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

Principal will remind students and faculty/staff every day during morning announcements of some of these requirements and procedures/guidelines to ensure that everyone hears the same message, and the importance of adhering to them for safety reasons.

**Announcement examples:** Remember to wash your hands really well (sing the ABC song or count for at least 20 seconds), make sure your face covering is on at all times, remember use airplane arms to practice social distancing, at least 6 ft. apart, etc.

1. **Transportation: What time is drop-off, early or late arrivals**
   - Bus drop-off is usually between 7:20 and 7:30 a.m. **Support Staff** will be waiting for students at the bus bay. If bus students have not eaten breakfast, they will be escorted to the cafeteria to pick up their breakfast (Grab and Go) and taken to their classrooms to eat.
   - Students who have already eaten breakfast will also be escorted to their classrooms where support staff will supervise them, until their teacher arrives.
   - Grade levels may need to be combined (only if numbers are low enough) to provide for adequate adult supervision. Specific classrooms may need to be designated for students to eat breakfast, depending on the number of students. The AM custodian will be roving the classrooms where students are eating and assist with cleaning, as needed.

   **Support Staff will include Principal, Assistant Principal, TA’s, monitors, counselors, CSP, MTSSF, and Community Liaison.**

2. **Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1st day of school**
   - All Family communication will be via Parent Links, school website (Newsletter) and Social Media (FB). It is our plan to share as much information as possible with families, as provided by the district and specifics to our school, in regards to the re-entry plan.
   - There will be signage at the front doors of our school and throughout the school as well. This signage will include “10 things you can do to prepare for returning back to school,” “COVID-19

---

### SCHOOL PROFILE

<table>
<thead>
<tr>
<th>School Name: John E. White</th>
<th>Grade Levels: Pre-K - 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students: Currently we are at 572, as of 07.31.2020</td>
<td>Number of Classroom Teachers: 34</td>
</tr>
<tr>
<td>Additional Classified Staff (Paraprofessionals &amp; monitors): 14</td>
<td>Total Number of classroom spaces at your site: 34</td>
</tr>
<tr>
<td>Additional Certified Staff: 5; MTSSF, CSP, 2 Counselors, and Speech Pathologist</td>
<td></td>
</tr>
</tbody>
</table>

---

**RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISTICS**

Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses an student’s day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.
3. Logistics of eating in classroom - movement from class to cafeteria (Grab and Go), disposal of trash

- Support staff will escort students from the cafeteria to their classroom, while practicing social distancing. Specific classrooms may need to be designated for students to eat lunch, depending on the number of students.
- Students will enter and exit the cafeteria at designated doors.
- Breakfast will be set up for “Grab and Go.” Grade levels may need to be combined (if numbers are low enough, to provide for adequate adult supervision in classrooms).
- Custodians will provide trash bags, in advance, in classrooms for students to dispose of their trash.
- Any remaining milk in containers will be disposed of in the classroom sink. In the portables we don’t have sinks, so we will have to supply a bucket or container for students to dispose of any remaining milk, if necessary.
- Full trash bags will be taken to the cafeteria by support staff.
- The AM custodian will be roving the classrooms where students are eating and assist with cleaning, as needed.
- Classrooms will be cleaned and disinfected after each meal by support staff and/or custodian.

4. Early and late arrivals-designated areas, escorts to class or designated areas

- Early arrivals will be escorted to designated classrooms, practicing social distancing by support staff.
- Late arrivals will also be escorted to their classrooms by support staff.

Classroom Environment

1. Assessment of each classroom, schedule, storage of additional items

- Every classroom will have minimal furniture to allow for social distancing.
- Any additional items (pillows, area rugs, curtains, artifacts), that belong to the teacher will need be taken home.
- Students will have individual baggies for pencils, scissors, glue sticks, etc. when in-person teaching resumes.
- There will be no communal storage of items.

