



Michael R. Hollis Innovation Academy

Phase 2

PK – 8th Grade

January 2021 – May 2021



Michael R. Hollis Innovation Academy Phase 2 PK-8th Grade

INTRODUCTION

This procedure manual is intended to provide guidance and support for the effective reopening of Michael R. Hollis Innovation Academy. This is a living document and is subject to revision based on current information from Atlanta Public Schools. As concerns and opportunities for revision arise, we will adjust this plan to provide a safe and secure opening.

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SECTION A: Reopening Overview for Hollis Staff



A1. Schedules for Return

Date:	How
Week of January 19th (T,TH, F)	All Teachers and staff not approved for tele work must report to Hollis to prepare their classroom and space for Face to Face

Face to Face Option Timeline	
Dates	Grades
Monday, January 25th 2021	PK – 2 nd Grade Low Incidence (PK-8)
Monday, February 8th 2021	3 rd – 5 th Grade
Thursday, February 16th 2021	6 th - 8 th Grade

A2. Time & Attendance Guidelines for Staff

According to district guidelines, staff must be screened before going to their classroom or office. Our school Nurse & CARE CREW will conduct the screenings. Staff will be asked to continue to use the Mobile KRONOS to clock-in. Teachers who will be providing Face -to- Face instruction, must be on site for instruction by 7:30am.

A3. Staff Health & Safety Guidelines

The health and wellbeing of the Hollis Staff is a primary focus. COVID-19 Safety Guidelines will be strictly enforced to maintain the safety of all staff and students while on campus.

a. Health Screening

All staff members will be required to see the nurse prior to going to their classroom or office. Please adhere to the following steps:

1. Form a line remaining 6 feet apart in the main office and vestibule. Please note that only 5-7 staff members will be allowed in the main office at one time. A staff member will call staff in as space permits.
2. Staff will complete the QR Health Screener prior to entry.
3. Nurse Thompson will take staff temperatures and note in the staff log.
4. Once you have been screened, exit the main office to the hallway.



All staff must wear masks and remain at least 6 feet apart from another individual.



If you are feeling ill, please remain at home. Call the school at (404) 802-8200 and refer to your staff handbook to report your absence.

b. Protocol for Staff Members Who Develop Symptoms While at School

A teacher or staff member who develops symptoms during the day must notify their grade level Administrator to arrange backup supervision of students and leave as soon as possible.

PK-4 Administrator
5th – 6th Administrator
7th – 8th Administrator

Dr. Shalewa Thrash
Mrs. Danika Mitchem
Mr. Lamar Billups

Do NOT come to school if you have symptoms. Employees who develop symptoms at home should contact their healthcare provider and obtain testing at their nearest and most convenient

c. Employee Time & Attendance

Atlanta Public School Policy for Time and Attendance will be applied for both Virtual and Face to Face staff. To support an effective academic program and improve student engagement at Hollis, staff are expected to be present and on time for Face to Face and/or Virtual school based on KRONOS and Zoom Classroom Log specifically January 19th – May 28th, 2021.

d. Protocol for Staff Members who Develop Symptoms While at Home

If you develop COVID-19 Symptoms while at home, please call or text Dr. Ford. Please remain at home. DO NOT come to campus. If you can telework, please log in and continue with class.

If you are unable to telework, log into KRONOS and select the appropriate absence coding. Work closely with your Assistant Principal to organize coverage and assignments.

To encourage and support staff members to stay home when sick, Atlanta Public Schools has communicated information regarding the expanded paid sick leave benefits available under the federal Families First Coronavirus Response Act, as well as other sick leave benefits that are available. Employees can access this information on the employee-only Staff Hub site.

e. Return to Work

If you test positive or someone in your household test positive for COVID-19, please contact Dr. Ford. DO NOT come to campus. Dr. Ford will provide you directions for telework under the guidance and direction of Atlanta Public Schools Health Services department.

