Arrival & Breakfast Procedures

1. Three Campus Entry Points
   a. 4th Street
   b. 14th Street (Bus Bay)
   c. 13th Street (Elementary Playground)
   d. Morning one-way traffic/ Dismissal one-way traffic
   e. Students immediately exit the campus, no hanging-out afterwards

2. Procedure and logistics for student entry, visitors, pickup during day,
   a. Front doors—Enter only
   b. North/South doors-Exits
   c. Hall traffic one-way
   d. Dean and monitors posted at entry points
   e. Students sent home will be flagged, return to school with COVID results and physicians release.
   f. Names provided to monitors and admin to be on look-out for student.
   g. Office staff pulls attendance to assure student has not returned to campus before released by physician.

3. Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1st day of school
   a. July 27
   b. July 31
   c. Aug. 3
   d. Aug. 7

4. Plans and designated areas in the event of inclement weather:
   monitors/TAs/Teachers/Deans monitor rooms for spacing, social distancing, masks
   a. Classrooms/Computer labs
   b. 6 extra rooms in technology
   c. Cafeteria (20 elementary students)
   d. Habitat building option
### Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items in AV Room
   a. Hand sanitizers in every room
   b. Student planned hand sanitize at 10:30, 12:00, 1:30, 3:00
   c. 7-minute passing periods
   d. Room assignments for placement in rooms to open partitions for more social distancing

2. Room Arrangement for optimal safety and learning
   a. Day custodian disinfects in high touch places each hour (hand railings/banisters, bathroom fixtures, door handles, etc.)
   b. Wednesdays, 3-night custodians deep clean and disinfect high and low areas.
   c. Teachers disinfect their high touch areas between classes (7 minutes)
   d. All students face the front, same direction facing (no close proximity collaboration—use of technology to collaborate such as Office 365, Edmodo, etc.)

3. Sanitizing Standard, procedures taught, communication to parents
   a. Parent Link communicate sanitizing procedures to parents
   b. Teachers model sanitizing standards to teacher
   c. Daily reminders of sanitation, mask requirements during daily announcements.
   d. Communicate no playground equipment available to use

4. Master Schedule Re-Design, implications, bell schedules, etc.
   a. 7-minute middle school passing period
   b. 7 period Middle School Master schedule specify specific periods for each day with intervention time included (middle school)
   c. Elementary Schedule will include synchro and asynchro (elementary team developing)

### Transitions

1. Assessment of traffic flow, areas of high traffic
   a. Signage for enters/exits
   b. Directional arrows
   c. One-way travel patterns
   d. Teachers and students receive map of travel routes

2. Procedures of movement around the campus for all grade levels, restroom use, passing periods
   a. Bathroom main doors open to prevent germ transfer
b. Hallways one directional during passing period  
c. Restroom pass from teacher directional flexibility based on location of designated space traveling to with a pass

3. System for making appointments with counselor, schedule changes, etc.  
a. Student notify 1st period teacher to send email to counselor; copy admin  
b. Student uses district email to contact counselor  
c. Parents call main number and choose option

Lunch Procedures

1. Assess the configuration of your cafeteria-space- physical distance  
a. Elementary staggered lunches by grades  
b. Separate 6th grade lunch  
c. Separate 7th grade lunch  
d. Separate 8th grade lunch  
e. Grades 6-8 lunches will be supervised by the Dean and monitors to assure social distancing in the line.  
f. Lunches divided by alpha (A/B) to stagger cafeteria and field usage for social distancing.  
g. No sports or playground equipment used

2. Procedures for traffic flow around the cafeteria  
a. Social Distance 6 feet apart in line, mark on floor  
b. 2 students at a time in food pick-up area  
c. Arrows showing direction  
d. All play equipment stored, no access for playground  
e. Monitors supervise groups are 4 or less

3. Assess your lunch schedules and how to stagger or have alternate schedule  
a. Separate 6th grade lunch; stagger 6A/6B (Divided by alpha)  
c. Separate 7th grade lunch; stagger 7A/7B  
d. Separate 8th grade lunch; stagger 8A/8B

4. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.  
a. Monitors  
b. Dean  
c. TAs  
d. Admin  
e. Custodian  
f. Library Assistant  
g. Parent Family Liaison
5. Transitions to outside recess, at assigned locations, supervision, etc.
   a. Staggered release, social distance 6 feet apart
   b. Identified staff scheduled at key locations, rotation for supervision
   c. No groups larger than four will gather
   d. Marked spots on fence/floor with ribbon or signage

**Dismissal Process**

1. Signage for exits, assessment of traffic flow, areas of high traffic, physical distancing signage
   a. Teach expectations for 4-group, 6 feet social distancing
   b. Signage for Exit, 6-feet social distancing markers
   c. Middle School Dismissal, 3:50
      1\textsuperscript{st} round: Dismissal for walkers/parent pick-up, leave campus immediately, by alpha groups
   d. 2\textsuperscript{nd} bus rider dismissal: students go immediately to the bus, social distance while waiting in the field for bus arrivals
   e. Elementary students leave 50 minutes earlier, 2:50 pm.

2. Procedures of movement out of the classroom to outside areas for dismissal and pickup
   a. Transition staggered by alpha with grade
   b. Supervision/monitors social distancing and masks

3. Assess bus/van/parent pickup schedules and procedures at your school sites
   a. Elementary students leave 2:50, stagger release
   b. Middle school release 3:50, stagger with walkers/rider first by alpha/bus riders next
   c. Supervision by classified and admin

4. Communication to parents about procedures and school expectations about safety
   a. Outline classroom sanitation every 100 minutes
   b. Deep cleaning 3x week
   c. Students wear masks; responsibility and expectations
   d. Can bring own sanitizer/school provides sanitizer stations
   e. Dismissal procedure
   f. Hallway/campus travel patterns
   g. Contact information