**Arrival and Breakfast Procedure for Hybrid/Online Model**

1. **Transportation:** Transportation should drop off roughly at 8:20
   a. Parents will continue to use current drop off area for K-5 (main entrance) and will enter campus through the gate just south of the main entrance doors. No entry for parents. Pre-K will enter through the gate and wait with a staff member for teachers to collect the students.
   b. The gates will be opened at 8:20, school starts at 8:30...students report to designated classroom.
   c. Late arrivals will be able to enter through access points until 8:45. Monitors will notify office of late arrivals.
   d. At 8:45, the south gate (located to the right of the office doors) will be closed. All late arrivals will enter the main office through the front door.

2. **Parent Communication:** Will continue, before the school year starts and during the year.
   a. Parent Links via phone and e-mail
   b. Newsletters, etc.
   c. School Marquee
   d. Class Dojo
   e. Remote Parent Meetings

3. **Logistics of eating in classroom- movement from class to cafeteria (Grab and Go), disposal of trash:**
   a. All Teachers will have two lined trash containers, two cleaning towels, gloves and a bottle of disinfectant.
b. Bags of food will be tied and placed outside the door at 8:45. (admin/custodial/support staff will collect breakfast trash)
c. Tables will be wiped down and cleaned at approximately 8:30 when the bell rings.
d. Late arrivals will be given a chance to eat in cafeteria and then toss out their trash.
e. Students will wash/sanitize hands after eating

4. Early and late arrivals-designated areas, escorts to class or designated areas:
   a. All students will be directed to go straight to class by the monitors at the gates.

   • No student will be playing on the field in the morning. Students not eating breakfast will go their learning area and enjoy some free time. We will consider allowing two grade levels per day to walk the track in the morning. At this time, we have no more than 18 to a grade level, and expect to have about half of them eating breakfast.
   • Playground equipment (structures) are taped off
   • No before-school recess
   • Two designated access points to school will control/ limit traffic concerns. One in the cafeteria, and one at the south gate.
   • Students will report directly to classroom
   • Transportation arrives within 10 minutes of the school start time
   • Increase monitors/classified staff hours or allow paid supervision of teachers for early bus riders. Classified staff will escort students to classrooms
   • Parents and visitors do not have access to the building unless signing in late child
   • Tardy students will be identified as they come in through the gates up until 8:45. After 8:45 students/parents will enter through the front of the building where a monitor will visually see a student, direct them to class and call it in via the radio to the office with the name and grade of the student
   • Grab & Go breakfast will be eaten in class. Cafeteria is option if social distancing can occur.
   • Custodians/admin/support staff will dispose of breakfast materials by pick up bags outside each classroom door at 8:45
   • Students will be permitted to eat in the courtyard for breakfast, and in the cafeteria with all students facing the same way, and at 6 foot intervals. The students will face away from the pick up area and exit to the stage side of the cafeteria to maintain one-way movement. Trash cans will be placed by that exit.

Arrival for All Students if Classes are Larger than approx. 15

• All students will be taught how to social distance appropriately/safely “Airplane Arms” for social distancing for any space in and outside of classroom.
• We will utilize other learning areas and modify instructional schedules, to rotate teachers around to serve students.
• We will use the rooms in the building that all have self-contained bathrooms to minimize movement of students. We will use the quad and primary wing only. The intermediate wing will be for teachers who need to teach remotely from campus.
We are planning for 100 students K-5, and will ensure that the class sizes are never larger than 15.

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items:
   a. 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 and stored on campus.
   b. One kidney table remains in classroom for small group or individual group instruction
   c. We will arrange desks/ tables for students to be facing in same direction.
   d. No communal storage: lunch baskets, table-top supply totes, etc...

2. Room Arrangement for optimal safety and learning:
   a. Tables will be spaced out and students will be placed spaced out from each other. The spacing will be determined by the number of students that we have in the room. Once we get too many kids we will send students to an additional designated area.
   b. Students will be given storage for desk items (pencils, glue sticks, etc) and cubbies provided for assigned books and lunches. Students responsible for a backpack for items.
   c. For the online learning area model, students will be spread through the rooms as far as possible, and given headphones to keep

3. 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 for all classrooms

4. Student learning aides and storage
   a. Manipulatives will be stored by the teacher and passed out but upon collection they will be placed in bin to clean and sanitize
   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
   e. If students need to use books, paper, or manipulatives during the online-only model, they will be given their own sets and cannot share at any time. All above protocols will be used.
Transitions

1. Assessment of traffic flow, areas of high traffic
   a. Limited (teacher sign out students)
   b. Directional markings in hallway. We wish to avoid tape on the floor. We will place directional signage on the walls and train the students.