If you test negative for COVID-19 after a potential exposure, please contact Dr. Ford. DO NOT come to campus. Dr. Ford will provide you directions for return to work under the guidance of Atlanta Public Schools Human Resources department.

A4. Guidelines for Staff Meetings

The health and wellness of all staff and visitors is our primary focus. Therefore, staff engaging in meetings or professional learning must adhere to the following guidelines.

1. All meetings are to be conducted using Google Meet or Zoom. Staff must remain in their individual classroom or office.
2. Face-2-Face meetings can only occur with written permission from the principal. Participants must sit 6 feet apart and face masks are highly encouraged. Staff cannot share computers, pencils, paper, or other items during the meeting.
3. Meetings must be conducted in a large open area. Meeting spaces are the media center, cafeteria, gym, and pod areas.
4. Large face-to face team meetings are prohibited. Meetings of 4 or more people must be conducted via Google Meet or Zoom.
5. Sign-in sheets and agendas must be shared electronically. **Visitors, Helpers & Guest**

A5. Visitors Policy

In alignment to district guidelines and recommendations, the number of non-APS employees and non-Hollis staff will be controlled. Traditionally, family members, friends and children could assist staff members in moving and organizing during pre-planning. **For health and safety, no family members, friends, non-Hollis staff, community members or volunteers will be allowed in the building.**

A6. Food Delivery

Traditionally, I would celebrate the beginning of the school year with a catered breakfast or lunch. To avoid the risk of spreading the COVID-19, food items will not be offered.

To limit the number of people entering the building, food delivery services will not be allowed in the building. If you are ordering food, please schedule the pickup to be in the driveway. Drivers will not be allowed in the building.



The health and wellbeing of all staff is the primary focus of Hollis during this difficult time. We realize that there are many concerns about the cleanliness of the school and personal health conditions. If you have questions regarding Telework, please contact Human Resources.

A7. Staff Entry Protocol

-Staff parking on the Griffin side of the building should enter through the main doors.

-Staff who park on the lower parking lot off James P. Brawley should use the clinic entrance on the first floor and use the Blue staircase to access the 3rd floor for a health screening.



All staff must wear masks and remain at least 6 feet apart from another individual.



Please be mindful that all door handles, rails, faucets, etc. are high touch surfaces. Please wash your hands or sanitize your hands immediately after touching any high touch areas.

A8. Front Office Request

The front office will be working diligently to manage a variety of tasks during this transition phase. Please practice patience and empathy during this time. Below is guidance for acquiring materials, supplies and resources during pre-planning.

- **Keys** – Mr. Williams & Ms. A. Williams will be delivering keys during the week.
- **Materials & Supplies** – Ms. Shinholster & Ms. Thompson will send you individual calendar invitations to pick up supplies. You must adhere to the scheduled time.
- **Carts & Dolly Request** – Carts and dollies are at a minimum. They will be parked outside of the Wrap-Around office for pick up and drop off. You may borrow the cart or dolly to move your items. Please return it to the Wrap-Around immediately after use.
- **Boxes & Trash Bags** – Mr. Bruce will provide boxes and trash bags upon email request.

SECTION B: Cleaning & Environmental Health



B1. COVID-19 Signage

Signage will be used throughout facilities for reminders on health practices, protocols, and hygiene.

- **Signage**

- Provided COVID-19 and Social Distance Packages for schools and administrative buildings
- School leaders determine placement for their respective buildings
- Copies can be made as needed from supplemental packet provided to each school



B2. Protective Equipment

Hollis Innovation Academy will provide constant support to students and staff to facilitate handwashing and is actively securing supplies of personal protective gear at levels that comply with or exceed the requirements of CDC Guidelines.

- Plexiglass shields have been installed in several areas where interaction between groups may occur, such as the front office areas.
- Due to a variety of circumstances, some of our students with disabilities are unable to consistently wear a mask. Therefore, Plexiglass shields will be supplied for our self-contained classes.
- Students in self-contained classes who are not able to maintain a mask will also be provided a face shield as an additional support for COVID-19 mitigation.
- Hollis Innovation Academy recognizes that students may arrive at school without a mask or face covering, and under no circumstances will a student be denied access to school in this instance. Students will be provided with a mask or face covering and schools will reach out to support families who need assistance obtaining a face covering for their student(s).

