ARRIVAL

Parameters/Guidance

– Restrict the number of entry points on the campus (possibility).
– Schedule for staff to be placed at each entry point possessing face masks.
– Students will practice social distancing prior to opening bell
- Students that are reporting a cough, fever, or ailment through the day must be sent home, and may not return until student(s) have had a COVID-19 test and permission from a physician. Students that are flagged in the morning with a fever may not enter the school

Entry Point:
  a. Main Entrance

Considerations for Site Plan

This plan will be flexible as we are in phase 1 (online), phase 2 (learning labs), and phase 3 (students returning full time).

1. Assess campus for entry points, common areas, etc.
   a. Main entrance gate- staff & all students enter
   b. As more students attend, more entryways will be added in phases

2. Procedure and logistics for student entry, visitors, pickup during day,
   a. Enter designated gate
   b. Students are only permitted to enter one gate daily and exit same gate daily
   c. Monitor at every entry point supervising the process and social distancing.
   d. Students being picked up during the day will gain entrance by the main gate entrance, per the office staff they will state their purpose and show ID. Upon entrance mask must be worn.

3. Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1st day of school
   a. Weekly parent links sent
   b. Weekly phone calls
   c. Emails sent for understanding
   d. Individual phone calls as needed to reach out to families
   e. Student handbook created specifically for learning labs & online
   f. Zoom welcome back for parents & students by grade-level
   g. Introductory videos shared on social media platforms:
      a. Twitter @Valencia_jags
      b. Facebook@Valencia_jags
      c. Instagram @Valencia_jags
      d. Website @www.tusd1.org/Valencia

4. Plans and designated areas in the event of inclement weather:
   a. All 1st period classrooms or assigned learning lab space. (AM only)
   b. Cafeteria (AM, Lunch)
   c. Library (AM, Lunch)
   d. Vacant Rooms due to prep/PLC (Lunch only)
## Classroom Environment

<table>
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<tr>
<th>Parameters</th>
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</table>
| – Hand sanitizer station.                                                  | 1. Review of classrooms to ensure limited areas to spread germs  
| – Schedule designed for distribution of hand sanitizer each 100+ minutes or less depending on the Valencia schedule. | a. 100+ min block schedule with Hand sanitizing at end of period before walking into hallway.  
| – Master Schedule re-design for decreasing frequency of student to student contact, which could include: 1) Block Scheduling in schools, 2) Rotation of teachers to cohorts of students during learning labs | b. Students only use what they carry themselves, no sharing of school supplies.  
| – Schedule for disinfection of high-touch areas.                          | c. Students carry all necessary items in backpack.  
| – One day per week for deep cleaning and disinfection.                    | d. Teacher will areas for individual students for things that cannot be taken home.  
| – Teachers disinfect their keyboard and high touch areas during transition times. | 2. Room Arrangement for optimal safety and learning  
| – All students required to face the front of the classroom.               | a. All excess furniture removed and desks facing one direction in rows spaced as much as possible  
| – Limited to no collaborative or partner work.                            | b. Teacher will dismiss in order students entered, students walk in one consistent direction.  
| – Excess furniture or furniture that can not be cleaned daily must be removed | c. No students will face each other. (Back to face, single file lines only)  
|                                                                             | 3. Sanitizing Standard, procedures taught, communication to parents  
|                                                                             | a. Block schedule Mon, Tues, Thurs, Fri with 7 minute passing period and wiping down all hard surfaces between classes.  
|                                                                             | b. 7 periods on Wednesday only and wiping down surfaces at every passing period.  
|                                                                             | c. No food or drink in classrooms. Students may carry their own water bottles in their bags which will be filled at water stations during breaks.  
|                                                                             | d. No sharing of supplies by any students.  
|                                                                             | 4. Master Schedule Re-Design, implications, bell schedules, etc.  
|                                                                             | a. Block Schedule (see attached) with 2 lunches and additional serving stations. There is the possibility of adding a 3rd lunch should we fill to capacity.  
|                                                                             | b. All teachers/proctors will be at doors during passing when they are finished disinfecting hard surfaces.  
|                                                                             | c. One direction walking only in the hallways (one side of the hallway one direction and the other side the other direction), no face to face in halls, classrooms, restrooms, etc.  
|                                                                             | d. Students will get assigned seating and enter room at direction of teacher  
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<tr>
<td>- Limited</td>
<td>1. Assessment of traffic flow, areas of high traffic. Staggered dismissal.</td>
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<td>- Directional markings in hallway (two way, stay to the right, do not touch walls)</td>
<td>a. Signs, caution tape diverting traffic flow to permitted pathway only.</td>
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<td>- Continued daily disinfection of bathrooms.</td>
<td>b. Designated area for lunch where cohort of students will be served food and only that cohort enter/exit area with gates locked to keep other cohorts of students out.</td>
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<td>- Restrict the number of students in hallways, open areas before and after school; possibly keeping to one side of the hall</td>
<td>c. Students assigned designated lunch are based on grade level.</td>
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<td>d. Maximum -students served at each lunch station.</td>
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2. Procedures of movement around the campus for all grade levels, restroom use, passing periods
   a. Assigned restrooms based on classroom location/learning lab.
   b. Limit number of passes and use restroom logs for each classroom.

