

Park Lane Elementary School Plan

(Updated August 6, 2021)

Area/Activity	Procedures and Protocols to Mitigate the Risks
Arrival	• Students will enter school through their grade level doors around the building rather than through the front doors. • Parents are advised to drop off students after 8:15 unless students are eating breakfast.
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 will be considered when arranging desks and workspaces in order to minimize student exposure. • Teachers will maintain a class seating chart (for contact tracing). • Teachers are encouraged to remove excess furniture to allow for more space in the classroom. • 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. • Alternative protective measures for students receiving SPED services may be arranged with individual families as necessary.
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
Restroom	• Signage to display proper handwashing techniques. • Students will be asked to use their designated grade level restroom or the recess 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/filling stations.
Lunchroom	• Students will wash their hands before going to lunch. • Assigned seating by class (to enable contact tracing). • Student lunch workers will not be used. • Markings will be placed to keep kids distanced while going through the line. • Students will sanitize hands on the way out to recess.
Brain Boosters	• Student areas and materials will use sanitizer. • Brain Booster teachers will follow classroom protocols.
Tier II Support	• Areas will be sanitized between groups. • Manipulatives will be individualized or cleaned between groups. When sharing, students will use sanitizer. • Students will use only assigned or sanitized technology in groups.
Recess	• Recess times will be staggered to have only one grade level in an area at a time. • 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 or cohort will be outside at a time. • 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 will be sanitized between users. • Students are encouraged to bring their own earbuds/headphones to use throughout the year.
Large Gatherings including Assemblies, Back to School, etc.	• Schools may hold assemblies as desired. • Discretion will be used when prioritizing assemblies including conducting assemblies in small groups and/or virtually.

Volunteers	• Other children will not be allowed. • Volunteers will be subject to symptom screening and contact tracing at sign-in. • Volunteers must practice safe distancing.
Special Programs	• All special programs will be evaluated for risk and necessity.
Orchestra	• Will continue in the Kiva following physical distancing protocols.
Sickroom	• District sickroom guidelines will be followed.
Dismissal	• Dismissal will be staggered to reduce congestion and congregating. • Bus students will be loaded prior to general dismissal at 3:05. • Walking students will be allowed to exit the building at 3:03 to reduce crowding outside the school building. • Students will exit through grade level doors. • Parents and guardians are asked to stay in their cars. • All students will be asked to go home immediately after school dismissal.