B3. Protocol for Cleaning Facilities Under Standard Conditions

In accordance with CDC guidance, normal routine cleaning with soap and water removes germs and dirt from surfaces, which lowers the risk of spreading COVID-19 infection.

- Current guidance from health experts indicate that airborne transmission is of greater concern than surface transmission. However, teachers and staff are encouraged to clean and disinfect shared materials and items that are difficult to clean.
- During routine cleaning, custodians will use effective all-purpose cleaners as they typically do when a virus is not present. Classrooms will have improved routine cleaning and disinfecting of facilities.
- Deep cleaning of facilities when students and staff are not present in buildings (Tuesday night, Wednesday, Friday).
- Each teaching or administrative staff member will be given basic cleaning supplies, which they may use at their discretion to compliment the cleaning conducted by Hollis Innovation Academy custodial staff. Teachers will be encouraged to frequently wipe down desk and common high touch areas within the classroom throughout the day.
- Installation of hand sanitizer stations throughout the building.
- High touch areas, such as doorknobs, railing, light and water fixtures, elevator buttons, counters, chair arms, phones, etc. will be sprayed using a non-toxic, EPA-approved disinfectant. The surface will be left to air dry, unless it must be used immediately, in which case it will be wiped down. The district will provide EPA approved disinfectant spray in each core classroom.
- **Custodians will not** attempt to make disinfectant dilution stronger than it will be when filled through a mixing station. A stronger solution will not be more efficient or effective because coronaviruses are readily destroyed by soap. All cleaning solutions will be kept out of the reach of children. For safety and environmental health reasons, educators and other non-custodial staff should not bring or request donations of cleaning supplies; APS/Hollis Innovation Academy will provide supplies needed for everyday use. Custodians will conduct high touch common area wipe downs for at least two cycles. They will also monitor hand soap and paper towels throughout the day.

B4. Difficult-to-Clean Classroom Materials

Educators and custodians will do their best to provide high hygiene standards outlined in these protocols. However, it is recognized that in a classroom, many times, multiple hands will touch one item. We will do our best to limit objects that require or allow multiple hands on them and are requested to wipe down any materials that must be in the room on a frequent basis.

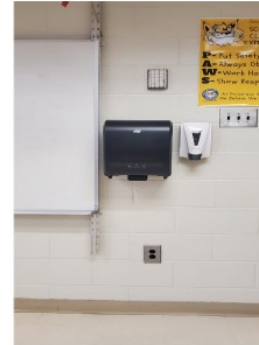
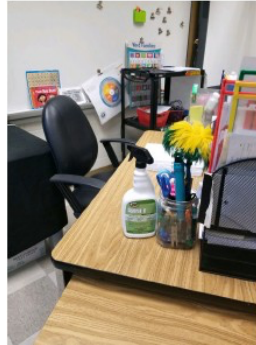
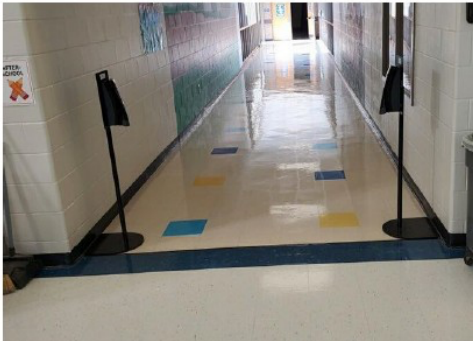
Wherever possible, non-educational items that are touched frequently by multiple hands and cannot be wiped clean will be removed from the classroom. For example:

- Classroom libraries and shelving may be turned towards the wall
- All items that are considered “share-able” items will be removed or placed in teacher closets

