



Revised 2: 09/16/2020

School Name: Dante B. Fascell ES - #1811

The opening of schools in the midst of the COVID-19 pandemic will require extensive leadership from Principals, Assistant Principals, and all staff at schools. Schools will be required to rethink every routine that has been established and ensure routines are being completed in a way that is as safe as possible for all students, staff, and community members. - Schools play a pivotal role in establishing a sense of routine and normalcy within the broader community. As school administrators, we will be tasked to create systems that mitigate the risk to all stakeholders while maintaining an educational program that prepares students for their role in the future of our community.

When planning for the opening of schools, our goal will be to minimize spontaneity, uncertainty, and ultimately risk on any campus by visibly showing everyone what safety looks like and creating a feeling of health and safety, so that students and staff can continue with learning, which is our primary focus. The following strategies will be taken in steps to reduce risk at six key stages throughout the day:

1. Before students/staff arrive on campus
2. When students/staff arrive on campus
3. When students/staff move about campus
4. When students/staff utilize classroom space
5. When students/staff participate in extracurriculars
6. When students/staff leave campus

The District is aware that every situation is different. School design, capacity, grade level configuration, and community require that principals are provided with the tools to create as safe a learning environment as possible. This guide has been created to assist you, the Principal, with the planning required to create the systems that will mitigate the risk for all stakeholders. Through this school readiness guide, school site leaders will be provided the mandates and suggestions to consider when designing the implementation for your individual school site.

SIGNAGE

Posters and flyers will be provided for all school-sites to remind students and staff of simple and effective measures to prevent the spread of COVID-19. These posters should be placed strategically throughout the building to serve as a constant reinforcement of hygiene and safety protocols.

Signage Checklist: *Please check all measures that are currently in place in your facility.*

- Signage at the entry to the school, at the entry to the school office, and throughout the school building reinforces this requirement and depicts the proper use of cloth face coverings.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and the importance of handwashing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19. The signs and symptoms posters from the CDC are appropriate

Signage locations include, but are not limited to:

<input checked="" type="checkbox"/> Entrances	<input checked="" type="checkbox"/> Administrative Offices	<input checked="" type="checkbox"/> Other High Traffic Areas
<input checked="" type="checkbox"/> Common Entry Doors	<input checked="" type="checkbox"/> Cafeteria	N/A - Exterior of Elevator
<input checked="" type="checkbox"/> Ends of Hallways	<input checked="" type="checkbox"/> Main Office/Lobby	N/A - Top & Bottom of Stairwells
<input checked="" type="checkbox"/> Restrooms	<input checked="" type="checkbox"/> Media Center	<input checked="" type="checkbox"/> Other

ARRIVALS

Student Arrival

As a result of research and a risk/benefit analysis, Miami-Dade County Public Schools will not be checking student temperatures upon arrival. Families will be asked to conduct a daily health screening of their child for signs and symptoms of a communicable disease, including COVID-19, prior to sending their child to school. If the student presents any of the signs and symptoms while at home, the parent/guardian is asked to keep their child at home and seek medical attention from their child's health provider. The typical signs and symptoms of a communicable disease, including COVID-19, are persistent cough, difficulty breathing, chills, sore throat, loss of taste or smell, muscle pain, fever (100.4 or higher), runny nose, diarrhea, feeling nauseous, vomiting, feeling tired, headache, and/or poor appetite.

Staff should make continuous visual inspections of students for signs of illness throughout the day. If a student is exhibiting any of the above-mentioned signs and symptoms, the school-site administrator should be notified immediately to coordinate the student being escorted to the school's designated

isolation room. Principals should refer to the Principal's Toolkit for guidance on isolation rooms. The school-site administrator will immediately contact the parent/guardian and advise them that their child is ill, needs to be picked up from school immediately, and should see their health provider. In addition, the school-site administrator will also need to immediately submit the In-School Student COVID-19 Advisory Alert to the following email addresses: COVID19-STUDENTS@dadeschools.net; BWilder@dadeschools.net; and designated region director.

Student Arrivals

In an effort to minimize exposure among students during arrival to school, each school will need to identify multiple entry points throughout the building in order to best control the entry of students.

