Arrival and Breakfast Procedure for Hybrid/Online Model

- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off using caution tape.
- Designated limited access points to school to control/limit traffic. Single entrances at front of building.
- Students will report directly to classroom or cafeteria in the morning at 8:05 am.
- Transportation arrives within 10 minutes of the school start time (8:25 am)
- School start times for drop off will be adjusted to closer to teacher’s contract time. (8:05 a.m.)
- Students arrive and walk directly to the cafeteria by following yellow or teal tiles, staying to the right. Once in the cafeteria, they will pick up their Grab and Go breakfast and sit at their designated teacher table if it is a few minutes before 8:00 am. Students will be escorted at 8:05 am to their classrooms with their Grab and Go breakfast.
- Students will wash/sanitize hands after eating
- Each teacher will get 5 trash bags per week for disposal of breakfast materials. The trash bags will be placed outside the classroom by 8:45 am so custodian can pick up and dispose of them.
- Teachers and Monitors will teach students 6 foot social distancing before allowing them on playground
- Hire new monitors and increase monitors/classified staff hours or allow paid supervision of teachers for early bus riders, designate location MPR until classroom is open, staff escort students to classrooms.

SCHOOL PROFILE

<table>
<thead>
<tr>
<th>School Name: Sewell Elementary</th>
<th>Grade Levels: Pre-K-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students:</td>
<td>Number of Classroom Teachers: 14</td>
</tr>
<tr>
<td>Additional Classified Staff (TAs, Paraprofessionals, monitors): 1 Monitor, 4 ExEd TA’s, Library Aide.</td>
<td>Total Number of classroom spaces at your site: 16</td>
</tr>
<tr>
<td>Additional Certified Staff: ELD, Reading Interventionist, 1.5 Resource, OMA AIS, Counselor.</td>
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</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.
- 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 (outside the front of the school with marks for social distancing).

Parent Communication: Newsletters, Zoom meetings, Parent Links

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### Classroom Environment

- 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
- All students and staff will wear masks
- Arrange desks/ tables for students to be facing in same direction; vinyl dividers to be used if space does not allow for social distancing
- One kidney table remains in classroom for small group or individual group instruction
- No communal storage
- Students will be given storage for desk items (pencils, glue sticks, etc) and cubbies provided for assigned books and lunches. Gallon Ziploc bags for supplies.
- Individual learning aides/textbooks will be assigned
- Technology can be used if it can be sanitized immediately after use
- Hand washing/ sanitizing standard routines taught and implemented
- Hand washing/ sanitizing to occur every two hours (upon hearing the reminder over the intercom), before/after eating, after bathroom, when needed

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### Transitions

- Use of familiar traveling pattern using yellow and teal tiles. (two way, stay to the right, do not touch walls)
- When walking in line, spread out to ensure distancing or
- PreK -1 only: Hold a Ring Walking Rope or jump ropes for 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/ ELD/EXED Teacher/Counselor Reading interventionist lessons push in classroom
- Where possible, have GATE/EXED/ELD Resource push-in the classroom or pull out only group of students from one class at a time. Teacher escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used
Recess/ Healthy Play Requirements

- PE – Please see PE Structured schedule by grade level and cohort using the designated field section.
- 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.
- No use of playground structures. Caution tape will be used to block the equipment from being utilize by any student.
- Any equipment used must be disinfected afterward. Sanitizer station on playground.

Lunch Procedure for Hybrid Model

- Teachers take full 30-minute lunch during this time
- Enter through one area and exit through another to facilitate one-way flow
- Floor markings and signs about social distancing
- Additional monitors needed
- Streamline point of sale:
  - Barcode/computer method, prevent students using touch key machine or only one adult uses touch key machine (To be determined)
  - Preferred method: Teacher mark rosters ahead of time and send to cafeteria to mark and charge (To be determined)
- Students carry own home-lunch (no communal storage)
- Hand disinfecting station in the cafeteria
- Hand-washing/sanitizing routine before eating

Option 1: Campuses that can ensure social distancing in cafeteria, eat in cafeteria, staggered lunches
- Stagger or separate lunch schedules so there are less students in the cafeteria at one time. (Please see new lunch schedule)
- Mark tables with appropriate spacing (students sit diagonally) and assign class cohort zones
- Grab-and-go meal distributed to students to reduce time in line
- Transition to outside recess

### Dismissal Process / Requirements:

- Valet Parent Pickup System (Please see school map for designated area by grade level) Parents are to remain in cars, utilizing monitors and support staff/ added duty
- Bus Bay Area (Chantilly Ave) Students who ride the bus go directly to the bus bay area and line up by their designated bus number. Students will immediately stand at the marked areas to ensure social distancing from each other until their bus arrives.
- Day Care (Sahuara Ave) Students will line up by the Day Care area and stand at the marked areas to ensure social distancing from each other.
- Students not picked up at the designated time will walk back with their grade level teacher and wait in the classroom. Once parent arrives, the teacher will be notified through their intercom to send the student to the office. No parent is allowed to go to the classrooms to pick up their child.
- Dismiss from the classroom, if teacher supervision is extended beyond their time, added duty time will be allowed after Principal approves it.
- Increase number of exit points/ assign hallways/exits to grades to expand area for flow. (Please see school map for details)
- Pre-marked zones for outside designated areas for pick up that are separated with cones or chalking machine
- 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