Arrival and Breakfast Procedure for Hybrid/Online Model

1. Transportation: What time is drop-off, early or late arrivals
   a. We will have one area for our parent drop off and pick up which will also be utilized by our pre-school program. We will utilize the west gate leading to the playground from the parking lot as always to access the school. The gate will have a monitor positioned at the entrance to direct students to their assigned learning spaces. Students wishing to eat breakfast will enter through doors leading to playground to access cafeteria and will follow social distancing parameters. We will utilize a ‘grab-n-go’ breakfast where students will grab their breakfast and report to their learning spaces to eat.
   b. A second area for drop off/pick up will be our bus bay area for students who utilize bus services. These students will access cafeteria for breakfast and playground through cafeteria doors located in patio area. Students grab their breakfast then report to their assigned classroom via exterior doors or report directly to classroom via playground exterior door if wishing not to eat breakfast.
   c. Gates will open at 8:20am school starts at 8:30am
   d. Gates will be opened and monitored until 8:45am. Monitor will communicate with office staff names of students who arrive late.
   e. Gates will be closed at 8:45am. Late arrivals will enter school building via the main entrance.
   f. Students will report directly to their assigned learning space classroom unless they are eating breakfast. Each room has exterior door which opens to playground. Doors to classrooms will be open at 8:20am.
   g. Students will be assigned a desk/table area to use as remote learning space for duration of remote learning.

1. Parent Communication: Will continue before and during the school using the following:
   a. Parent Links via phone and e-mail
   b. Newsletters, etc.
   c. School Marquee
2. Logistics of eating in cafeteria - movement from class to cafeteria.
   a. All students will be escorted to cafeteria from their respective classroom using social distancing parameters. (Escorted by proctors)
   b. Lunch runs will be staggered to reduce the number of students in the cafeteria. (Adjustments will be made if necessary pending student numbers.)
   c. Students will be assigned a designated area to eat in the cafeteria following social distancing parameters.
   d. Late arrivals will be given a chance to eat at designated table.
   e. Students will wash/sanitize hands before and after eating.

3. Early and late arrivals - designated areas, escorts to class or designated areas
   a. All students will be directed to report to cafeteria (breakfast) or straight to class by the monitors at the gates.
      • Playground equipment (structures) will be taped off
      • No before-school recess
      • Two designated access points to school will control/limit traffic concerns. (Westend Gate and Bus Bay)
      • Students will report directly to classroom or cafeteria for ‘grab-n-go’ breakfast.
      • Parents and visitors will not have access to the building unless signing in child who is late. Communication will be done via phone and emails.
      • After 8:45 students/parents will enter through main office doors. Students will be directed to their assigned classroom through main hallway.
      • Breakfast will be a ‘grab-n-go’ to be eaten in classrooms. Classrooms will be equipped with trash bags to place outside doors for pick-up by custodian.
      • Custodians will dispose of breakfast materials.

Arrival for All Students if Classes are Larger than approx. 15
   • Designated classrooms have been identified as learning spaces for each grade level with a maximum of 15 students. If numbers from survey indicate need to open a second classroom for any given grade level or multiple grade levels a designated room has been identified and prepped for such instance. A grade level band K-2 and grade level band 3-5 extra learning space has been identified.
   • Social distancing parameters will be taught and reviewed daily to students while on campus.

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items
   a. Rooms will be arranged in compliance with physical distancing parameters; other furniture/soft items (curtains, rugs, bean bags, stuffed animals) will be removed; clutter and additional items removed to maximize learning space area.
   b. Desks will be arranged for students to be facing in same direction. (If desks are no longer available tables will be utilized as best possible)
   c. No communal storage (i.e. lunch baskets/cubbies etc.)

2. Room Arrangement for optimal safety and learning
a. Desks will be spaced out and students will be separated following social distancing parameters from each other. No more that 15 students per learning space.
b. There will be no carpeted seating areas.
c. Students will utilize storage in desk for supplies and personal items (pencils, glue sticks, paper, etc.)
d. Students will keep their lunch boxes/bags with them entire time they are on campus.

3. Sanitizing Standard, procedures taught, communication to parents
   a. Hand washing/ sanitizing standard routines taught/revisited and implemented by proctors daily.
   b. Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed

4. Student learning aides and storage
   a. Students will have their own manipulatives and will not be reused or shared in any way.
   b. Students will have one spiral notebook.
   c. Individual learning aides/textbooks will be assigned
   d. Technology devices (laptops) will be utilized for remote learning. Each student will have their own personal laptop.

Transitions

1. Assessment of traffic flow, areas of high traffic
   a. Limited
   b. Directional markings in hallway (two way, stay to the right, do not touch walls, trash cans will be pulled off the wall and placed in the middle to separate directional flow.

2. Cafeteria Space will have a specific enter and exit doorway.
   a. Westend doorway from hall will be utilized as entrance to cafeteria. Eastend doorway from hallway will utilized as exit from hallway.