2. Room Arrangement for optimal safety and learning

- Desks and/or tables will be arranged to be facing in the same direction to allow for social distancing.
- Extra furniture that’s not needed will be labeled and removed and temporality stored in the MPR and/or in the corner of the classroom, if space permits.
- One kidney table will remain in the classroom for small or individual “group instruction,” only if there’s adequate space to allow for social distancing.
- Hand washing posters will be displayed in all classrooms.
- Support staff will be scheduled to help with monitoring of students who are on their computer, to allow the classroom teacher to conduct their lessons via Zoom, without interruptions.

3. Sanitizing Standard, procedures taught, communication to parents

- Hand washing/sanitizing will be taught as a routine/procedure by classroom teachers and will
occur every two hours, and as deemed necessary following eating and using the restroom.

- This will be communicated to families via newsletter, school website, Parent Link, and Social Media.
- Families may want to donate sanitizer, but it will be discouraged at this time.

4. **Student learning aides and storage**

- Individual learning aides/textbooks will be assigned to each student and will be stored in assigned cubbies or personal desks when in-person teaching resumes.
- Students will have individual baggies to store their pencils, crayons, glue sticks, etc. and will be stored in their cubby or personal desks when in-person teaching resumes.
- When technology is utilized, it will be sanitized by support staff after student use.

## Transitions

1. **Assessment of traffic flow, areas of high traffic**

   - Overall, there will be limited transitions and if transitions occur, students will be supervised by support staff to ensure social distancing is being practiced.
   - If necessary and depending on how many students are actively enrolled, directional markings (two-way) will be placed in hallway walls.
   - There will be markings on the cafeteria wall to ensure students stand 6 feet apart when getting their breakfast and lunch.
   - There will be markings on hallway walls and playground where students will line-up for dismissal.

2. **Procedures of movement around the campus for all grade levels**

   - Appropriate spacing between students will be taught as a procedure/routine and will be implemented when students are going from their classroom to the cafeteria for lunch (Grab and Go).
   - Primary students will consider using a jump rope for appropriate distancing to occur with adequate supervision.
   - These procedures will need to be implemented and practiced daily by support staff and classroom teachers with students.

3. **Assess schedules of the programs at your school sites**

   - We don’t know if there will be band this school year. But if there is, it will occur in the MPR while practicing social distancing. There will be markings on the MPR wall to ensure students are 6 feet apart.
   - Students will need to be escorted and supervised by support staff when going/coming from the MPR.

4. **Assess programs and resources-push-in model**

   - All other programs such as Itinerant GATE, ELD, Ex Ed will be either push-in or pull-out depending on the number of students when in-person teaching resumes.
   - If pull-out occurs, only group of students from the same class will be escorted, while practicing social distancing, to the portables where these programs are held. Our portables are large enough for small groups of students that need to be serviced, while practicing social distancing when in-person teaching resumes.
### Recess/ Healthy Play Requirements

1. **Assessment of your field, open space outside, identifying zones**
   - A playground map will be created designating specific locations and times for classrooms to have recess. This map will be distributed to all support staff and teachers.
   - The classroom teacher will also review the map with students. We also think it would be a good idea to have this map available to families, via our school website.

2. **Inventory of cones, marking chalk, etc.**
   - We will need to take inventory of our cones or use field-marking chalk to separate locations. Either cones or field-marking chalk will be used to assign areas of play for recess, which will be indicated on the playground map (mentioned above).

3. **Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games**
   - We will take inventory of our play equipment; balls, jump ropes, etc……and use them accordingly as per district guidelines.
   - Contact games/sports will be discouraged, as per district guidelines.
   - A menu of outdoor activities will be encouraged; walking, games, etc….all while practicing social distancing. This menu will be created by grade levels.

4. **Procedures for sanitizing play equipment**
   - We’ll have support staff disinfect all equipment, after each use.
   - Playground structures will be taped off with caution tape and will not be used, until further notice.

### Lunch Procedure for Hybrid Model

**We will be implementing Option 2: Grab and Go, eat in classroom**

1. **Assess the configuration of your cafeteria-space- physical distance**
   - Cafeteria will not be utilized. We are implementing Option 2: Grab and Go, eat in classroom.