Students should enter by themselves; no visitors should enter the building during arrival.

Student Arrival Guiding Questions: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

- Can arrival times be staggered? (parent/guardian drop-off, bus riders, and walkers)
- What areas in the building can be utilized as safe holding areas while maintaining social distance requirements as students wait for the school day to begin?
- What will be the parent/guardian drop-off protocols?
- How will breakfast be distributed?
- To reduce the congregation of students in common areas throughout the school during arrival and dismissal times, can the school create arrival and dismissal hubs?

School Plan:

Teachers in grades PK-1 will begin the day at 8 am. PK ESE paras will receive the students at the exterior door of building two, closest to the visitor parking lot. The opposite exterior door of building 2 (closest to the overhang) will be utilized to receive the InD students in grades K-5 (all from a single in-person class model). The VPK class para will receive students at the main entrance to supervise and escort to the VPK classroom in building 3. Students in grades K-1 will go directly to their classrooms, where the teacher will receive them.

All students in grades 2 through 5 will enter the building through the main entrance. (The benches will be taped-off to show they cannot be used as waiting areas. The floor will be marked to maintain distance, as students wait to enter the main gate and proceed to their designated holding areas.)

Students entering the building in grades 2-5 will be held as follows:

- *Grade 2: Science Lab (room 37) – Ms. Nagle*
- *Grade 3: Media Center – Ms. Calenzani*
- *Grades 4 & 5: Cafeteria – Coach Parra*

Yellow Bus students (only applicable to InD students) will continue to utilize the small driveway of building 2, where the InD paras will receive them at the exterior door, closest to the overhang. White bus students will continue to be received at the small side parking lot near the basketball court by Ms. Ryan.

Breakfast (grab-and-go bags) will be delivered to each classroom, where students will eat in their classrooms with the homeroom teacher. All students will be provided breakfast.

Parents will continue to utilize the long driveway, where their child/children will exit the vehicle and make their way to the main gate. Parents choosing to escort their child, will need to park and make

their way to the designated grade-level entry point. For students in grades 2-5 who are being escorted, parents will need to adhere to the social distancing markers on the floor.

Employee Arrival

Employee arrivals will need to be coordinated in order to minimize congregation and maximize social distancing. Employees will be required to sign in via the District mobile app or portal.

Employee Arrival Guiding Questions : *Please reflect on the following considerations to add to your school site plan.*

- Can you stagger employee schedules to allow for them to assist during arrival/dismissal? Refer below to contractually required times:

Employee Group	Title	Workday
Instructional	Elementary	7 hours and 5 minutes
	Secondary	7 hours and 20 minutes
Paraprofessional, Associate Educator, School Support Employees	Elementary	7 hours and 5 minutes
	Secondary	7 hours and 20 minutes
Security Monitors		8 hours
Office Employees		7.5 hours Excludes lunch
Custodians		8 hours Excludes Lunch

- Which employees will be asked to supervise the different areas of student arrival and dismissal? Have you identified employees to substitute/cover for an employee who is designated to supervise a specific area of the school when they are not available or are absent for the day?

School Plan:

Personnel (office staff, security, paraprofessionals, faculty, etc.) have been assigned various starting times (i.e. 7:30 am, 8 am, 8:25 am, etc), as needed, to ensure adult supervision throughout arrival and dismissal.(Staff has been named/listed throughout this plan. Certain non-instructional/hourly personnel have been identified for contact in the event of an employee absence, where coverage would be needed.) Prior to entering the school site, all employees will be required to show their Dade Schools app with the green thumbs up sign, in order to enter the building for the workday.

CLASSROOMS

Classroom Layout and Usage

Classroom space should be organized in such a way that the maximum amount of social distancing is maintained. Desks should be in rows and facing the same direction. As recommended by the CDC, schools will utilize six feet social distancing guidelines. When six feet of social distancing is not feasible, the requirements of the World Health Organization guideline will be implemented. Students should

not be facing each other or sharing equipment. In the case where equipment must be shared, students should be provided with germicide and paper towels to wipe off the equipment prior to and after use.

