

Uphaus ECC

Reopening Plan

2020-2021

IN RESPONSE TO COVID-19



Anita Uphaus Early Childhood Center

Reopening Plan 2020

Welcome Panda Families,

The first day of remote learning began on September 8, 2020. Anita Uphaus ECC will provide remote learning for the first four weeks and on October 5th begin to phase in face to face learning.

While I am excited to begin the school year, I also understand many, including myself, are concerned and anxious about what this school year will bring with the many changes that are happening due to COVID-19. This year presents unique opportunities and challenges for us all. The Uphaus staff is committed to making the best of the situation and ensuring all young learners are provided with the best education possible. My top priority in reuniting our community is the health and safety of our students, faculty/staff and parents.

Although students will not be on campus while receiving remote instruction, we understand the importance of having a nutritious meal. AISD food services will provide curbside meals from 10:30 am-12:30 pm, at Uphaus from Monday through Friday through December 2020.

Please find our "Reopening Plan" in this document in two parts:

- Remote & On-Campus Learning
- Return to School Protocols

The Reopening Plan represents our most current thinking and is still a work in progress. We have solicited feedback from the Uphaus community and AISD District Division of Operations as we have drafted this plan.

Please read through the plan and let us know if you have any questions. Thank you in advance for your willingness to follow the procedures and expectations during these times. We look forward to working with you to ensure your young learners have the best educational experience possible while being safe.

Kindly, Claudia Santamaria, Principal of Uphaus

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Introductions & Campus Priorities

INTRODUCTION & CAMPUS PRIORITIES

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

1. Maintain the health, wellness, and safety of the entire school community
 - Flexibility for our most at-risk students, staff, and families
 - Compliance with social distancing recommendations and PPE as required
 - Preparedness for responding to local, state, and federal orders

2. Support students' academic and emotional wellness while maintaining home and school balance.
3. Provide all students and families access to quality educational materials aligned to the TEKS and to the supports needed to successfully access those materials.
4. Empower educators to design learning experiences in order to continually assess and meet the individual learning needs of each student.
5. Provide all educators, students, and parents needed support, encouragement, compassion to ensure their success.

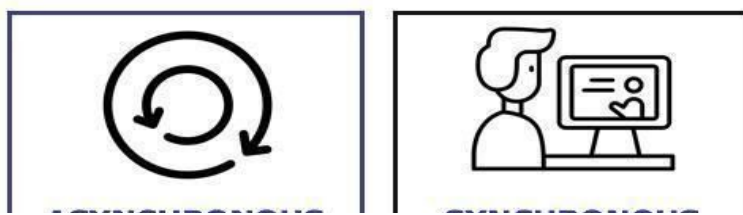
Remote Learning & Face-to-Face Learning

At this time, The model of instruction for the first 4 weeks of school is 100% virtual learning. On October 5th, we will begin to phase in on campus learning. As the number of students may change over the course of the year, staff will need to remain flexible to accommodate serving each student in either remote or online instruction.

In order to maintain the movement of students between remote and on-campus learning it is paramount that we maintain fidelity in the classroom. As students potentially flow from remote to on-campus or on-campus to remote, our goal is to maintain a consistency in learning so students will maintain growth. Uphaus teachers will implement the model of Asynchronous and Synchronous Instruction.

Asynchronous instruction refers to self-paced instruction where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone. For students engaged in the day, they would be marked as present. Engagement is defined as progress in the Learning Management System (LMS) made that day; Progress from teacher to student interaction made that day; Evaluating the completion and understanding of assignments that day.

Synchronous instruction is similar to on-campus learning. It is two-way, real-time, live instruction between students and teachers through the computer or other electronic devices or over the phone.



Instructional Schedules

Description: Students and teachers will have time to interact and build a community of learners in both on-campus and remote pathways. Students in remote settings will have schedules provided that matches or exceeds the following daily minimum across all grade levels. While we understand this schedule is dependent upon the percentages of remote learners and the evolving confirmed cases in our county, the proposed schedules are a guide for planning purposes. The implementation model provided is subject to change.