Facilities Services Return to School Prep

- **Hand Sanitizer + Disinfectant**

- Installed hand sanitizer stations in common areas and by time clocks
- Installing hand sanitizer stations in core classrooms (timeline 09.30.20)
- Provided EPA approved disinfectant (spray) in each core classroom
- Installing paper towel dispenser in each core classroom



B5. Procedures to Ensure Frequent Hand Washing

- All students and staff must engage in frequent handwashing, including upon arrival, after recess, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing will have an impact on time available for teaching and learning during the school day.
- APS has purchased additional hand sanitizing stations. Although handwashing is highly encouraged, hand sanitizing stations will be provided as an extra safety measure. Custodial staff will ensure that soap dispensers and disposable towels are stocked, and that supplemental hand sanitizer is available throughout the building.
- Signage will be posted in schools with reminders that appropriate public health practices call for individuals to use soap and water to wash all surfaces or their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- Nurse Thompson will consistently provide training tutorials regarding proper handwashing techniques. Teachers will be required to share the handwashing video daily.

B6. Room/Pod Readiness Expectations

- Re-organize desks into rows to allow for a 6 feet separation between each desk. Hollis Innovation Academy homerooms range between 730sq. ft. to 1100sq. ft.

Lower School (PK-4)	Upper School (5-8)
Homeroom classes 730 sq. ft. = 11-12 students	Homeroom classes 730 sq. ft. =11-12 students
For students in PK-1 st Grade who have table seating, please space seating to allow for 6 feet of separation.	Science Labs 1100sq. ft. = 14-15 students

- Remove any excess furniture to create additional space in the classroom.
- Boards are to be covered and decorated with welcome message.

• Classroom Set Up

- Classrooms will be set up for small classes sizes to allow for social distancing as much as possible.



B7. CARE Room

In an effort to assist Atlanta Public Schools in promoting a healthy and safe environment, and to help prevent the spread of COVID-19 in our district, isolation guidance will be followed based on Georgia Department of Public Health (DPH) and the Centers for Disease and Control and Prevention (CDC) recommendation.

Students or staff that present symptoms must be evaluated and isolated for a short period of time in school's designated isolation room. If symptomatic, staff/student should be placed in a controlled, single-person room. They should have access to a dedicated restroom. Designated staff will receive specific and detailed training by Nurse Thompson using the APS Guidelines for CARE Room.

SECTION C: Daily Operations



C1. Registration

Registration will take place daily by appointment only. Students in KDG, 6th Grade and students new to the school will need to register.

- Registration team will include Ms. Shinholster (lead), Ms. Owens, Ms. Leary, and Ms. Thompson. Ms. Shinholster will provide a coverage schedule for the registration table.
- Additional staff to support registration are Mrs. Gaines, Ms. Simpson, and Mrs. Morgan.
- Ms. Thompson will be set up in the vestibule outside of the main office with a computer to assist parents in verifying address, setting up an appointment and receiving information for online registration.
- Ms. Leary will be located at the front desk to verify address and finalize the registration process for parents with a Signup Genius appointment.
- Ms. Owens will be in the front conference room to verify addresses and finalize the registration process for parents with a Signup Genius appointment.
- Parents will be asked to complete the Intent to Return Survey for face to face, virtual, or AVA.
- Parents/Guardians will be allowed in the office to complete registration on a case-by-case basis
- Mrs. Mitchell will assist the registration process by posting online registration directions and Signup Genius QR Reader or Code
- Parents/Guardians without internet access will utilize Signup Genius to set-up appointment times. Parents/Guardians that come to the school without a Signup Genius appointment will be given directions on how to sign up for appointment or complete online registration.

- Each appointment will be allotted 30 minutes. Therefore, 6 parents/guardians can be registered in one hour.
- Parents/Guardians will be encouraged to follow district and CDC COVID-19 Guidelines while on campus. They will include social distancing, wearing masks, and cleaning their hands regularly.
- Only the enrolling parent or guardian will be allowed in the building during registration.
- Due to COVID-19 CDC Guidelines, Parents/Guardians may experience a wait time of 10-15 minutes.
- Robo Calls will continue. Messaging for Signup Genius and COVID-19 guidelines will be added to messaging.