Ensure that every classroom has access to hand hygiene products (hand sanitizer, soap, paper towels). Each classroom should have an accessible disinfecting station for student use which includes all of the hygiene products. This station should be readily available for use.

Non-essential items should be removed from the classroom. Personal items that are frequently touched and cannot be cleaned easily, such as upholstered furniture, pillows, rugs, stuffed animals, or puppets, must be removed from the classroom. Non-essential furniture should also be removed or marked as restricted use to allow for more social distancing.

Classroom Assignments

Efforts should be made to minimize student movement throughout the school day. In elementary schools, students should remain with their cohorts and in the same classroom all day. If a teacher change is required, the teacher should travel as opposed to the class. In secondary schools, student schedules require more flexibility. Consideration should be given to schedule grade level cohorts in close proximity to limit exposure to other cohorts in the building. Students should also be placed in classes that become a cohort. If a group of students can follow the same schedule throughout the day, this allows for easier transition of teachers and limits the interaction among large numbers of individuals. It is acknowledged that specialized classrooms will need to remain in their current location, but all other classes should be scheduled accordingly. Classes should be arranged in such a manner that maximizes social distancing.

Teachers should maintain a seating chart of their classroom and/or classroom period. The seating chart will assist the school-site administrator with contact tracing in the event that a student, faculty member, or staff member presents with COVID-19-like signs and symptoms.

Classroom Checklist: *Please check all measures that are currently in place in your facility.*

- As recommended by the CDC, schools will utilize six feet social distancing guidelines. When six feet of social distancing is not feasible, the requirements of the World Health Organization guideline will be implemented.
- The school has undertaken additional measures to ensure physical distancing.

TRANSITIONS

One of the most critical components to consider when developing school-based procedures to mitigate the risk of COVID-19 is hallway transitions. The school day will require various transitions. Each transition plan is unique and must be developed based on school site capacity, number of students, and grade-level configurations (elementary, middle, and high school).

Campus plans should be reviewed with all stakeholders (students, faculty, staff, and parents) so that everyone understands what the expectations are when moving around the campus. It is important to establish and communicate protocols for transitions when creating the plan.

Priority 1: Ensure that the plan and expectations are shared with parents.

Priority 2: Ensure that all teachers take the time to review the expectations with students.

Transitions Guiding Questions: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.

- Will the school utilize one-way traffic in hallways, or will there be two lanes to ensure consistent traffic flow?
- To minimize hallway transitions and decrease potential contact, can the school consider teacher transitions in lieu of student transitions?
- Can the school consider a staggered release time by class to minimize physical hallway interactions and congestion?
- Can the school close bathrooms during hallway transitions (for possible cleaning) and only allow bathroom breaks during class time?
- How will the school monitor or address situations where there is overcrowding?
- Is there a way to utilize outside space for walkways?
- What is the plan to teach and model for students the expectations for hallway etiquette?
- Can staff be positioned and consistently spread along hallways to support continued movement/traffic flow and enforce all schoolwide expectations and procedures?

School-Level Recommendations

Elementary

- Students should remain in the classroom while teachers transition for subjects.
- When in the hallways, students should be in single file lines while maintaining social distancing and wearing face coverings/masks.
- Schools should develop lunch schedules to allow for maximum social distancing utilizing cafeterias, outside areas, classrooms, etc.

Secondary

- Restrooms should be closed during class transitions.
- Common areas should be closed off during classroom transitions.
- Office visits must be prescheduled with student services/counselors unless it's an emergency.
- Students should sanitize their hands prior to leaving the classroom.

Teacher/Student Transitions

Whenever possible, students should stay in the same classroom for the school day. If possible, the teachers should move into the classroom that the students are in. This would help limit the number of physical interactions that occur.

Hallways should be clearly identified as one directional and still allow for efficient travel. In hallways that cannot be one directional, a center line should be marked in order to maintain the traffic on either side of the line, thereby allowing for less interaction during transitions.

Staff members should monitor class changes in order to remind students of the need to keep their masks on and practice social distancing. Some questions to consider are:

Teacher/Student Transitions: Please reflect on the following considerations to add to your school site plan.