Uphaus teachers are deployed based on their strengths to be instructors in either remote or on-campus pathways. In the event that circumstances change in our community, all teachers will quickly pivot to remote learning if needed. From the beginning of the school year, all teachers will design lessons in our Learning Management System BLEND for on-campus learners and remote learners. There is likely to be student movement across models, and we are prepared to make this as seamless as possible.

Technology and Connectivity

- Beginning this fall, all Austin ISD students will be issued either a Chromebook (grades 3-12) or an iPad (grades PreK-2).
- [CLICK HERE](#) to access Fall 2020 Technology Request and Distribution Information.

On-Campus and At-Home Schedules

- The school day for students is 7:30AM-3:08 PM for PK3 and Kindergarten and 7:30AM-2:15PM for PreK

[CLICK HERE](#) for
Sample PreK-5th Grade
On-Campus Schedules

[CLICK HERE](#)
Sample PreK-5th Grade
At-Home Schedules

- PK3 & PK4: will be taught using asynchronous and synchronous learning opportunities with a minimum of 60 daily minutes.
- Kindergarten will be taught using asynchronous and synchronous learning opportunities with a minimum of 60 daily minutes, excluding Special Areas.
- Students will attend live sessions for community building, counselor guidance, teacher instruction and intervention or enrichment. These live lessons will allow peer-to-peer interaction and relationship connections with teachers. Campus counselors will set up one-on-one or small group guidance classes to support social and emotional learning.
- Content for core subject areas will be provided live by the teacher and supplemented by our campus instructional resources.
- Office hours will be available for one-on-one conferences during the day and before and after school for parent and student assistance.
- Include 30 minutes of recess time in the daily schedule and WOW time on face-to-face days without PE.

Attendance

- Attendance will be taken daily during synchronous learning with the Official Attendance Time.
 - Teachers will post attendance daily.
- During asynchronous learning by student interaction in BLEND and completion of work assigned.

Learning Management Systems

Our Learning Management System in Austin ISD is Blend for all grades. The Learning Management System (LMS) for grades PK-5th grade will be BLEND. All classes will be anchored in BLEND (Canvas) with links to SeeSaw for PreK-2nd grades. .



- Students learning remotely from home must be engaged in learning demonstrated by any of the following:
 - Daily progress via teacher-student interactions, as defined in the approved learning plan;
 - Daily completion and submission of assignments from student to teacher (potentially via email, online, Seesaw, mail, etc.)
- Teachers will arrange regular check-ins with students - either one-on-one, small or large groups settings. At a minimum, students and teachers will check-in at least once a day and attend the teacher-classroom connection for grades PK-5.
- Physical Education, Art, Music- a bank of exercises, physical activities, and resources will be provided.
- Content for core subject areas will be provided through BLEND and supplemented by our campus instructional resources.

Lesson Preparation

- All subjects will be taught - Language Arts, Math, Science, Social Studies, Art, Music, Physical Education.
- There will be asynchronous daily teacher-student touchpoints, which can include direct instruction, group work, independent practice, feedback, progress monitoring, and assessment.

Social Emotional Learning & Wellness

- The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on students and staff. Uphaus Staff will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building, and successful transitions to new schools, classrooms, and environments, whether in-person or through distance learning.

- Mental health resources and partnerships within schools and the county will offer another critical layer of support for students, families, and staff.
- Daily class meetings will take place synchronously with your child.

Counselor Guidance

- Students will attend live sessions for community building, counselor guidance, and intervention or enrichment. These live lessons will allow peer-to-peer interaction and relationship connections with teachers. Campus counselors will set up one-on-one or small group guidance classes to support social and emotional learning as needed.

Grading

- Grades will be taken in every subject area according to AISD Board Policy. TEAMS will continue to be the gradebook of record.
- Grading will be the same as on-campus learning and outlined in our AISD District Handbook and policy. A complete AISD report card will be generated each 9 weeks.

