

# Kaleidoscope COVID 19 School Day Procedures

## Notes to Start of our School Day:

- All outside doors will be locked during the school day, please call the front office when you arrive for your appointments.
- School doors will open at 9:20 AM
- When students enter the building they will be directed to their classroom.
  - No morning recess!
  - Breakfast Program will be provided to students that need breakfast.

## Arrival and Morning Procedures:

- Drop Off Procedures for Families
  - Driver will enter the parking lot and move down the drop off lane, where a staff member will greet them.
  - Students exit the car and parents exit the parking lot.
    - Due to new health and safety protocols, only children will be allowed to enter the building.
    - If you have a scheduled appointment with the nurse, office staff, or teacher a staff member will escort you into the building.
- *Bus Riders, Walkers, Biker Riders, Parent Drop-Off Students*
  - Students will enter the building with social distance.
  - Upon entering the school, they will use HAND SANITIZER
  - Greeters will direct the students to their room.

- Teachers will greet students and they will follow classroom procedures.

### Hallway Procedures:

- Staff will notify the office when they plan to enter the hallway, in order to limit contact with people out of their cohort group.
- Students will be instructed to keep hands off surfaces.
- Students will have social distance in their lines, by following the lines placed on the hallways.
- Only one classroom in a hallway at a time.
- When a class is re-entering the building, notify the office to ensure the hallway is clear.

### Bathroom Procedures:

- An adult will radio the office to let them know they are entering the hall.
- Two students will be allowed in the bathroom at a time.
- Bathroom stalls will be labeled for use.
- Children will wash hands by standing on the designated spots.
- Students will dry hands one at a time, by waiting on the marked spots. They will wait until the other student leaves the area to get paper towel.
- All other hand washing will occur in the classroom.

### Nurse Procedures:

- Staff members radio the nurse or call the nurse's office.
- Nurse will indicate when student may head to the nurse's office.
- Students will put on their mask and exit the room to see the nurse.

### Lunch Procedures

- Students will wash their hands before lunch.
- Students will be eating lunch in their classrooms.
- NO microwaves will be available.
- NO hot water for mac and cheese or cup of noodles.
- NO visitors will be allowed during lunchtime.

### Water Stations

- All water stations will be closed.
- Students will have water options available in their classrooms. (water bottles, cups, sink to refill)

### Recess

- Staff will radio to the office when heading out to recess.
- Students will go to recess with their cohort groups.
- Students will be taught the procedures for playground and equipment use.
- The playground will be divided into parts and students will rotate through the areas throughout the week on a A, B.
- Students will line up in their designated area, on the spray painted lines.

### Volunteers:

- Current COVID 19 regulations indicated that only parents or guardians of students will be allowed to volunteer this year.
  - We will notify our community if changes are made.
- Only approved volunteers will be allowed in the building.
  - Information about being a volunteer is located on our webpage or the KPBSD webpage.
- All volunteers will use our touchless sign in with the QR code they received when they sign up to be a volunteer.
- Volunteers will be allowed in the building to help, but not in the classrooms.

- Volunteers will work in the copy room and art room. Due to health and safety protocols.
- Volunteers are able to work in the building during green and yellow levels.

#### End of Day Procedures:

- Teachers will have students ready to leave when their names are called.
- A schedule will be created for hallway use among classrooms.

#### Dismissal:

- Remain in your car when you enter the parking lot and follow the signs in the parking lot and staff members directing traffic.
- Please do not park as we are keeping a flow from our entrance and exit.
- Parent Pick Up:
  - Two staff members will be outside in the parking lot to radio classrooms when parents have arrived.
    - Ex. "The Johnson Family is here!"
  - Students will leave the classroom and proceed to the exit and to their car.
  - 3:25 - kindergarten/1st and sibling pick up
  - 3:30 - 2nd/3rd and sibling pick up
  - 3:35 -4th/5th pick up
  - 3:40 - Bus riders will be released to busses by staff members.
  - 3:45 - Staff will begin walking our biker riders, walkers off school grounds.
- All pickups will be haunted by staff members to allow busses to exit the parking lot.

### What happens when we move to the RED zone?

- 100% Online remains the same in all levels.
- At risk students will remain in school.
- In school students will:
  - Receive a packet as they leave the building with materials for online instruction.
  - Online instruction will occur until we move back into the yellow.