3. Procedures of movement around the campus for all grade levels
   a. When walking in line, students will be spread out six feet apart to ensure social distancing parameters, proctor will be walking in the middle to monitor both sides of the line to assure space is being kept.
   b. Hands-free door entry, where possible doors will be propped open to minimize contact surfaces

4. Schedules of the programs at school
   a. Primary Music/Art/Counselor/EX ED/ELD lessons will be push-in and pullout via remote learning.

6. Health Office
   a. Nurse’s office will be limited to emergencies. Daily meds will be on a schedule where the health office staff will schedule students to be there at specific times to maintain social distancing parameters.
   b. Doors to health office will be propped open to limit surface contact areas.
Boys gang restroom will have middle urinal taped off to maintain social distancing parameters. Soap checks will be scheduled to assure students always have the opportunity to wash their hands.

**Recess/ Healthy Play Requirements**

1. Soleng Tom’s playground areas will be assigned to grade level bands. (K – 2 grade students will have lower soccer field and middle basketball court area / 3-5 grade students will have upper soccer field and east basketball area)
   a. Schedule will promote staggered times for class cohorts for outdoor recess / lunch recess
   b. Monitors will utilize visual cues such as cones and tape to designate areas that are accessible and not accessible.
   c. Menu of socially distant activities Walk laps, games, etc.
   d. No use of playground structures (caution tape all structures)
   e. Any equipment used will be disinfected afterward by monitors
   f. Sanitizer station table will be placed by entry doors to main hallway
   g. Doors leading out/into the playgrounds will be propped open to limit contact surfaces.

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.
   c. Outdoor restrooms will be utilized during recess and will be limited to emergencies and one student per restroom at a time.

**Lunch Procedure for Hybrid Model**

1. Transition from classroom to lunch/recess
   a. Supervised by a proctor
   b. Students will stand adhering to social distancing parameters
   c. Students will be escorted by proctor to either cafeteria or playground depending on their grade level and assigned staggered lunch run.
   c. Hand sanitizing will take place as students exit classrooms.

2. Soleng Tom will ensure social distancing parameters during lunch recess in cafeteria/ MPR/playground, with staggered lunches and rotations
   a. Lunch runs will be reduced as much as possible
   b. Cafeteria will have 2 areas for eating following social distance parameters. After one grade level finishes eating custodian/monitor will sanitize eating area. Tables will be clearly marked with appropriate social distancing parameters and cohort zones.
   c. Grab-n-go meal distributed to students to reduce time in line and then students will sit in the designated area in the cafeteria.

3. The configuration of the cafeteria-space- physical distance
   a. Tables will be spaced out to comply with social distancing parameters while eating.
c. Signs will be placed throughout the school remind students about social distancing parameters.
d. Additional monitors/proctors will be needed to assure social distancing

4. Procedures for traffic flow around the cafeteria, MPR and streamline point of sale
   a. Enter through one doorway and exit through one doorway to facilitate one-way flow
   b. Handwashing/ sanitizing routine before/after eating
   c. Barcode/computer method, prevent students using touch key machine or only one adult uses touch key machine
   d. Students carry own home-lunch (no communal storage) Parents will be advised to use disposable lunch bags but will not be mandated.

5. Lunch schedules will be staggered by 10 minutes per grade band.
   b. Students will report directly to their assigned learning space upon completion of lunch run (35 minutes). Monitor will personally escort kinder students to their learning space.

6. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. Monitors, Counselor, Custodian and Principal when possible.

<table>
<thead>
<tr>
<th>Dismissal Process / Requirements:</th>
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<tbody>
<tr>
<td>1. Procedures for dismissal at end of day from learning spaces to parent pick-up / busses.</td>
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<tr>
<td>a. Following social distance parameters students will exit learning spaces and report directly to either bus bay or parent pick up area. Students will exit learning spaces utilizing exterior door.</td>
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<tr>
<td>b. Bus students will report directly to bus bay through east gate keeping social distancing parameters in effect.</td>
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<tr>
<td>c. All available staff will help with supervision of dismissal and in keeping with social distancing parameters in playground, parent pick-up and bus locations.</td>
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<tr>
<td>2. Assess bus/van/parent pickup schedules and procedures at your school sites</td>
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<tr>
<td>a. Students will report directly to bus or daycare van through east-end gate following social distancing parameters.</td>
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<tr>
<td>b. Busses and daycare vans will wait in the same location as previous years. (Bus bay)</td>
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<td>3. Communication to parents about procedures and school expectations about safety</td>
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<td>a. Parent link (e-mail and calls) will continue</td>
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<td>b. School newsletter will be shared each month</td>
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<td>c. Classroom newsletters</td>
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<td>d. School Marquee will also continue to share the importance of social distancing</td>
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<td>e. Teacher newsletters/emails/phone calls / Zoom Pop-In (meet the teacher)</td>
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