When exchanging papers, wear a mask. Avoid touching your face.

C2. Master Schedule

Hollis Innovation Academy is a PK-8 school. Face 2 Face and Virtual Learning will be happening simultaneously during the instructional day. Both programs and all grades will be in school from 8:00am-2:30pm.

PK-4 MASTER SCHEDULE

PK		KDG	
8:00-8:55	Homeroom/CREW/Breakfast	8:00-8:45	Homeroom/CREW/Breakfast
8:55-9:30		8:45-10:30	Literacy
9:30-10:15		10:30-11:00	Specials
10:15-10:50	Lunch	11:10-11:45	Lunch
10:50-11:15		11:45 – 12:30	Mathematics
11:15-12:30		12:30-1:30	STEM/Science
12:20-2:30		1:30-2:30	Social Studies

1 st		2 nd	
8:00-8:45	Homeroom/CREW/Breakfast	8:00-8:45	Homeroom/CREW/Breakfast
8:45-9:30	Literacy	8:45-10:25	Literacy
9:30-10:00	Specials	10:25-11:00	Lunch
10:00-10:45	Mathematics	11:15-11:45	Specials
10:45-11:20	Lunch	11:45-12:30	Mathematics
11:20-12:30	Mathematics	12:30-1:30	STEM/Science
12:30-1:30	STEM/Science	1:30-2:30	Socials Studies
1:30-2:30	Social Studies		

3 rd		4 th	
8:00-8:45	Homeroom/CREW/Breakfast	8:00-8:45	Homeroom/CREW/Breakfast
8:45-9:15	Specials	8:45-9:45	Literacy
9:20-10:15	Literacy	9:45-10:15	Literacy/Writer's Workshop
10:15-11:20	Mathematics	10:15-11:00	Mathematics
11:25-12:00	Lunch	11:00-11:30	STEM/Science

12:00-1:15	STEM/Science		11:35-12:10	Lunch
1:15-2:30	Social Studies		12:30-1:00	Specials
			1:00-2:30	Social Studies

5-8 MASTER SCHEDULE

5 th		6 th	
8:00-9:00	Homeroom/CREW/Breakfast	8:00-9:00	Homeroom/CREW/Breakfast
9:00-9:45	Core 1	9:00-9:45	Core 1
9:45-10:15	Independent Practice	9:45-10:15	Independent Practice
10:15-11:00	Core 1	10:15-11:00	Specials
11:00-11:45	Specials	11:00-11:45	Core 1
11:45-12:13	Core 2	11:45-12:30	Core 2
12:13-12:45	Lunch	12:30-12:45	Independent Practice
12:45-1:30	Independent Practice	12:45-1:17	Lunch
1:30-2:30	Core 2	1:17-1:45	Independent Practice
		1:45-2:30	Core 2

7 th		8 th	
8:00-9:00	Homeroom/CREW/Breakfast	8:00-9:00	Homeroom/CREW/Breakfast
9:00-9:45	Core 1	9:00-9:45	Core 1
9:45-10:15	Independent Practice	9:45-10:15	Independent Practice
10:15-11:00	Core 1	10:15-11:00	Core 1
11:00-11:45	Core 2	11:00-11:45	Core 2
11:45-12:17	Lunch	11:45-12:18	Independent Practice
12:17-12:30	Independent Practice	12:18-12:50	Lunch
12:30-1:15	Specials	12:50-1:45	Core 2
1:15-1:45	Independent Practice	1:45-2:30	Specials
1:45-2:30	Core 2		