Supports for Special Populations

Students with Disabilities

For students with disabilities, Uphaus ECC special education teachers will work with students and families to minimize barriers the student may experience in a remote setting. Our goal is to create multiple means of engagement through IEP's to generate student interest and motivation for learning, represent the information and content differently by providing leveled and personalized learning, and provide more affirmative and corrective feedback.

English Learners (ELs)

We pride ourselves in being a Dual Language Center. This means that when possible, we provide opportunities for all children to learn how to speak, listen and engage in the Spanish and English languages. Dual language will continue during remote and on campus learning. Formative English Language Development and Spanish Language development will be monitored and part of a student's progress in both languages. Family outreach and education will

be provided to support families' understanding of distance learning models and how to support their children's learning.

Section 504 Support

Section 504 Committees will review Section 504 Plans, including accommodations and support recommendations, for students attending Uphaus. Section 504 Committees may reconvene at any time during the school year to update recommendations to meet individual student needs.

Academic Interventions and Enrichments

- Teachers will serve students in daily small group instruction during the day. Data will determine the level of support and placement in the groupings.
- Study plans and student conferences will be used to provide a personalized approach to each student. These practices have been in place for multiple years and proven effective in accelerating student learning.

Ongoing Communication/Learning

Professional Learning Community (PLC) planning time is conducted every week for staff to connect with their peers and to build staff capacity in delivering on-campus and remote instruction.

Tools: Our main communication tools for parents and students will be the following:

- a. A bi-weekly newsletter & Family Zoom for school-wide communication
- b. SEE SAW for teacher-parent-student remote discussions
- c. Phone calls for teacher-parent discussions
- d. For real-time instructional support and delivery of content we will all communicate through Zoom
- e. School website: We will maintain general information on its status for the public on our main webpage at <https://uphaus.austinschools.org>

Parent/Guardian Roles and Responsibilities
<ul style="list-style-type: none">▪ Establish partnership with classroom teachers to ensure a smooth transition to remote learning.▪ Establish routines and expectations for working.▪ Assist your student in locating a space in the home that is ideal for learning.▪ Monitor communication from teachers and school.▪ Monitor completion and submission of class assignments daily.

- Take an active role in helping your child process their learning.
- Use teacher office hours to help strengthen asynchronous learning.
- Contact teacher and counselor for additional needs and supports for student learning.

Contact Us/Who to Contact

Teacher Hours: 7:30 a.m. - 3:30 p.m.

Office Hours: 7:30 a.m. - 3:30 p.m.



We are here to help! Please call the office at (512) 414-5520 or your child's teacher for any questions you may have about your child.

For Curbside Service

Text **512- 399-8623**

Return to School Safety Protocols

Return to School Safety Protocols

Assumptions

- Screenings will take place in vehicles for PK4 drop offs and will take place prior to campus entry.
- Screenings will take place outside the PK3 doors for parents dropping off children.
- Each Health Screening Station (HSS) will be staffed with one lead.
- Classrooms are limited to 7-10 students per room depending on ability to safely distance.
- A Staging Room will be available on campus for children who need to be picked up by a parent due to illness.
- Cafeterias are closed and meals will be served in classrooms.
- Gyms will be closed.
- All PPE purchased centrally and distributed to campuses.
- To ensure staff, students, and parents/guardians are aware of COVID-19 protocols, signage will be placed within and around each campus.

- ❑ Designated areas will be identified and clearly labeled for health screenings, and staging room.
- ❑ Safety messaging will be throughout the campus, considering appropriate messaging for different age level



Protocols for Screening and Isolation

Health Screening Stations-(HSS) is where students, staff, and authorized visitors (such as parents dropping off children for childcare) will complete COVID screening questions and have their temperature checked before entry into the school.

