**Echo 2020 Reopening Plan**

**Pick-up:**

**Bus-**

* Bus arrives at stop, students enter and proceed to assigned seats starting in the back for those to be picked up first.
* Bus driver completes visual screen, log riders' attendance, and notify the office of anyone who appears symptomatic.
* Provide a facemask to students who appear symptomatic and have them sit in the first two seats.
* Bus driver wears a face covering.
* Students load the back of the bus first to minimize walking by other students, 2 per seat if family.
* The first two seats on the bus are reserved for students experiencing symptoms.
* The second seats on the bus are left empty for social distancing.
* Send symptomatic students directly to the office.

**School Arrival:**

**Bus-**

* Buses unload one at time.
* Unload front to back.
* Sanitizing after each trip.

**Parents-**

* Parents are aware of drop off and pick-up zones; and where their child is to enter.
* Per current guidelines parents and guests are allowed inside the building only with prior approval and following CDC safety guidelines.
* Pre-K is dropped off at their classroom facing the playground.

**School Entry:**

* All open entries have a staff member completing visual checks.
* All staff members must wear face coverings (cloth, disposable, or filtered- must cover the nose and mouth) at entrances.
* Direct students to keep socially distanced and head directly to first period or social distance in the commons.
* Provide an optional mask to symptomatic students and send them directly to the office.
* Students must use hand sanitizer as they enter the building.
* PreK- goes directly to their classroom.
* K-3 students enter through outside doors to each classroom.
* 4-5 students enter through the East entrance (by fifth grade classroom).
* 6-8 students enter through the main MS/HS entrance.
* 9-12 students enter through the main MS/HS entrance.
* After 8am all students must enter through the main entrance.

**Classroom:**

* Students will be assigned a schedule and must follow that schedule at all times.
* Desks and tables will be socially distanced according to current guidelines.
* Desks/tables and high-touch surfaces will be cleaned and sanitized between each cohort or at least once daily.
* Hand sanitizer will be available in each classroom- students will use the sanitizer each time they enter or leave the classroom.
* Elementary will maintain morning and afternoon attendance logs; if a child leaves the teacher needs to inform the secretary for tracing purposes.
* MS/HS will take daily attendance to keep cohort logs.
* Roving staff must wear a face covering.
* All students will wear face masks and/or face covering.

**Bathrooms:**

* Bathrooms will be assigned based on grade.
* Bathrooms will be cleaned at least twice daily.

**Breakfast:**

* PreK-1 teachers will bring students to the cafeteria.
* 2-5 teachers will pick up their breakfast coolers from the cafeteria.
* 6-12 students will grab from cafeteria upon entrance to the building.
* All students must wash hands or use sanitizer before eating.
* Coolers will be placed outside the classroom doors for pick-up.
* Place food garbage (please tie the bag) in the halls for pick-up.
* Breakfast should be finished by 8:15; students who are late will be provided a milk and granola bar.

**Recess:**

* K-5 students will enter/exit from assigned doors (k-3classroom do to outside and 4-5 from East entrance).
* Students will sanitize their hands before exiting and upon entering the building.
* Each grade will assigned recess time and locations.

**Lunch:**

* PreK – 2 will rotate through the cafeteria with sanitations between.
* 3-5 will be served in their classrooms.
* Students will sanitize or wash their hands before and after eating.
* Trash cans in the hallways will be used to collect lunch garbage.
* MS students will eat in Pioneer Hall.
* High school students will eat in the cafeteria.
* 6-12 Students eating inside are not allowed to leave until the bell.
* MS/HS will re-enter the MS/HS building through their assigned doors.
* Staff serving lunch will follow current CDC guidelines.

**School Departure:**

* PreK- will be picked up south facing classroom door.
* K – 5 Will be released for pick up on playground side of the school
* Walkers will still be walked across the railroad tracks before release.
* Due to social distancing guidelines, parents please do not get out of your cars.

***Notes:***

* Administration are the designated social distancing contact. If a staff member or parent has concerns about a specific protocol/routine, or notices problems associated with proper social distancing that person will notify admin. Admin will log all concerns and document any corrective actions needed.