These are things you should consider when making decisions as it relates to your building.

- Can I stagger the release from classes to allow for fewer students in the hallways?
- Where should I station staff to ensure all areas are supervised?

Transitions Checklist: Please check all measures that are currently in place in your facility.

- X Breaks are staggered to ensure that physical distancing can be maintained in break rooms and other common areas used by students and staff in the school, and these areas are disinfected frequently throughout the school day.
- X Staff members have been assigned to school entry points, hallways, or other common areas to reinforce physical distancing and remind students of expectations regarding cloth face coverings.
- X Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

School Plan:

Transitions throughout the school day will be limited to minimize unnecessary movement and cross-contact with class/grade-level groups. Special area teachers will move throughout the school to deliver instruction. Students will adhere to the Phase 2 lunch schedule in order to move through the line to pickup their lunch (with masks on; socially-distanced) and eat in their classrooms. The majority (all but four) of teachers have agreed to eat with their students in the classroom. Classes who do eat in the cafeteria will have designated seating, all facing one direction and will maintain social distance. (There will be a total of 21 students eating in the cafeteria from 11:35a-12:05p and 29 student eating in the cafeteria from 12:10-12:50p.)

All students, will be reminded to sanitize their hands with hand sanitizer or wash their hands throughout the school day, as well as each morning, where Ms. Martinez, AP, who is spearheading our Handwashing and Mask-Wearing campaign will reiterate the importance of these guidelines either via morning announcements or the PA system. Signage at the entrance and exit of each building will also assist in reminding students to sanitize and will help the teacher remind her/his class of this important step throughout the school day.

DISMISSAL

Student dismissal should be performed in a systematic fashion in order to minimize potential student congregation in large groups.

Dismissal Guiding Questions : Please reflect on the following considerations to add to your school site plan.

These are things you should consider when making decisions as it relates to your building. Some questions to consider are:

- Can I stagger dismissals for different groups (bus, parent/guardian pick-up, after-care, walkers)?
- What are the parent pick-up protocols? Include early parent pick up.
- Can I use multiple exits for different groups of students?
- What areas will be utilized to house students that are not picked up on time?
- Can you stagger employee schedules to assist with dismissal? (See Employee Arrival section within this document for employee contractual times)
- Do I have a plan to ensure no students are lingering around campus unsupervised?

School Plan:

DBFE will be utilizing an app called iSchoolRide. iSchoolRide's solution enables us (teachers and school administration) to know, in near real-time, when parents are arriving, the students that they are picking up and where they are in the pickup line. How the parent utilizes this app (via walk-up mode – for example for a PK ESE child, -- or long-driveway, where the child is sent from the classroom to the long driveway to board the parent's vehicle, will mirror the arrival method. This allows school staffs to only let those children come out when their parent(s) has/have arrived at the designated pickup spot. Bus students, as well as ASC students will dismiss several minutes before their parent pickup peers, to stagger movement and minimize the number of students in a given space at any one time during the dismissal process.

Any students still remaining in the building by 3:30 pm will be held outside the main office and monitored by the security guard, who will ensure the students are maintaining social distance and wearing their masks.

ADMINISTRATIVE FUNCTIONS

Administrative Functions

- Virtual meetings should be scheduled whenever possible.
- Physical barriers should be placed in high contact areas.
- Hand sanitizer should be placed next to parent/guardian sign-in sheets.
- For parent/guardian sign-in/sign-out, have a separate supply of clean pens and used pens and mark their receptacles accordingly. Used pens should be disinfected periodically throughout the day.
- Have a procedure in place to manage student early release. Parents/guardians should be notified of the procedures in writing.
- Have a procedure in place to identify students who are under the supervision of the Department of Children and Families (DCF) to review and ensure that both the District Student Information System (DSIS) Student and Parent Information Screens are current and updated as needed.
- Review the enrollment, transfer, and withdrawal procedures for student who are under the supervision of DCF.

ACTIVITIES

Upon entering Stage 2, temporary guidelines will be implemented regarding school-wide events as well as on-campus and off-campus activities.

