# Park Lane Elementary School Plan  
(Updated July 28, 2020)

<table>
<thead>
<tr>
<th>Area/Activity</th>
<th>Procedures and Protocols to Mitigate the Risks</th>
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</table>
| **Arrival**   | ● Adults and students wear face coverings.  
|               | ● Students will line up outside on spaced dots near their grade level doors.  
|               | ● Students will enter school through their grade level doors around the building rather than through the front doors.  
|               | ● Teachers will let the students in as soon as they are able or by 8:25 a.m. Side doors will be open until the tardy bell at 8:30 a.m.  
|               | ● Parents are advised to drop off students after 8:10 unless students are eating breakfast.  
|               | ● An additional teacher will be asked to help monitor the playground area outside. |
| **Breakfast** | ● Students will enter and exit through the breakfast door.  
|               | ● Arrows will be provided to help traffic flow.  
|               | ● Students will be physically distanced according to family or grade level at tables.  
|               | ● Adults will be in the breakfast room to provide supervision.  
|               | ● Students will not be allowed to enter the rest of the building from the cafeteria after breakfast. |
| **Classrooms**| ● Physical distancing addressed by desks being separated and students spread apart on tables  
|               | ● Students will be facing forward when possible  
|               | ● Teachers will maintain a class seating chart (for contact tracing).  
|               | ● Staff and students will wear face coverings as mandated.  
|               | ● Rug time will be limited (ideally to 15 minutes or less) and students will be physically distanced during rug time.  
|               | ● Teachers are encouraged to remove excess furniture to allow for more space in the classroom.  
|               | ● Teachers will use flexibility and teach lessons outside as feasible.  
|               | ● No attendance incentives will be used and no negative consequences will be provided for attendance.  
|               | ● Students will be asked to use hand sanitizer when entering the classroom. |
| Hallways | ● Traffic flow will continue as established - stay to the right, stay close to the walls without touching.  
● Stagger schedule for when classes depart for recess, lunch, dismissal, etc.  
● Teachers take students on the most direct path from class to destination.  
● Teachers will use a line order (i.e. alphabetical, or number order) when lining up. |
|---------------------------------------------------------------|
| Restroom | ● Signage to display proper handwashing techniques.  
● Students will be asked to use their designated grade level restroom or the recess restrooms.  
● Face coverings stay on at all times while in the restrooms.  
● Students should use hand sanitizer upon returning to class.  
● Encourage students not to use drinking fountains, but rather to bring a water bottle from home.  
● Students may keep a water bottle with them and may fill bottles at drinking fountains. |
| Lunchroom | ● Students will wash their hands before going to lunch.  
● Lunch periods will be extended to allow for no more than 100 kids in the lunchroom at a time.  
● Students will be physically distanced at tables.  
● Lunch times will be staggered and spread out to allow for cleaning between grade levels.  
● Assigned seating by class (to enable contact tracing).  
● Student lunch workers will not be used.  
● Markings will be placed upon the walls to keep kids distanced while going through the line.  
● Teachers will walk the students into the lunchroom and make sure they are following the physical distancing expectations.  
● Behavior interventionist will walk students out of the lunchroom to recess while having students physically distance themselves.  
● Lunch collection buckets will not be used. Students will be encouraged to bring disposable paper/ziplock bags in place of lunch boxes.  
● Students will sanitize hands on the way out to recess. |
| Brain Boosters | ● Brain boosters will follow a “push-in” model (generally in the classroom), with some flexibility for being outside, or using other sanitized spaces.  
● Students will use sanitized, or individual supplies (i.e. art supplies, technology)  
● No combined groups |
| --- | --- |
| Tier II Support | ● Resource/interventionists will pick up kids from their general education classrooms. To allow for learning, areas will be sanitized between groups.  
● Small group interventions will be delayed for three weeks to establish safe procedures.  
● Face coverings will be used by students and instructors.  
● Manipulatives will be individualized or cleaned between groups.  
● Students will use only assigned or sanitized technology in groups. |
| Recess | ● Recess times will be staggered to have only one grade level outside at a time.  
● Face coverings will be worn when students are unable to physically distance at 6 feet or more.  
● Students will sanitize hands before returning to the classroom. |
| Lunch Recess | ● Students will sanitize hands on the way to lunch recess as well as before returning to the classroom.  
● One grade level will be outside at a time.  
● Face coverings will be worn when students are unable to physically distance at 6 feet or more.  
● Junior coaches will not be used in order to limit exposure.  
● Only one person will be allowed to use the recess restrooms at a time. |
| Computers/Chromebooks/iPads | ● Technology will be assigned to individual students.  
● If students share any technology, it must be sanitized between users.  
● Students are encouraged to bring their own earbuds/headphones to use throughout the year. |
| Large Gatherings including Assemblies, | ● No school-wide assemblies will be held at this time.  
● Information will be distributed virtually when able.  
● Gatherings may only happen as a grade level, and will generally be discouraged. |
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<thead>
<tr>
<th>Back to School, etc.</th>
<th>• Back to School Night and other such activities will be done virtually or via video.</th>
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<tbody>
<tr>
<td>Volunteers</td>
<td>• Only essential volunteers will be allowed at this time.</td>
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<td>• Other children will not be allowed.</td>
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<td>• Volunteers will be subject to symptom screening and contact tracing at sign-in.</td>
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<td></td>
<td>• Volunteers must practice safe distancing and wear face coverings.</td>
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<tr>
<td>Special Programs</td>
<td>• No physical field trips will occur at this time (virtual field trips may continue).</td>
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<td>• Special programs involving more than one class at this time will not be held.</td>
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<td>• All special programs will be evaluated for risk and necessity and will generally be discouraged.</td>
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<tr>
<td>Orchestra</td>
<td>• Will continue in the Kiva following physical distancing protocols.</td>
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<td>• Face coverings will be worn to and from orchestra as well as when physical distancing is not possible.</td>
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<tr>
<td>Sickroom</td>
<td>• District sickroom guidelines will be strictly followed.</td>
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<td>Dismissal</td>
<td>• Dismissal will be staggered to reduce congestion and congregating.</td>
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<td>• Bus students will be loaded prior to general dismissal at 3:05.</td>
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<td>• Walking students will be allowed to exit the building two minutes early to reduce crowding</td>
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<td>• Students will exit through grade level doors.</td>
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<td>• Parents and guardians are asked to stay in their cars and wear face coverings.</td>
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<td>• All students will be asked to go home immediately after school dismissal.</td>
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