SITE CONSIDERATIONS for:

Arrival & Breakfast Procedures

- Drop off & Pick up Areas:

- **Bus Students** will arrive within 10-20 minutes prior to the start of the school.
  - All bus students will enter/exit campus through bus bay gates on west side of campus. Students will exit per instructions of the driver and campus monitor.
  - Bus students will head directly to their classrooms on a designated path. Students in Kinder, 1st and 2nd will be escorted by campus staff to their classrooms.
  - If Bus student needs breakfast, student will be directed to the cafeteria for breakfast.
• **Drop off/ Pick up Students**
  - Students may not arrive before 7:35 a.m. (this is the official time of teacher contract)
  - Staggered drop-off & start times only IF needed, depending on arrival of transportation:
    - 6th, 7th, 8th @ 7:40 a.m.
    - 4th, 5th @ 7:40 a.m.
    - Kinder & 1st @ 8:00 a.m.
    - 2nd & 3rd @ 8:00 a.m.
  - Designated drop-off & pick-up areas (see map above) per grade level to reduce the number of students in any given area.

• In the event of inclement weather, alternatives spaces (meeting place, cafeteria, open classrooms, Library) will be utilized to ensure social distancing and safety for all students.

• **Playground & Access Points:**
  - Playground equipment (structures) will be taped off.
  - No students will be playing on the field in the morning.
  - No parents on the field, or other drop/off pick up areas. Must remain on outside of perimeter fencing at each designated drop off/pick up area. Preferably inside your vehicle.
  - No students congregating in groups while waiting.
  - No before or after-school recess.
  - Designated limited access points to school to control/ limit traffic. (MS Gate, Kinder & 1st = Front loop gates, 2nd-3rd-patio gates, 4th-5th playground gates, bus bay gates) Staff assigned to each designated area.

• **Movement on Campus:**
  - Students will report directly to classroom or designated place in the morning.
  - Increase monitors/classified staff hours or allow paid supervision of teachers for early bus riders, designate location (library & meeting place & cafeteria stage) until classroom is open, staff escort students to classrooms.
  - Parents and visitors do not have access to the building unless signing in late child.
  - For tardy students, “wait” zones identified with visual cues for remaining apart for students/parents to check in to office using the front parking lot loop and covered ramada at front door.
  - No volunteers.

• **Breakfast:**
  - Students will wash/sanitize hands after eating.
  - Staff member assigned to cafeteria to ensure safe spacing for students to either eat in the cafeteria or take breakfast to class (depending on arrival time) students will get their Grab & Go breakfast.
  - Student will raise hand to be dismissed, staff member will provide student with hand sanitizer. Student will proceed to class or designated area and custodian will dispose of materials and sanitize the area.
  - Grab & Go breakfast will provide multiple lines as needed based on student participation.
SITE CONSIDERATIONS for:

CLASSROOM ENVIRONMENT

• **Class Set Up:**
  - Classrooms, Library, Meeting place and Cafeteria will be arranged for 6 ft physical distancing/ as much as possible. All other furniture/ soft items (curtains, rugs, bean bags, stuffed animals) will be removed. Personal items will be removed and taken home by staff member.
  - Desks/ tables for students will be arranged facing in same direction.
  - One kidney table will remain in classroom as teacher workspace.
  - No communal storage.
  - Students will be given individual zip style plastic bag for storage for desk items (pencils, glue sticks, etc).
  - Individual learning aides/textbooks will be assigned
  - Students will not be allowed to have backpacks. Items from home will not be allowed unless it is PPE or required items per 504/IEP.
  - Lunch boxes will be allowed, and students will keep the lunch box underneath their seat/table.
  - Students will be assigned a laptop, not to be shared. Laptops will not travel between home and school. Laptops must remain at student designated area.
  - Students will sanitize their laptops daily at end of day and as needed.
  - Students will have headphones provided by school or home if possible. Headphones will not be shared and will be sanitized daily at end of day and as needed.

• **Class Sanitation:**
  - Hand washing/ sanitizing standard routines taught and implemented
  - Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, and when needed.
  - Each classroom, learning space, flexible area will hold a station for staff members or proctor to include the following items: Face mask, hand sanitizer, gloves, tissue paper, wipes, towels, paper towels Covid-19 disinfectant, Covid-19 “Health signs”, Master Schedule of class, bell schedule, lunch time and breaks.
  - As onsite number of students increase (and teachers return), alternative spaces will be utilized to ensure 15 students to 1 adult/proctor ratio per CDC.
  - Students will need to bring their own water bottles to refill at our refill station.
• **All water faucets will be closed for use throughout the school**
  o Students will need to bring a water bottle from home if possible.
  o Disposable cups will be provided to students without a water bottle.
  o Students will be encouraged to drink water throughout the day as we live in Arizona and water is an essential.
  o Students will be able to access TWO water fountains in the school that are **TOUCHLESS** (cafeteria & front office).
  o Administration will collaborate with PTO to provide additional individual water bottles to provide to students as needed.