School-Wide Events

Until further notice, please note that schools may not plan large events. This includes:

- School Assemblies
- Social Events
- Pep rallies
- Events that bring groups of more than 10 individuals together

To discourage large gatherings on school grounds, all school-wide events will be held virtually, including:

- Awards assemblies
- Fundraising events
- Schoolwide performances

Administration will follow all District and state guidelines regarding athletic practices and sporting events.

On-Campus Activities

Until further notice:

- There will be no in-person assemblies or gatherings for students or staff.
- Open house and parent conferences will be held remotely.
- Performances will be held remotely.
- After-school clubs and activities will continue via remote platforms.
- Community-based Organizations and PTSA events will be held remotely.

Off-Campus Activities

- In-person, off-campus field trips are not allowed until further notice.
- Student participation in academic contests (STEM events, science fair, etc.) will only be attended if the organizing entity provides clear guidance regarding health and safety measures aligned with District guidance and protocols.
- Virtual field trips are recommended.

Activity Considerations: *Please reflect on the above mentioned considerations to add to your school site plan.*

School Plan:

All school-wide celebrations or events will be held virtually, such as Student of the Month, Do the Right thing recognitions, Honor Rolls, etc. Parents will be invited via Zoom to attend. Recognitions will also be promoted via school social media sites, School Messenger emails/texts, marquee announcements, etc.

COMMON AREAS

Elevators	Restrooms
<ul style="list-style-type: none">○ Limit the number of people in an elevator (maximum 2) to maintain social distancing.○ Place appropriate signage in the area to remind people of maximum capacity.○ Use physical barriers or signage to mark pathways to help people travel in one direction and stay as far apart as possible while waiting for access to the elevator.	<ul style="list-style-type: none">○ Schedule custodians to check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, etc.), and do a thorough cleaning once students leave for the day.○ Limit the number of students that can access the restrooms at any one time and post appropriate signage outside.○ Post signage to indicate where people should wait while maintaining social distancing.

EMERGENCY DRILLS

Florida Statutes require schools to conduct emergency drills to ensure students and staff know how to safely and expeditiously react to the threat of an active assailant, fire, or severe weather. Due to the ongoing COVID-19 pandemic, school staff must enforce additional health and safety measures during emergency drills.

Emergency Drills Considerations: *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building. Some things to consider are:

- Ensure the following during emergency drills:
 - Maximum physical distancing is maintained whenever practicable.
 - Masks/face coverings are required for all staff and students.

- Record all drills in the computer when complete.
- As a reminder, doors must be closed and locked at all times.
- One-way hallways are to be temporarily suspended for emergency evacuation drills as the closest exit should always be used.
- In the event of an active assailant, fire, or severe weather event, staff will take necessary actions to protect students from the threat without regard to social distancing. The immediate danger outweighs the risk of COVID-19 exposure

School Plan:

Emergency drills will continue to be completed and entered into FASI.

DBFE will adhere to the new COVID Considerations set forth by the District and will be communicated to staff.

Parents will continue to receive School Messenger information with regards to Emergency Drills prior to their completion throughout the school year.

In every event, students will maintain the use of face masks and, as practicable, students will maintain social distance.

AFTER-SCHOOL CARE PROGRAM

If your school has an operating After-School Care Program, please take the following recommendations into consideration:

Parent Drop-Off and Pick-Up	Classroom Environment and After-Care Activities
<ul style="list-style-type: none"> ● Identify one central entry point for screening, receiving, and dismissing students. ● Consider staggering arrival and drop-off times and/or have child-care providers come outside the facility to pick up the children as they arrive. ● The central point of entry should have hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, students, and visitors. ● On-campus access for parents, guardians, or visitors during after-care should not be allowed unless it is deemed necessary or warranted. ● Limit visitor entry into the building. Students should be dropped off and received at an outside entrance if possible. ● If possible, have staff escort children to their parent/guardian when they are signed out. ● Encourage the same parent or designated person to drop off and pick up the child every day. ● Identify areas for a central point of exit and curbside drop-off and pick-up. These areas should limit direct contact between parents and 	<ul style="list-style-type: none"> ● To the extent possible, try to prevent groups from crossing paths . ● Remember to supervise young children when they use hand sanitizer to ensure appropriate use and prevent swallowing of the alcohol product. ● Clean and disinfect frequently touched surfaces. ● If possible, child-care classes should include the same group each day, and the same child-care providers should remain with the same group each day. ● If possible, always keep your group of children in a separate room (9-to-1 ratio). Also, try to build classroom cohorts of students that have the same class together during the day. ● Limit the mixing of children by staggering playground times and keeping groups separate for special activities, such as art, music, and exercising. ● If possible, ensure that children’s naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart, during naptime