C3. Instructional Models

Model	Blended Support		Simultaneous Teaching	
Description	2 People in the classroom (1 Managing Virtual & 1 providing F2F)		1 Teacher responsible for teaching both the virtual students and F2F at the same time	
Rationale	This allows for the least amount of disruption of the rosters and we just provide support to the classroom teacher. Alleviates the added pressure of managing both settings (virtual & F2F)		Teachers will be able to service their current virtual students.	
Pros/Cons	Student Impact: Students on that roster will still be able to receive instruction from their current teacher. Less change	Teacher Impact: Consistency of rosters, instruction and culture are maintained.	Student Impact: Same teacher however, there may be some neglect of one group or another.	Teacher Impact: Lack of technology resources to effectively implement. Teacher may have the same students

Grades	PK-4 & Low Incidence classes will leverage an additional paraprofessional or teacher to provide a Blended Support model	5-8 Core Classes will teach Simultaneously
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C4. Specials Schedule

All specials classes will be conducted virtually through the Zoom Platform. For the Face-to-Face classes, special teachers will arrive to their assigned classes based on the Master Schedule and conduct class in a simultaneous method for students in Face to Face and Virtual Site-Based Setting.

Elementary (PK-4)		Middle School (5-8)	
8:00-8:45	Homeroom/CREW/Breakfast	8:00-9:00	Homeroom/CREW/Breakfast
8:45-9:15	3rd Grade	9:00-10:15	Planning/Duty
9:30-10:00	1st Grade	10:15-11:00	6th Grade
10:30-11:00	Kindergarten	11:00-11:45	5th Grade
11:15-11:45	2nd Grade	11:45-12:30	Lunch
11:45-12:30	Lunch	12:30-1:15	7th Grade
12:30-1:00	4th Grade	1:45-2:30	8th
1:00-2:30	Planning/Dismissal Duty		

C5. Food & Nutrition

The procedure will be as follows:

- Breakfast will be delivered to classrooms each morning.
- Students will eat outdoors or inside their classroom with at least 6 feet of social distancing maintained. Students will be provided with a quiet activity to do at their seat when they have finished eating, to ensure that they do not talk, shout, or move around while masks have been removed by all or a portion of students.

BREAKFAST SCHEDULE

7:30am-8:30am	Lunch in Classroom PK-8
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C6. Breakfast Protocols

Teachers will be given a roster daily to highlight students ***who are eating school breakfast.*** They will place this list on their breakfast bag or door each day by 9am.

- Breakfast will be provided in the classroom. Breakfast bags will be delivered to the PK-8 classes by 8:30 a.m. by cafeteria or Hollis staff.
- Garbage bags will be provided to each class to discard food and trash. Trash bags should be set outside of the classroom and picked up between 8:30 a.m.- 8:45 a.m.
- Hand Sanitizer should be provided before and after eating.
- Students may remove their mask for eating.

LUNCH SCHEDULE

10:15-10:45	Pre-Kindergarten	11
10:25-11:00	2nd Grade	27
10:45-11:20	1st Grade	13
11:10-11:45	Kindergarten	19
11:25-12:00	3rd Grade	19
11:35-12:10	4th Grade	19
11:45-12:17	7th Grade	20
12:13-12:45	5th Grade	29
12:18-12:50	8th Grade	12
12:45-1:17	6th Grade	17

C7. Lunch Protocols

Lunch will be delivered to the classroom door by cafeteria or Hollis staff. Teachers will supervise students during the student's lunch period. Duty-free lunch will be provided to teachers. A schedule will be shared and managed by Mr. Billups, Assistant Principal.

- Lunch will be provided in the classroom. Students will be socially distanced.
- Hand Sanitizer should be provided before and after eating.
- Students may remove their mask for eating.

C8. Water Fountains

Water Fountains will be inoperable. Students may bring an individual bottle of water to school to drink during the day. Teachers can determine an appropriate time for students to drink water.

C9. Transportation

One of the most challenging spaces for physical distancing is on the bus. The safety of students, employees, drivers, and monitors is our highest priority, and everyone must do their part to stay safe. All Hollis Innovation Academy students will be required to wear masks and maintain physical distance while on the bus. However, given current realities, it is likely not possible to consistently maintain the recommended 6 feet social distancing on school buses. APS encourages families to make transportation decisions that they believe are best for their children.