• **Bathroom use:**
  o Students in classrooms with bathrooms in the classroom will utilize those bathrooms for all grade levels. (75% of the building has a bathroom in class)
  o Middle School community restroom will be closed.
  o All restrooms will be stocked with COVID-19 disinfectant and appropriate toiletries.
  o Students (elementary) in classrooms with no restroom (8 classrooms on the west hallway) will utilize the boys/girls community restroom in the main hallway. Custodian will service this restroom every hour. There will be a staff member monitoring the bathroom use to ensure that only 2 students enter at any given time.
  o Students (middle school) in last building with no restroom in class will be assigned the Ex.Ed. classroom restroom in the next building for use, where there is an adult in the classroom that can monitor.
SITE CONSIDERATIONS for:

TRANSITIONS

Transitions will be limited throughout the campus:

- Students will remain in Cohorts and will travel from class to class and/or lunch, recess, breaks via cohort groups.
- Directional markings in hallway (two way, stay to the right, do not touch walls).
- When walking in line, spread out to ensure distancing,
- K & 1 only: Teachers will work on a creative way to help 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
- OMA/ Specials/Counselor lessons push in classroom when able, otherwise via Zoom.
- Where possible, have GATE/EXED/ELD Resource push-in the classroom or pull out small group of students from one class at a time, otherwise via Zoom. Teacher escorts students to facilitate social distancing.
- Where social distancing is not possible additional directional signals will be added.
- Proctors, monitors and available support staff will supervise these transitions.
- Health office staff will escort student to health area for wellness check.
- Students are not be in the hallway or any other area without an escort and/or supervision.

SITE CONSIDERATIONS for:

RECESS/ HEALTHY PLAY REQUIREMENTS:

- Recess is scheduled for an AM and PM break during the school day for all students.
- Schedule separate times for class cohorts for outdoor recess to ensure that classes are spread out on the field to promote social distancing.
  - Kinder will utilize their outdoor space outside of their classroom. Their playground equipment will not be used. Students will be able to use the jump ropes and other equipment that allows for a one-student use that can be sanitized.
  - 1st -5th will utilize the main playground. Staggered times for grade levels for use.
- Assign 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 with incentive for # of laps walked.
  - Walking path on main playground- students will socially distance as they walk (mask will not be required to be worn at this time due to outside spacing).
  - Other possible activities to be determined per CDC approval such as: hula hoops and jump ropes for individual use.
- No use of playground structures, caution tape.
- No use of the basketball courts for recess unless needed for a social distancing outdoor activity.
- Any equipment used must be disinfected afterward. Sanitizer station in designated recess area.
- Proctors/monitors and staff will supervise this process.
For all options:
- Teachers take full 30-minute lunch during this time
- Enter through WEST cafeteria doors and exit through EAST cafeteria doors to facilitate one-way flow.
- Streamline point of sale: Proctor will mark rosters ahead of time with student choice and needed info and take to the cafeteria. Cafeteria staff will document in system accordingly.
- Grab-and-go meal distributed to students to reduce time in line.
- Floor markings and table marking and signs about social distancing.
- Additional monitors/proctors and staff as needed.
- Students carry own home-lunch (no communal storage).
- Hand disinfecting station in cafeteria
- Handwashing/sanitizing routine before/after eating
- Stagger lunch schedules for grades 1st-8th so there are less students in the cafeteria at one time.
- Kinder will eat in their classrooms, lunches will be taken to the class by proctor or monitor. Teacher will be relieved by proctor/monitor to have their personal lunch time while students eat their lunch in class.
- Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones
- There will be no outside recess during lunch. (Recess/breaks are embedded in teacher schedules for a total of 2x)
- IF NEEDED due to increased number of students on campus:
  o **Grab-and-go, eat in classroom** monitores and other staff to supervise students in classroom
  o **Grab-and-go, eat in other designated location** Designate other common areas as “eating places” = meeting place, library. Proctor cleaning station will be provided for each space.
  o Monitor/Proctor/Staff member will supervise these locations
SITE CONSIDERATIONS for:

**DISMISSAL PROCESS / REQUIREMENTS:**

- Dismissal times are staggered for grade levels and various locations to ensure social distancing:
  - K & 1 (Front loop at front parking lot - East side of School)
  - Kinder @ 1:30 p.m. (12:30 Wed)
  - 1st @ 1:45 p.m. (12:45 Wed)
  - 6th-8th (MS Gate, Front loop, parking lot - East side of School) @ 2:45, 1:05 (Wed)
  - 2nd-5th (Main playground gates & Patio gates - utilize entire drop/off pick/off loop - West side of school)
    - 2nd, 3rd @ 1:45 (12:45 Wed)
    - 4th & 5th @ 1:55 (12:55 Wed)
  - Elementary dismisses 45 minutes PRIOR to Middle School Elementary students that are bus riders will need to be supervised by proctor/monitor/staff member to ensure social distancing. Students will wear mask while waiting on bus arrival.
  - Students that are Bus Riders will be escorted to bus by proctor/monitor/staff member. Depending on bus schedule, the cafeteria will be utilized to hold all bus students until bus arrival. Designated areas for bus cohorts will be marked in the cafeteria. The basketball courts will be utilized for facilitating the loading of students on the bus.
  - No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting.
  - Social distancing signage and directional arrows of marking by grade level/group and for parents
  - Develop valet system with parents remaining in cars, utilizing monitors/added duty

SITE CONSIDERATION for:

**Other Requirements**

**Protecting Students and Staff:**
- Encourage face shields for all staff and students while in the school building.
- Supply masks for students and staff who do not have one.
- Staff and Student concerns will be addressed on a case by case basis.
- Unique opportunities for students with complex/vulnerable needs, will be addressed on a case by case basis.
- Appropriate accommodations will be made to support their safety and learning
- Isolation/Quarantine room will be utilized when necessary across from the nurse’s office and sanitized.

**Hygiene Education:**
- Posters displayed in school about proper hygiene
- Staff training on proper hygiene
- School announcements with constant reminders
- Hand Sanitizers displayed

**Communication to Staff, Parents, Students**
- On-going via Social Media, Parent Link, Phone Calls, Text
- Updated weekly = School Website
- As needed = Zoom Info meetings for Parents