staff members and adhere to social distancing recommendations.

- Consider placing children head-to-toe in order to further reduce the potential for viral spread.
- Consider serving after-school meals in classrooms only.

Considerations for Students That Feel Ill or Are COVID-Positive

- Plan to have an isolation room or area that can be used to isolate a sick child.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Immediately deep clean affected classroom(s) and follow COVID-19 Contact Tracing Procedures.
 - Do not utilize the impacted classroom(s) until advised to do so by appropriate District staff.

School Plan:

- ASC Leaders will continue to work from 1:00 p.m. to 6:00 p.m.
- Upon arrival leaders will report to security and show that they have completed the Health Screening, then proceed to the mailroom to sign-in.
- After signing -in, ASC Leaders will pick up snacks from the cafeteria for their students.
- They will take the snacks to their classrooms and place a snack on top of each students' desk and make any necessary preparations needed for the day.
- Student Dismissal:
 - PK – 1st Grade: ASC Leaders will pick up students at 1:45p.m. from their daytime classrooms and walk with them to the ASC classroom.
 - 2nd – 5th Grade: ASC Leaders will pick up students at 3:00 p.m. from their daytime classrooms and walk with them to the ASC classroom.
- Daily Activities:
 - Student groups will remain in pre-designated ASC classroom so as to minimize cross-group contact.
 - Each group will have organized and distanced indoor and outdoor activities daily
- Dismissal Procedures:
 - Parents will report to the exterior of the security at the front gate with their ID and sign the student out. Security will then radio for student. At that time either Mrs. Hernandez, Mrs. Bruzzo or Mrs. Altare will pick-up student from the ASC classroom and walk them to the front gate.
- End-of-day procedures: After all students have been safely dismissed, ASC Leaders will return to their classrooms and ensure the following:
 - All desk, chairs, and door handles are wiped down
 - All trash is placed in a large trash bin by the classroom door

COMMUNICATIONS

Promoting everyday protective measures is critical to maintaining safety. In alignment with District communications, schools must devise active communication measures with key stakeholders that detail school policies and expectations and support a safe return to the schoolhouse.

District-Approved Signage

Banners, posters, signs etc. should be posted in highly visible locations. Such locations include:

- Main entrances
- Hallways
- Restrooms
- Main/administrative offices
- Cafeteria
- Media center
- Other high-traffic areas

Messaging

A variety of communication methods should be used to consistently convey important safety-related information to all stakeholders. Methods to utilize include: **School Messenger, email, text, website, social media accounts, closed circuit television, and the Public Address (PA) system.**

Content for these stakeholder messages should include, but not be limited to, information regarding:

- Personal protective equipment (PPE)
- Daily health screening protocol prior to schoolhouse arrival
- Social distancing protocols
- Handwashing
- Arrival procedures
- Dismissal procedures
- Transition procedures
- After-school procedures
- Transportation procedures
- Athletics and activities

MESSAGING

Develop plans to include messages about behaviors that prevent the spread of communicable diseases, including COVID-19, when communicating with faculty, staff, students, and parents/guardians.

Faculty, Staff, and Parents/Guardians:

- PA announcements
- Websites
- Email
- Social media

Students: (Reinforcing daily hygiene and healthy practices such as handwashing, sneezing & coughing etiquette, social distancing, etc.)

