Pick Up:

Bus-

* Bus will arrive at stop, students enter the bus and proceed to assigned seats starting in the back for those to be picked up first.
* Bus driver screens for symptoms (cough, etc.), bus driver logs student names, bus number, driver, etc. Bus driver is wearing a face covering.
* Students load the back of the bus first to minimize walking by other students, 2 per seat maximum, 1 if possible.
* The first two seats on the bus are reserved for students who experience symptoms but are unable to return to the house.
* Second seats on the bus are empty to allow for social distancing. If symptomatic students are on the bus, the bus driver provides a disposable face covering for those symptomatic students. (Symptomatic students will report directly to the sick room, bus driver transitions with school personnel at the school unloading stop).

School Arrival:

Bus-

* Upon arrival, the bus driver will make sure all students on the previous bus have exited the unloading area and are proceeding to their respective entry points.
* Once completed, the bus driver allows students to slowly unload the bus, front seat first, each seat waiting for the previous to unload first.
* Following unloading, the bus driver will completely wipe down and disinfect the bus prior to the ending shift.
* District staff will help the unloading process to ensure social distancing

Parents-

* Parents are made aware of the parent drop off in front of the school via a map.
* School staff will help guide students to appropriate entry check-in point.

School Entry:

* Each of the four school entry points will be staffed by two school district staff, each wearing face coverings.
* One person will help students who have arrived to maintain social distances of 6 feet using markers on the ground.
* The second will maintain the check-in log (Daily Log-COVID-19) at the entrance, screening for symptomatic students, and utilizing the radios to alert other staff of students experiencing symptoms and need an escort to the sick room.
* Students will be logged into the log with names, the date, and the time of entry. Hand sanitizer will be provided at each entry station as students enter the buildings.
* After 8:30am when all students have entered the building, exits 2-4 will be locked from the outside, and all further visitors/students will enter through entry 1.
* Students will proceed directly to their assigned homerooms.

Classroom:

* Both 2nd grade classroom A will be a cohort.
* Inside the classroom, student desk will be approximately 6 feet apart, there will be limited contact between students.
* Desks will be cleaned and sanitized daily by the custodial staff, along with all high touch surfaces within the classroom.
* This room will maintain the 35 square foot minimum outline in the 20/21 Guidance.
* Hand sanitizer will be available in the classroom, and students will utilize the sanitizer before and after leaving the classroom (bathroom, office trips, etc.).
* Bathroom trips will require the washing of hands following.
* The teacher will maintain a cohort log of students daily, including a list of all adults that enter the classroom (IA, SLP, etc.).
* Roving staff will maintain and wear reusable face coverings at all times.

Recess:

* Upon exit for recess, classroom A will proceed directly outside, and enter the hand wash station (60 feet PVC pipe, holes drilled 6 feet apart), and wash their hands prior to entering the playground.
* They will proceed to their area of the playground labeled section A, and also utilize the playground equipment/balls that are housed in a bin labeled A.
* On Thursdays, 2nd Grade Class A will be able to utilize the playground play equipment gym, as that will be their allotted time.
* District staff will clean and sanitize the equipment in between cohort use.
* Following recess, the students of classroom A will return to the wash station, and wash their hands prior to entrance back into the building and their respective room.
* Note, classes will be sequenced 3 minutes apart for recess to prevent cohort mixing.

Lunch:

* Lunch will be served to individual cohorts within the classrooms.
* Staff serving meals will have face coverings on at all times.
* Prior to lunch, Classroom A will proceed to the wash station outside, wash their hands under teacher supervision for at least 20 seconds, and return to their classroom to eat lunch.
* Upon finishing lunch, students will return to the wash station outside, again wash their hands and then proceed to area A on the playground for lunch recess.
* Following lunch recess, students will proceed to the wash station again to wash their hand following recess.

School Departure:

* Classroom teachers will again log out all students present in Classroom A and record the time as necessary.
* Students whose parents will pick them up will do so from the partner loading zone, staff by district staff to help maintain 6 feet distance.
* Students riding the buses will enter the buses, logged in by the bus driver, and proceed to their respective assigned seats on the bus.
* The bus will follow the reverse route so students exiting the bus first are those seated directly in the front of the bus.
* Custodial staff will clean and disinfect all classrooms nightly, along with all bathrooms and common areas.

*Notes:*

* All bus drivers, meal/server staff, and staff that move throughout the school will be required to wear face coverings when in the presence of others. Upon entry into any room, they will also utilize the hand sanitizer provided in each room.
* All bathrooms will be cleaned daily at a frequency of once per every 2 hours. Including sanitizing all sinks, faucets, doors knobs, and other frequently touched surfaces.
* The contact person for teachers/staff to notify of symptomatic students is Mrs. Z who will be available to escort students to the sick room. Students in the sick room will be at least 6 feet apart, and parents will be called immediately by Mrs. Z if the symptoms require the student to be sent home.
* All student desks will have folders specific to students. These folders will have daily assignments already inserted to minimize passing papers. The folders will also remain on desks for the teacher to pick up after school to correct work. Teachers will wear face coverings when grading work and use hand sanitizer before and after grading work.
* Principal X will be designated at the social distancing contact. If a staff member or parent has concerns about a specific protocol/routine, or notices problems associated with proper social distancing, that person will notify Principal X. Principal X will then log all concerns, and document any corrective actions needed.