Buses will run on the current schedule. Schedules are on the APS website for parents to review. Parents are encouraged to determine the form of transportation that they deem most safe. Safety measures for transportation will include daily cleaning and mandated masks. Social distancing will not be possible for bus transportation.

SECTION D: Daily Operations



D1. Arrival Process

Below is the process for student arrival. As students arrive, the following health screening steps will be followed:

1. Students will enter their respective door.
2. Pre-printed rosters will be available at the door for designated staff to check off their attendance and note their temperature.
 - a. Students not on the roster, will be escorted to the main office by a staff member to determine if the parent completed the F2F survey and supported by the Social Worker
 - b. Students with a temperature of 99.0 but less than 100.4 will be escorted to the nurse’s station for further analysis.
 - c. Students with a temperature greater than 100.4 will be escorted to the CARE Room at the Parent’s Center. *(See CARE Room Protocol D4)*
3. If a student arrives without a mask, they will be provided one at the point of entry.
4. Following the screening, students will be guided or directed to class.
5. Students arriving after 8:00am will enter through the main office. Their temperature will be checked by the designated front office staff member. *(Refer to point 2 for steps)*

Arrival Type	Process	
Bus Arrival 7:30am – 8:00am	RED Door entrance (PK-4)	Blue Door entrance (5-8)
Walkers & Car Arrival 7:30am – 8:00am	PK -2- enter RED doors to the right of the staircase 3 rd -4 th – enter RED doors to the left of the staircase	5 th -8 th -enter Blue doors to the left of the staircase through metal detectors.
Tardy Arrival 8:00am – 11:00am	-Main Office entrance -Guided to class by staff member	

D2. Arrival Materials & Resources

The following materials and resources are needed daily for the Face-to-Face program. Each door entry should have:

1 table	1 Thermometer	Grade Level Specific & Pre-Printed Roster Binder
Hand Sanitizer	Mask	Pens

D3. Early Dismissal Process

Parents will be encouraged to follow the protocol below for early dismissal:

- Call ahead so that the student can be ready in the main office for dismissal
- Use the door intercom to inform the front office that they have arrived.
- Wait in their car or in front of the school for students to be escorted out.
- Wear masks appropriately while on campus always.

D4. Dismissal Process

Dismissal announcements will begin at 2:25pm.

Dismissal Type	Process
Bus Dismissal	-K-4 students will exit out of the RED doors -5-8 students will exit out of the BLUE doors
Walkers	-Students exit from second floor door near Art Room
Car Riders	-Students exit from the Auditorium to meet parents by way of a number system
Daycare Vans	-Students exit from the first floor near the GREEN door

D5. Hallway Transitions

Students and teachers should walk on the right side of the hallway and attempt to remain 6 feet apart.

D6. Restroom Breaks

- If possible, students should be taken to the restroom in small groups or individually.
- Upon return to the classroom or exiting the classroom, hand sanitizer should be provided.
- Students should stand on the designated spots on the floor to maintain social distancing. If markers are not on the floor, position students so that six 12-inch floor tiles are between students.

D7. Hallway Transitions

Students and teachers should walk on the right side of the hallway and attempt to remain 6 feet apart.

D8. Recess or Brain Break

Providing opportunities for students to get fresh air and have a brain break from instruction is important. Unfortunately, the park outside of the school is a city run park and the district has no jurisdiction to manage the foot traffic, methods, or frequency of cleaning. Therefore, teachers will need to be creative in providing in-class brain breaks or outside brain breaks. An example of a creative recess or brain break is a nature walk around the immediate campus with-in the gates of Hollis.

D9. Parent Visitation

Parents will not be allowed to visit the class during the day under any circumstance. For the safety and well-being of our staff and parents, Parents will not be allowed to visit student classrooms.

DRAFT