- Morning Announcements
 - Play quick videos during morning announcements
 - Model proper hygiene and healthy practices
- PA announcements during transition of classes
- Quick daily (1-2) mini lessons prior to the beginning of the school day
- Playing videos related to hygiene and healthy practices on closed circuit television during lunch
- Other activities

ABSENTEEISM

Knowing about and reporting communicable diseases, including COVID-19, in a timely manner can make the difference between disease control or an outbreak.

- Reviewing the absenteeism patterns of your school among both students and staff can be a way of mitigating the spread of communicable disease, including COVID-19. One of the best predictors that a student or an employee may be experiencing signs or symptoms of a communicable disease or may have contracted a communicable disease, including COVID-19, is that they have accrued three (3) or more consecutive days of absences.
- When an employee or student accrues three or more consecutive absences, the school-site administrator should attempt to ascertain the reason why the student or employee has missed school or work. If the student or employee is exhibiting signs or symptoms of a communicable disease, including COVID-19, school-site administrators will follow the District-outlined procedures for reporting students or employees with COVID-19.

FOOD & NUTRITION

The following describes the three models of student meal service that school sites can utilize based on the needs of their individual schools. Principals should review the considerations outlined with each service model to determine which one best meets the needs of their school population.

Cafeteria

- Ideally, each school will be able to utilize their kitchen area and equipment while providing for adequate spacing.
- In-cafeteria meal service will require marked and adequate spacing for students to enter the dining room, use the the service line, and sit in the dining area. Spacing shall be marked and indicated.
- Meal schedules will be planned to ensure only the appropriate number of students are allowed in the cafeteria at one time. In-cafeteria service may require the addition of plexiglass barriers on the serving line as an additional safety measure. All meal service items remain single use.
- Students entering the cafeteria will follow marked directional signs (one-way flow) to enter and exit the dining room and serving line. Marked spaces on the floor will indicate where to stand to maintain distancing protocols.

Classroom Delivery Model

Elementary School Model

- Grades PK-2: Students may receive meal deliveries to the classroom and teachers will complete meal accountability.
- Grades 3-5: Students may pick up meals through the cafeteria serving line and take them to the classroom or eat in the dining room.
- For meals delivered to the classroom and/or consumed in the classroom, custodial services will be required to remove waste from the room and maintain sanitary areas.
- A responsible adult may be required to complete classroom surface sanitation by wiping down desks and tables before and after meals are eaten in the classroom.

Secondary School Model

- Students may pick up Grab N Go meals in the cafeteria, as space permits.
- Additional sanitizing of all eating spaces will be required before and after meals (both in classrooms and in dining room). Traffic flow for entering and exiting cafeteria will be marked, and signage for social distancing will be posted as appropriate.
- Starting January 2021, all meal accountability will be touchless (student ID scanning) and cashless.

Food & Nutrition Considerations: *Please reflect on the following considerations to add to your school site plan.*

- Which teachers are willing to forgo their duty-free lunch and leaving when students dismiss?
- Will lunch be delivered to classrooms?
- How many students can be accommodated in the cafeteria?
- Is cafeteria traffic flow marked?
- Are garbage bags available in the classrooms in order to dispose of waste?
- Are garbage cans available throughout the building for waste disposal?
- Will you use the dining room or alternate areas?
- Do you have alternate areas in your building where students can eat while social distancing?

- Who is available to supervise these areas?
- How many lunch periods do you need to utilize in order to accommodate the social distancing requirements?

School Plan:

Teachers willing to forego their duty-free lunch will remain in their classrooms for lunchtime. Lunch will be delivered to these classrooms by cafeteria and other select personnel.

Students will adhere to the Phase 2 lunch schedule in order to move through the line to pickup their lunch (with masks on; socially-distanced) and eat in their classrooms. The majority (all but four) of teachers have agreed to eat with their students in the classroom. Classes who do eat in the cafeteria will have designated seating, all facing one direction and will maintain social distance. (There will be a total of 21 students eating in the cafeteria from 11:35a-12:05p and 29 student eating in the cafeteria from 12:10-12:50p.)

Cafeteria is flow marked with appropriate signage.

Rolling large garbage cans will be available for classrooms where teachers and students will be eating and available in hallways for trash disposal.

Cafeteria monitors will supervise students during lunch time.