- Students departing buses will enter the main building through the front entrance on Friedrich Lane (see Campus Site Plan for locations)

- Students that are dropped off by a private vehicle will be screened inside the vehicle in the rear of the building. Students should stay in their cars until they have their temperature taken by staff and are cleared to enter the building.
- Students with an elevated temperature will be required to go home and follow the safety guidelines before returning to school.
- All staff performing screenings will wear the proper PPE.
- If a student does not have a mask, one will be provided.
- Just before entering the building, students will be required to use hand sanitizer.
- Staff will self-screen (before 7:15AM) using the AISD App prior to student arrival at one designated location.
- Maintain a health screening location at the main entry for students, staff, and authorized visitors.
- Tables at each screening station will include PPE supplies (masks, gloves, eye protection, no-touch thermometers, symptoms flyers, hand sanitizer, disinfecting wipes, etc.)

Staging Room is a designated space for students with COVID-related symptoms to wait until a parent/guardian can pick up the student.

- Will be designated space for students with COVID-related symptoms to wait until a parent/guardian can pick up the student.
- Assigned staff member (s) will monitor symptoms and wait with the student for parent/guardian pick-up. Staff member(s) will be present at all times.

Disinfecting Station is a designated space for disinfecting products so that students and staff may adhere to guidelines for disinfection and hand sanitation.

- A table or desk in an accessible location outside the classroom door for hand sanitizer, disinfectant wipes, and educator gloves for food distribution.
- All disinfecting and sanitizing materials will be purchased centrally and distributed to campuses.

Campus PPE KIT:

- Masks: due to limited national supply, staff and students will be encouraged to bring their own masks, however each person who arrives without a mask will be provided with one.
- Gloves
- Hand sanitizer*
- Disinfecting wipes*
- "No-touch" thermometers
- Eye protection for health screeners
- Signage package

*Each classroom will be supplied with hand sanitizer and disinfectant wipes

[Furniture Layout and for the classroom](#) is intended to be a guide to assure all student and staff work stations maintain the recommended social distancing requirements while allowing access to other functions of the room.

- Approximately 25% of the classroom capacity (based on student/staff ratios)
- 7 - 10 students per classroom for elementary schools

Food Services

- Breakfast and lunch will continue to be provided for our students BUT the cafeteria will be closed.
- All meals will be delivered to the classrooms and students will eat in their classrooms.
- Please note, we will no longer accept outside delivery of food to the campus so please make sure your child has his/her/their lunch kit with them unless eating our delicious cafeteria meals.
- Families may apply for free or reduced meals here:
<https://www.austinisd.org/nutrition-food-services/applications-payments>
- Families may also deposit funds in their child's meal account at:
<https://www.schoolcafe.com/>

[Protocols for Positive COVID-19 Cases on Campus](#)

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, and all additional areas throughout the school facility.

[Protocols for Campus Visitor](#)

Visitor Screening/PPE Requirements

- All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.
- Parents who attempt to enter the campus will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Austin ISD facility.
- If visitors have COVID-19 symptoms, close contact or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any individual(s) permitted to proceed beyond the front office area must follow all safety and campus protocols.
- No visitors will be allowed to eat lunch with their child.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff. Uphaus custodial staff will continuously disinfect high-touch areas throughout the school day on each campus and athletic facilities.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in the cafeteria and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of district provided hand sanitizer.

Teachers will be responsible for:

- Providing hand sanitizer upon entry to classroom wing and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

Uphaus Custodial Staff will Implement robust cleaning procedures:

- Clean high touch surfaces multiple times a day (bathrooms, handles, office equipment)
- Daily cleaning of the entire campus
- Deep cleaning on a weekly basis
- Adjusted cleaning schedules

Engage staff:

- Establish disinfection stations for students and staff upon arrival
- Staff to wipe-down areas before and after use
- Display effective sanitation measures
- Educate staff on proper hygiene and cleaning procedures

Protocols for Meetings and Common Areas

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Uphaus Staff will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- There will be procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices to the greatest extent possible.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/video conferencing is preferred when possible, including PTA, CAC meetings, ARDs, LPAC, and events.
- If meetings must be held in person, all social distancing protocols will be implemented:
 - Facial coverings
 - Six-feet social distancing when possible
 - Limiting the sharing of materials/supplies

