## ARRIVAL AND BREAKFAST PROCEDURES

1. **Transportation:** What time is drop-off, early or late arrivals  
   a. 8:00 For K-5 walk to café, adult monitor  
   b. 8:05am for PreK walk to prek with TA  

2. **Parent Communication:** Meetings, Parent Links, Newsletter, etc. before 1st day of school  
   a. Newsletter  
   b. Parent Link  
   c. Video Message  

3. **Logistics of eating in classroom:** movement from class to cafeteria *(Grab and Go)*, disposal of trash  
   a. Follow one-direction walk path with Grab and Sit schedule. 6 feet apart in café, marked with decals, every other table at 25 minute intervals. Students will be walked to outdoor recess with 2 monitors outside.  
   b. Custodian will clean between groups  
   c. Supervision of students by Monitor Tony; increase monitor hours as needed.  

4. **Early and late arrivals:** designated areas, escorts to class or designated areas  
   a. Designated student sign-in table set outside office near library with plexi-glass.  
      Attendance clerk monitor and use laptop. Three adults cross-trained to support.
CLASSROOM ENVIRONMENT

1. Assessment of each classroom, schedule, storage of additional items
   a. No additional materials accessible by students
   b. Paper and pencils, only one supply kit per student in a plastic storage bag
   c. Backpacks handing from seat
   d. Water bottles at seat

2. Room Arrangement for optimal safety and learning
   a. Follow guidelines of all sitting in one direction
   b. Less than 15 kids
   c. 6 feet apart wearing masks

3. Sanitizing Standard, procedures taught, communication to parents
   a. Follow district guidelines
   b. Use provided supplied
   c. Allow personal usage sanitizer, no sharing, stored away from line of vision
   d. Certified staff Certified staff teach procedures; monitors reinforce

4. Student learning aides and storage
   a. Bagged and labeled per student
   b. Kept at seats
   c. Whiteboards and markers

TRANSITIONS

1. Assessment of traffic flow, areas of high traffic
   a. Two way, stay to the right down hallways
   b. Cafeteria doors, only one entrance and one exit
   c. Office one entrance, one exit
   d. Library not checking out books

2. Procedures of movement around the campus for all grade levels
   a. Walk on right side of the hallway with a pass
   b. Doors propped open to limit touching handles

3. Assess schedules of the programs at your school sites
   a. Follow master schedule
   b. Add OMA art class
   c. Add counselor session
   d. Add ELD support and GATE

4. Assess programs and resources-push-in model
RECESS/ HEALTHY PLAY REQUIREMENTS:

1. Assessment of your field, open space outside, identifying zones
   a. 2-3 zones
   b. Cones to mark
   c. Separate kinder zone
   d. Separate preschool zone

2. Inventory of cones, marking chalk, etc.
   a. Need 16 cones
   b. Need chalk to mark ground

3. Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games
   a. Have 6 hula hoop
   b. Have 4 balls

4. Procedures for sanitizing play equipment
   a. Spray with school sanitizer after student use (Sanitizer station on playground set up near lounge door and another near portables)
   b. Students wash hands/use sanitizer

LUNCH PROCEDURE FOR HYBRID/ONLINE MODEL

1. Assess the configuration of your cafeteria-space- physical distance
   a. 20 students safe at a time

2. Procedures for traffic flow around the cafeteria
   a. One entrance, one exit
   b. One direction to pick up food, cafeteria employee has card with student numbers. Only she handles the cards.
   c. Students sit at marked seats
   d. Students leave as escorted by an adult

3. Assess your lunch schedules and how to stagger your times
   a. 20 min per group, starting at 10:50am

4. Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. One monitor
   b. 3 Adults on staff (Principal, CSP, Counselor)

5. Transitions to outside recess, at assigned locations, escort, supervision, etc.
   a. Planned per group
DISMISSAL PROCESS / REQUIREMENTS:

1. Identify exits, assessment of traffic flow, areas of high traffic, physical distancing signage
   a. Dismiss primary grades up front
   b. Intermediate grades will be dismissed from classrooms w/call system from small parking lot near office
   c. Radio usage
   d. All walk in one direction

2. Procedures of movement out of the classroom to outside areas for dismissal and pickup
   a. Bus pick up will have 5 adults present
   b. Walkers will also be picked up and may walk out when exiting to bus bay

3. Assess bus/van/parent pickup schedules and procedures at your school sites
   a. Pick up from classroom
   b. Walk in one direction, 6 feet apart.

4. Communication to parents about procedures and school expectations about safety
   a. Newsletter
   b. Video
   c. Parent Link