2. Cafeteria Space will have a specific enter and exit doorway. (doors remain open)

3. Procedures of 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. Primary Music/OMA/Counselor/EX ED/ELD lessons push in classroom
   b. GATE and CCS Resource will use the pull out model. Group of students from multiple classes with hand washing upon entering and exiting the classroom. Teacher escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used.

5. Assess programs and resources-push-in model (none other than listed in #4)

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 avoid multiple students in the room.
   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 will not have urinals that are three in a row, middle urinal will be closed.
   a. Soap checks will be scheduled to assure students have the opportunity to wash their hands at all times

8. Water fountains will be covered or shut off. Students can bring personal water bottles. Bottles can be filled by an adult upon request.

Recess/Healthy Play Requirements

1. Assessment of Tully athletic field, open space outside, identifying zones
   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. Sanitizer station on playground by entry doors to the cafeteria
g. Inventory of cones, marking chalk, etc.

a. Principal and Monitors will take account of availability of items and placement of these items that indicate designated play areas.

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. Monitor/support staff will sanitize equipment after each group uses it. Some equipment will be used by multiple groups due to limitations of equipment.
   c. Restroom use during recess will be limited to one at a time. Groups of unsupervised students will not be allowed to enter the building.

**Lunch Procedure for Hybrid Model**

1. Transition from classroom to lunch
   a. Supervised by a classroom teacher and support staff
   b. Students will stand in line in designated spots taped on the cafeteria floor
   c. Hand sanitizing will take place as they wait in line

2. Option 1: Tully can likely ensure social distancing in cafeteria, with staggered lunches
   a. Stagger by 5 minutes per class and assign separate lunch eating areas so there are less students in the cafeteria. With this schedule classes will only sit down and eat every 15 minutes in each designated space.
   b. Tables will be marked with appropriate spacing (students sit diagonally) and assign class cohort zones
   c. Grab-and-go meal distributed to students to reduce time in line and then students will sit in the designated area in the cafeteria or in the courtyard.

3. The configuration of the cafeteria-space- physical distance
   a. Tables will be spaced out and students will eat at every other seat marking and not across from each other. This will allow for social distancing. Portion of class eating lunch in classroom to alleviate if needed.
   b. Students will wait outside in line standing on pre-designated spots on the ground
   c. Floor markings and signs about social distancing
4. Procedures for traffic flow around the cafeteria, and streamline point of sale  
   a. Students will enter through one area and exit through another to facilitate one-way flow.  
   b. Students will perform a hand washing/ sanitizing routine before eating.  
   c. The cafeteria staff will use a Barcode/computer scanning system, to prevent students using touch key machine and limit the adult use of the key pad.  
   d. Students will carry their own home-lunch to the cafeteria. (no communal storage)  
   e. Hand sanitizing will be initiated by the teacher after eating before entering the room.  

5. Lunch schedules will be staggered by 5 minutes per class. Each table will transition new group approximately every 15 min. Support staff/monitor will transition students to athletic field for recess. (assigned locations for play) Teachers will be picking up their students from lunch recess after 35 minute lunch.  

6. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.  
   a. Monitor, Magnet Coordinator, 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. Taking into account social distancing expectations the existing dismissal process will stay in place, all students exiting on the west side of school. Bus riders distance on court with supervision.  
   b. Parent pick-up students  
   d. Day Care Students will dismiss from designated area near bus bay.  

2. Assess bus/van/parent pickup schedules and procedures at your school sites  
   a. Vans will wait in the same space on the south side next to basketball courts  
   b. Bus students will be escorted by teachers from court to correct bus. Students are in a line according to transportation needs. When all classrooms are accounted for, lines release to designated bus.  
   d. Parent pick-up parents will drive up as current, and a staff member will release child.  

3. Communication to parents about procedures and school expectations about safety: Tully will use the following methods to communicate with families:  
   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 also continue to share the importance of social distancing
e. Parent meetings via zoom