3. Assess the programs at your school sites
   a. Self contained EX Ed. Will need additional sanitation materials and schedule to wipe down manipulatives students use for motor skills.

4. System for making appointments with counselor, schedule changes, etc.
   a. Students will use 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. Monitors will assist as they are monitoring classrooms.
   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.

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**LUNCH PROCEDURE FOR HYBRID/ONLINE MODEL**
Parameters

For all options:
- Schedule for disinfection of cafeteria and high touch areas.
- Hand sanitizer station.
- Spacing tables and seats to meet CDC and PCHD Guidelines based on site-based design.
- When students are dismissed to field, they may not use any playground equipment or play games in which balls or other items are shared/touched, except for Soccer. They also may not gather in groups larger than 4.

Considerations for Site Plan

1. Assess the configuration of your cafeteria-space- physical distance
   a. We will need an additional serving station.
   b. Location 1 - Traditional cafeteria line to distribute meals to students on East side of cafeteria, Location 2 – outside snack bar lunch line outside located behind the cafeteria, Location 3 - Outside amphitheater area.
   c. All students at Valencia will receive free breakfast and lunch for 20-21 school year under the CEP Lunch program.

2. Procedures for traffic flow around the cafeteria
   a. Students line up using “airplane arms” - 6+ ft apart.
   b. Students may only get lunch in designated lunch line.
   c. Adult supervision (monitors, support staff and admin,) will monitor students during lunch.
   d. Assigned seating areas to eat their lunch. Cafeteria tables will be marked with green dots to show where students can sit.

3. Assess your lunch schedules and how to stagger or have alternate schedule:
   a. Students will be assigned to Lunch A or Lunch B to minimize the amount of students during lunch times.
   b. No more than 150 students will be served out of each lunch line area (Cafeteria or Snack Bar).
   c. Since students will be getting free lunch the cafeteria will only monitor how many lunches are served instead of needing to scan matric numbers.

4. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. Support staff - MTSS, Dean of Students, RPF and Campus monitors
   b. Monitors & Classroom TAs to supervise students during lunch
   c. Administration

5. Transitions to outside, at assigned locations, supervision, etc.
   a. 7 Minute passing period with students walking in one direction. Valencia will have signs and visible walking lanes to guide students.
   b. Students may walk in one direction but continuous movement with no stopping or face to face interaction unless 6+ ft apart (airplane wings).
   c. Supervision will be provided by support staff - campus monitors, Administration, Dean, RPFF, MTSS and counselors.
   d. Signs along hallway to social distance, stickers on floor, and arrows to “stay on the right” side pathway for student to follow.
   e. Arrows painted on sidewalks for traffic pattern and 6 ft apart
   f. Students may bring mid-morning snack from home to be consumed outside in an open courtyard or space at 7 minute passing.

DISMISSAL PROCESS / REQUIREMENTS:
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<tr>
<td>• Each site will examine current dismissal procedures to either utilize</td>
<td>1. Identify exits, assessment of traffic flow, areas of high traffic, physical distancing</td>
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<td>social distancing with existing plans or to create a new dismissal</td>
<td>signage</td>
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<td>process to ensure social distancing</td>
<td>a. Students will be dismissed by area with a staggered approach depending on the day of</td>
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<td>• Possible schedule development for staggered dismissal based on</td>
<td>the week so there is a balanced approach.</td>
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<td>transportation availability.</td>
<td>b. Teachers will follow the earlier dismissal times without an alarm.</td>
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<td>• Increase number of exit points/ assign hallways/exits to grades to</td>
<td>c. Monitors, Admin and other support staff will be stationed at the dismissal exit gate</td>
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<td>expand area for flow</td>
<td>areas to ensure students exit properly.</td>
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<td>• Buses arrive on time for dismissal</td>
<td>d. Students will exit the same gate they enter in the AM as long as the amount of</td>
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<td>• Students who ride bus go directly to the bus and enter</td>
<td>students falls under 200 students. As more students are at Valencia another exit maybe</td>
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<td>added for a smooth exit.</td>
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**Exit Gate**

1. Procedures of movement out of the classroom to outside areas for        |
   dismissal and pickup                                                    |
   a. Arrows painted on sidewalks for traffic pattern and 6 ft apart.       |
   b. Teachers follow students to exit locations.                          |
   c. Students will line up at Bus Bay 1 with social distancing if their   |
   ride or bus is not ready to load students.                              |
   d. All students will exit through the main entrance/exit gate.          |

2. Assess bus/van/parent pickup schedules and procedures at your school    |
   sites                                                                   |
   a. Students who ride a late bus route may wait at Bus Bay 1 while       |
   maintaining 6ft apart. An adult – monitor or admin will be waiting     |
   with the students and supervising social distancing.                    |
   b. Bus routes will be determined by TUSD transportation                 |
   c. Students will walk and exit school facing one direction.             |
   d. Announced staggered dismissal at the end of each day.                |

3. Communication to parents about procedures and school expectations about  |
   safety                                                                   |
   a. Video and Powerpoint emailed out by school administration through    |
   Parent Link & placed on social media sites: website, Facebook, Twitter  |
   and Instagram @Valencia_jags                                             |
   b. Signs across campus and on exterior gates and exit areas.            |