chance to eat, toss out their trash, sanitize hands and go to class

4. Early and late arrivals-designated areas, escorts to class or designated areas

  • Early arrivals will be sent to cafeteria, socially distance to eat breakfast, sanitize hands and go to classrooms starting at 8:00 am
  • Late arrivals, if before 8:30 will be sent to cafeteria to get breakfast, sanitize hands when done and go immediately to classroom
  • There will be no students on the playground before school starts
  • Playground equipment (structures) will be taped off
  • Two designated access points to school will control/ limit traffic concerns
  • Transportation arrives within 10 minutes of the school start time. Students eat breakfast in cafeteria, sanitize hands, go to classroom
  • Staggered monitors/classified staff hours for early bus riders. Ex Ed staff will escort students to classrooms
  • Parents and visitors do not have access to the building but can buzz the front office and will be let in depending upon the nature of the visit
  • Tardy students will be identified as they come in through the front doors up until 8:30. After 8:30 students/parents will identify themselves and child, door will be electronically unlocked, and student will come to front office for a late pass then proceed to classroom

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. Room Arrangement for optimal safety and learning

   a. No more than 15 maximum per classroom
   b. Students will be in individual desks, if tables are used only 2 students per table spread out to the ends of the table and all facing in one direction
   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
   d. No communal storage ie. lunch baskets
d. One kidney table per classroom for small group or individual group instruction

e. Water fountains in the classrooms and hallways will be taped off and students will be unable to use them. Water bottles will be filled with the assistance of the proctor in each room

2. 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

3. Student learning aides and storage
   a. Manipulatives will not be used communally
   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. Staggard times to move in hall to lunch and back to rooms
   b. Directional markings in hallway (two way, stay to the right, do not touch walls).

2. Cafeteria Space will have a specific enter and exit doorway.
   a. Hallway in front of the cafeteria – south door will be designated as “enter only” and north door will be designated as “exit only”

3. Procedures for 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. EX ED/ELD/Counselor/Interventionist - push in classroom zoom meetings until on site learning resumes
   b. GATE Resource will Zoom push in on designated day
   c. When on-site learning resumes any Ex Ed services received outside of the classroom, students 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 to avoid
multiple students in the room. When possible, non-prescription 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

7. Restrooms
   a. Will not have urinals that are three in a row, middle urinal will be closed.
   b. Soap checks will be scheduled to assure students can wash their hands

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**Recess/ Healthy Play Requirements**

1. Assessment of Oyama field, open space outside, identifying zones for designated play
   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. During recess the exterior doors leading out of the cafeteria to the playgrounds will be left propped open to avoid excessive hand touching.

2. 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 but sanitized between uses
   c. Restrooms in the cafeteria will be used during recess and will be limited to one child at a time.

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**Lunch Procedure for Hybrid Model**

1. Oyama can ensure social distancing in cafeteria during lunch by:
   a. Proctor will escort students to the cafeteria in a single line utilizing social distancing
   b. Students will stay standing on pre-designated spots on the ground as they work their way through the lunch distribution line to a barcode/computer used by a cafeteria worker will check off students
d. Students who bring lunch from home will carry it to the cafeteria and go immediately to designated seating area

e. Students will move to assigned eating areas that have marked seating

f. Lunches will be staggered every 10 minutes so there are less students in the cafeteria at one time.

2. Transition from lunch to recess and back to class:

a. When designated time for eating is up monitor will excuse students in a timely fashion to throw trash away and walk onto the playground to a designated area

b. Monitors will limit any equipment used on the playground and sanitize after. There will be no sharing of any equipment

c. Students will line up 6 feet apart when recess is over and wait for proctor to come and escort them to the classroom where hands will be washed/disinfected

3. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.

   a. Two monitors and Community Liaison (if on campus), CSP, Custodian and Principal when possible.

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**Dismissal Process / Requirements:**

1. Procedures of movement out of the classroom to outside areas for dismissal and pickup

   a. Using 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, 3rd-5th, will exit through the North Pod B doors for parent pick up. Students will sit in designated areas by class and be 6 feet apart. Bus riders will walk through the halls to the cafeteria observing social distancing protocols.

   c. Primary teachers, K-2nd, will be assigned a designated area outside for parent pick-up and will be placed 6 feet apart. Proctors will escort all Kinder bus riders to the bus bay. All others will be escorted by proctors to the parent pick up bay.

   d. Day Care Students will be picked up at 2:35 and walked out to their vans in the parent pickup bay.

2. Communication to parents about procedures and school expectations about safety

   a. Parent link (e-mail and robo calls) will continue

   b. School new letters will be shared each month

   c. Classroom newsletters

   d. School Marquee will continue to share.

   e. Classroom teachers will use Class doJo communication with parents on a daily and
individual basis as well as meetings via zoom