Campus Health and Protocols

Training

On the first day a student attends school on campus, staff will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover coughs or sneeze with their elbow. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols and Procedures	
Students	<p>Students will participate in training specific to newly adopted health and safety protocols.</p> <ul style="list-style-type: none"> • All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas. • If a student is experiencing symptoms they need to immediately notify a teacher.
Parents	<ul style="list-style-type: none"> • Parents are asked to talk to their child about COVID-19 symptoms and prevention strategies
Staff	<ul style="list-style-type: none"> • Staff attends training and develop classroom procedures consistent with TEA, District and CDC guidance • All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas. • All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival and Dismissal

Arrival: Separate entrances will be utilized for car riders, bus riders, walkers and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to their classrooms when they arrive at school. Parents will not be allowed to walk students to classrooms. Building will open at 7:30am for the arrival of students.

Dismissal: We will continue to use our staggered dismissal by the groups of walkers, car riders, bus riders and grade levels. This will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Separate exits will be utilized for car riders, bus riders, walkers and daycares. Parents picking up students during the day will call ahead using the Curbside Service so that students can be sent or accompanied to parent vehicles upon arrival. Dismissal will be 2:15pm for PK4 and 3:08pm for Kindergarten and PK3. PK3 half day will be for the AM group 7:30-11:30am and 11:30-3:08pm for the PM group. Call the main office for questions: 512-414-5520.

Bus Transportation

Bus Arrival & Dismissal	
Student	<p><i>Arrival</i></p> <ul style="list-style-type: none"> • Students will load and unload the bus at staggered times at the direction of the bus driver. • As students depart from the bus, they should immediately walk to the screening station and then straight to their classroom. • Students will not congregate with other students after exiting the bus. • Students should maintain appropriate social distancing guidelines as they enter the building and report their homeroom. <p><i>Dismissal</i></p> <ul style="list-style-type: none"> • Students will wait in their homeroom for their dismissal number to appear on the screen. • Students will load onto the bus at staggered times at the direction of the bus driver. • Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.
Staff	<ul style="list-style-type: none"> • Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks when appropriate and direct students to waiting areas. • Staff will ensure social distancing during arrival and dismissal. • During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

Car Riders	
Students	<ul style="list-style-type: none">● As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.● Students will remain at a social distance while waiting to be picked up in the car rider area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.
Parents	<ul style="list-style-type: none">● Parents should follow pick-up protocols regarding how to pick up their child by displaying their Silent Dismissal card.● Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from the campus.
Staff	<ul style="list-style-type: none">● Assigned staff supervises student arrival, ensures students are waiting in designated areas and encourages students to maintain desired social distance between students and masks when appropriate.● Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Group or pair work can be implemented while maintaining physical distancing.

- In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- All non-essential movement around school should be avoided.
- Some areas of the school will become one-way.
- If groups of students are moving during lessons (e.g. for Special Areas etc), staff should supervise and ensure that they use the shortest route possible.
- Staff not assigned to a classroom should not enter a classroom for any reason.

Classroom Arrival	
Students	<ul style="list-style-type: none"> ● After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat. ● Students should avoid touching high-touch areas if possible.
Staff	<ul style="list-style-type: none"> ● Staff should prop doors open to allow for additional ventilation during class and in between classes so students do not touch doors or handles.

Water Fountains	
Students	<ul style="list-style-type: none"> ● Students are expected to bring their own reusable water bottle throughout the day and expected to take water bottles home to be cleaned on a daily basis.
Parents	<ul style="list-style-type: none"> ● Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis. ● Parents are asked to assist their child as needed to clean water bottles on a daily basis.
Staff	<ul style="list-style-type: none"> ● Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains. ● Monitor that students take water bottles home to be cleaned.

Recess & Playground

Training will be provided for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Teachers will limit the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

Cafeteria and Gymnasium

At this time, the cafeteria and gymnasium are closed to students and staff. Students will eat lunch in their classroom.