2. **Procedures for traffic flow around the cafeteria**
   - There will be signage for the steady flow of students entering and exiting the cafeteria. Students will enter through the south doors, while practicing social distancing, and make their way to get their napkins, utensils and meals.
   - There will be support staff in place, in and outside the cafeteria, to ensure students are 6 feet apart.
   - After students have their meal, they will exit through the north doors and make their way back to their classroom, while being supervised by support staff as they make their way back to the classroom and once they arrive to their classroom.

3. **Assess your lunch schedules and how to stagger your times**
   - Lunch schedules (times) will remain the same; since we are having students eat in their classrooms.
• We have enough support staff to have every classroom, at their designated lunchtime, to be supervised.
• Students will remain in the classroom, until all students finish eating, before they are dismissed for recess.

4. **Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.**

• All support staff (Administrators, TA’s, monitors, Counselors, CSP, MTSFF, and Community Liaison) will help with physical distancing, cleanup, supervision, etc....A schedule, with specific times and locations, will be created and implemented for support staff to follow, and this will be shared with classroom teachers.

5. **Transitions to outside recess, at assigned locations, escort, supervision, etc.**

• A schedule will always be created for all transition times to allow for adequate adult supervision by our support staff to ensure students are practicing and adhering to social distancing.

---

**Dismissal Process / Requirements:**

1. **Identify exits, assessment of traffic flow, areas of high traffic, physical distancing signage**

   • A map will be created to show the four designated zones for dismissal.
   • The zones will be outlined in the map; two exits in the front of the school, which are more than 6 feet apart (main entrance to our school and middle doors), and the west and east ends of the playground.
   • All these zones will be strictly a valet system, so that families don’t have to exit their vehicles.

2. **Procedures of movement out of the classroom to outside areas for dismissal and pickup**

   • All procedures will always have adequate supervision by all our support staff.
   • All student lines will practice social distancing with support staff supervision. There will be markings on the hallway walls, on the sidewalks, and on the playground where students will line up to ensure social distancing.
   • Dismissal will be staggered, and every class will be called to exit their classrooms one at a time.
   • As students exit their classroom with adult supervision, they will be asked to line up using the wall markings to ensure social distancing.
   • Once they are all lined up, then we can begin the valet system of safely getting students to their vehicles.
   • Support staff will use walkie-talkies to communicate with each other. Students will remain in their lines, until support staff calls the students name and they are then safely escorted to their vehicle.

We will begin with Kinder and work our way up to fifth grade. Bus students and after-school van students will be called first. There will be either a classroom teacher or support staff awaiting them at their designated pick-up zone.

• **Kinder** will exit to the west end of the playground and vehicles will be line up along the west side of the school, along Forrest Street.
• **First grade** will exit to the front doors of the school and vehicles will line up along the front of the school parking lot where there are designated enter and exit signs.
• **Second grade** will exit to the middle doors of the school and vehicles will line up along the front of the school parking lot where there are designated enter and exit signs.
• **Third, fourth and fifth grade** will exit to the east end of the playground, along Midvale Park Rd.

3. **Assess bus/van/parent pickup schedules and procedures at your school sites**

   - Our bus bay is located on the south end of the school’s playground.
   - Bus students will line up practicing social distancing (there will be markings on the grass).
   - Support staff and classroom teachers will be on hand to assist. After-school vans will line up on Canada street and students will line up on the sidewalk, practicing social distancing (there will be markings on the sidewalk).
   - The valet system of parent pick-up was outlined in number 2 (see above).

4. **Communication to parents about procedures and school expectations about safety**

   - All Family communication will be via Parent Links, school website (Newsletter) and Social Media (FB). It is our plan to share as much information as possible with families, as provided by the district and specifics to our school, regarding the re-entry plan.
   - Classroom teachers will share a monthly newsletter, via email, to families and will always include information regarding procedures and school expectations to ensure student safety.