Arrival and Breakfast Procedure for Hybrid/Online Model

- Students and staff will wear masks at all times (unless IEP has accommodation)
- Students only allowed on school campus
- Limited campus access points - Students enter campus in 2 areas (bus bay gate with the ramp by the flagpole and from the parent parking lot [east side])
- Signs will be posted of the entry points and students only
- The playground equipment will be closed – no students will play on the playground equipment
- The playground equipment will be taped off with caution tape
- 1 staff member at each entry point to guide students to their assigned space
- All students will enter their assigned space upon arrival starting at 7:45am until the bell at 8:15am
- Breakfast will be delivered to the classrooms (we are a free breakfast and lunch site)
- Trash bags will be delivered to each room for breakfast disposal and custodial will remove after 8:30am.
- Staff (masked) will meet the buses in the bus bay to direct traffic
- Students will follow the posted signs of staying to the right and follow the colored tile to get to their designated learning space
- Breakfasts will be delivered to the learning spaces at 7:50am
- Trash bags will be given to proctors/learning spaces (for the entire week on Friday afternoon for the following week) for food items and it will be collected at 8:30am for disposal by the custodian
- Students will wash and sanitize their hands after eating using the wash stations installed in the classrooms

SCHOOL PROFILE

<table>
<thead>
<tr>
<th>School Name</th>
<th>Grade Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitmore Elementary</td>
<td>PreK - 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Number of Classroom Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>306 – currently enrolled</td>
<td>15 (1 preschool classroom and 2 self-contained)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Classified Staff (TAs, Paraprofessionals, monitors)</th>
<th>Total Number of classroom spaces at your site</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>20</td>
</tr>
</tbody>
</table>

Additional Certified Staff: 1
• Proctors and staff will teach students “airplane arms” for social distancing before dismissing for lunch recess.
• Proctors and staff will teach students playground expectations before going out for lunch recess
• Proctors and aides will be utilized for proctoring students arriving on campus before school starts beginning at 7:45am in the designated learning spaces.
• Parents will not have access to the building. Parents can come to the front office window to sign late students in. However, only the child will be admitted in the building.
• Tardy students – students will wait in the marked waiting area following the use of airplane arms

Parent communication: Newsletters, Zoom Meetings, Parentlinks, Website

**Classroom Environment**

• All soft surfaces such as curtains, rugs, bean bag seats, stuffed animals, and etc. have been removed.
• Materials are separated and isolated from other students’ belongings – students will not share materials
• All classroom libraries/shelves will be removed or turned so students do not have access to touch
• Basic grade level classroom materials will be displayed to support a positive learning environment
• All signage from the district regarding the reduction of the virus spread will be posted in designated areas
• All classrooms have a hand washing/sanitizing area, marked with district signage
• Students will be taught suggested handwashing routines
• Handwashing will occur at every transition (at least every 2 hours)
• Handwashing and social distancing reminders will be announced over the intercom to remind students to wash their hands and maintain a social distance
• Students will report directly to classrooms once they enter the campus gates
• Students’ seating will be socially distances, with a minimum of 3 ft. (due to students wearing masks at all times), when possible – 6 ft.
• Students will be wearing masks at all times while in the classroom – unless an IEP designates otherwise
• All students will be facing the same direction
• Students will log in using their personal device and headphones to access their learning (with the proctor’s help and guidance)
• No devices or textbooks/workbooks will be shared
• Devices will be sanitized daily
• Teachers will teach daily routine of logging in and learning remotely skills once students are logged in and continue to practice and review with the help of the proctor.
• OMA/GATE/ELD/EXED/Counselor/Social Worker – push-n classrooms lessons and pull-out online groupings. Students will remain in their learning space.

Transitions

• Students will be provided with handwashing and mask breaks hourly (at a minimum of every 2 hours) – outside or in class depending on the weather while practicing social distancing.
• All movement will be done using the hall tile markers, following the posted signs to stay to the right and not touching the walls, while practicing social distancing guidelines and students will use airplane arms. Proctor will direct students using school expectations.
• 1 class at a time in the hall with designated waiting areas around corners
• Individual students using the hallway will adhere to the right side and stay on the colored tile for a safe path
• Students will spread out while walking to ensure distancing
• Students in kinder through 2nd grades will use ropes or other method to ensure social distancing occurs
• Interior doors will be propped open to minimize touching common surfaces
• Students will use their classroom’s restroom (if installed) – this will limit the general restroom traffic
• General Restrooms will have a limit of 2 at a time (visible marker outside the restroom) Students will have their individual pass to hang outside the restroom to mark that it is being used to signal other students to wait on the designated space socially distances from others.

Recess/ Healthy Play Requirements

• Staggered schedules so no more than 2 classes are outside at the 2 playgrounds at once – 2 to primary and 2 to intermediate areas
• Proctors will adhere to the structured schedule and designated field section rotation
• Playground equipment will not be used – caution tape will close it off
• Where possible – areas will be marked with spray paint/chalk/etc.
• Students will have a menu of distancing exercise – walking/running laps, independent structured games, jump the river, etc.
• In-class breaks will consist of “Go-Noodle” like activities for brain and mask breaks while distancing
• If any equipment is used, it will be disinfected before the next use by the classroom proctor/monitor
• Students will utilize handwashing station upon return to the classroom
- All activities will be guided to proctor effectively and ensure safety standards are being met
- This is usually a snack time – if students have snacks – they will be individual, not family style or shared. Hands will be washed before and after this time

**Lunch Procedure for Hybrid Model**

- Lunches will be delivered to the classroom – if enough staff is available; proctor change/break with use of monitors
- Students will eat in the classroom
- Students will have recess with their
- Students will eat for 20 minutes then transition outside for 15 minutes maintaining social distancing
- Depending on the number of students, no more than 2 grade levels at a time, if cafeteria is deemed safe to use
- Teachers will receive their full 35 minutes of lunch
- If we utilize the cafeteria, students will enter through one door and exit through another to facilitate one-way traffic flow
- Floor markings and signs about social distancing will be displayed
- Students will get their “grab-n’go” lunch and maintain a social distance when going through the line
- All students receive free lunch at Whitmore – teachers can highlight a class list to send to the cafeteria before lunch time so students can be accounted for so it doesn’t hold up the line to keep students at a safe and moving distance
- Students who pack their lunch carry their own lunch and will not use lunch tubs – students will keep in cubby or backpack
- Cafeteria tables – if deemed safe to use, will be marked with stickers to identify student seats at a safe distance
- Students will transition from cafeteria to outside using the one-way traffic flow and a monitor to ensure students are maintain a safe distance and exit to their assigned area for recess.

**Dismissal Process / Requirements:**

- Stagger dismissal by transportation mode
- Students utilizing our after school care program, 21st CCLC program, and students riding day care vans will be dismissed first to reduce traffic in the parent parking lot.
- All parents are to remain in their cars for either the valet service or pull-in to a space for student crossing and loading
- While students wait for their ride, students will stay on the marked areas for social distancing
- Then we will release the bus students and parent pick-up utilizing all exit gates
- Bus areas will be marked for distancing while waiting on their bus
- No parents, visitors, or volunteers will be allowed to enter the building
• Picnic tables have been removed from the playground areas to discourage congregating in groups while waiting
• Teachers will have designated areas to wait for dismissal
• Signage will be posted to remind all of social distancing and mask wearing
• Students who need to wait for their ride will be socially distanced using the markings on the basketball court and they will continue to wear their mask
• Principal will continue to be in the parent parking lot to load students safely and enforce distancing
• Preschool will dismiss from the flagpole – same as arrival