Alice Vail Middle School
RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISTICS
Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses a student’s day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.

Arrival

1. Limited entry access to campus based on mode of arrival. Each entry point will be staffed with a monitor or other staff member to support safe distancing and masks. If supplied, these areas will have disinfecting mats for students to use prior to entering campus. Campus will be open 30 minutes prior to the start of class.

   Entry Points:
   a. Parent drop-off
   b. Parking Lot
   c. Bus bays (x2)- bike riders will enter through front bus bay area

   Upon entering campus, students will report to a designated area based on their first class of the day. Teachers will meet their students in these areas at the first bell and stagger the entrance to the building while monitoring and modeling safe distancing and mask wearing.

2. Procedure and logistics for student entry, visitors, pickup during the day
   a. To limit exposure, no visitors or volunteers will be allowed past the main entrance area.
   b. Parents and visitors to campus must ring bell for entry after 8:30 AM. The front entry doors will be locked.
   c. For tardy students and multiple parents needing to pick up their child, markings will be placed at 6 ft. Intervals for safe distancing.
   d. All parents and visitors visiting campus will be required to wear masks.

3. Parent Communication
   a. Prior to the return of students, a video tutorial will be created to model the safety precautions.
   b. Information will be shared in the weekly newsletter, website and on social media.
   c. Parent Link phone calls will direct parents to check email and website for safe school opening instructions.
4. Plans and designated areas in the event of inclement weather
   a. Students will go to class early if they were unable to gather safely under covered areas outside prior to the first class of the day.
   b. A schedule will be implemented with increased social distancing in the classroom for lunch if safe spaces in covered areas outside are not able to be used.

5. Breakfast will be served to students attending in-person instruction beginning 30 minutes prior to the start of the school day
   a. Specific cafeteria doors will be designated for entry/exit controlling the flow of traffic
   b. Tables and lines will be clearly marked with socially distanced markers
   c. Custodians or staff will clean individual seating areas as students vacate the space
   d. Tables and serving stations will be spread out around campus, not just cafeteria
   e. Monitors will be supervising and enforcing social distancing
   f. Hand sanitizer stations will be available
   h. Cafeteria will be deep cleaned following each meal service
   i. Masks will be enforced except while eating
   j. Students will be asked to vacate their table once they are finished eating to free seats

**Classroom Environment**

1. Masks will always be required by everyone present
2. Desks, chairs and tables will be spread out as far as possible for social distancing and facing in a common direction
3. Hand sanitizer and disinfecting cleaning supplies will be available in all classrooms
4. Classrooms will receive surface cleaning after each class
5. Custodial deep cleaning will occur at the end of each school day
6. Collaboration will take place utilizing technology
7. Staff will maintain physical distance while instructing
8. Students will not share school supplies
## Transitions

1. Floor markers and/or posters will be utilized to designate directional flow of traffic
2. Security will be stationed at main student restrooms to enforce only two students at a time
3. Floor markers will be used for lines to the restrooms
4. Classrooms will be surfaced cleaned by classroom personnel
5. Students will be provided with hand sanitizer when entering a classroom and a wipe to clean their sitting area
6. Staggered transition times for classes and grade level teams to reduce student contact in congested hallways
7. System for making appointments with counselor, schedule changes, etc.
   a. Students will use 365 email to request to see their counselor
   b. Counselor will call classroom and student will be permitted to walk to office only if called out of class by the counselor. (In emergency the teacher will need to call the office for assistance)
   c. Students in crisis will need to report to a teacher to call office for permission to escort student to see a counselor
   d. Students will use 365 email to request a meeting with administration, or any office staff they wish to speak with, when available they will be called out of class for the appointment
   e. Library will be by appointment through an onsite teacher

## Recess/ Healthy Play Requirements

1. Social distancing will be enforced during lunch free time-physical activities
2. Passing balls between students will not be allowed until safe to do so

## Lunch Procedure for In-person Model
Lunch will be served to students attending in-person instruction

1. Specific cafeteria doors will be designated for entry/exit controlling the flow of traffic
2. Tables and lines will be clearly marked with socially distanced markers
3. Custodians will clean individual seating areas as students vacate the space
4. Tables will be spread out around campus, not just cafeteria
5. Monitors will be supervising and enforcing social distancing
6. Hand sanitizer stations will be available
7. Cafeteria will be deep cleaned follow each meal service
8. Masks will be enforced except while eating
9. Students will be asked to vacate their table once they are finished eating to free seats
10. Additional supervision will be available for designated areas

Dismissal Process / Requirements:

1. Student dismissal will be staggered
2. All gates will open after school is out
3. All students will be required to vacate campus within 10 minutes of our release time unless they are participating in after school activities or waiting on a parent or bus
4. Additional late bus waiting areas will be made available to maintain social distancing
5. After school tutoring will be made available via ZOOM for students to access at home