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Safe Reopening Plan

Carmel Del Mar School

Appendix A



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6

Staff and students will wash their hands or use hand sanitizer frequently throughout the day.



Section 6: B

School site teams develop systems, schedules, and signage for bathroom use to ensure no more than two/three individuals are inside the bathroom at one time.

1. Shared bathrooms (100 and 300 building) will allow for no more than three students at the same time.
2. A visual (hook/magnet) system will be used to identify how many students are in the bathroom. This system will be placed on the exterior of each bathroom door for students to use when they enter/exit the bathroom.
3. When there are 3 passes on a bathroom door, a student will wait outside. There will be markers/decals on the ground to denote where to wait in line to use the bathroom.
4. CDM staff will teach the bathroom use system to all students so they understand how to use the bathroom in a safe and physically distanced manner.



Section 6: C

School site teams develop routines for regular handwashing. Regular hand washing includes before and after eating, after coughing and sneezing, after being outside and before and after using the restroom.

1. Staff will train students in appropriate hand washing techniques. They will also explain the importance of avoiding contact with one's eyes, nose, and mouth and covering coughs and sneezes.
2. Students must wash or sanitize their hands as they enter their classrooms.
3. Hand sanitizer will be available through both automatic and traditional dispensers in classrooms and in strategic locations around the CDM campus.
4. Time will be allotted throughout the day for students and staff to wash or sanitize their hands. Minimally, students will be provided time for hand hygiene at the beginning of the school day, before/after recess, before/after lunch, after using the restroom, after coughing/sneezing, and when changing learning locations (i.e. returning to the classroom from using the outside classroom).
5. Site custodians will ensure an adequate supply of soap, hand sanitizer, tissues, etc. to support the hygienic needs of students and staff.
6. Additional sinks for handwashing have been installed outside of the bathrooms in the 100 and 300 building.

15

The school will maintain physical distancing between students, as practicable.



Section 15: A

The school will maintain physical distancing between students, as practicable *during school buses/stops.*

1. Families and students will be provided with the information they need in order to physically distance at bus stops.
2. Our FLS staff and administration developed a plan regarding a drop-off space for the busses who transport our students to school.
 - a. FLS staff will wait by the end of the driveway beginning at 8:00am each morning.
 - b. Students will be dropped off in this location and will be greeted by FLS staff.
 - c. FLS staff will walk students to their classroom where they will be assessed via visual wellness checks and temperature checks with no-touch thermometers to ensure their temperature is below 100°F.
3. Our FLS staff and administration developed a plan regarding a pick-up space for the busses who transport our students to/from school.
 - a. FLS staff will walk our students to the end of the driveway at 1:30pm each afternoon (M, Tu, Th, Fr) and 1:00pm (Wed).
 - b. Students and FLS staff will remain in this location until the bus drivers are able to load our students onto the bus.



Section 15: B

The school will maintain physical distancing between students, as practicable *during daily symptom checks.*

1. Before school, parents/guardians will screen students by checking their child's(ren's) temperature to determine it is below 100°F and visually observe for symptoms. Parents need to keep their child(ren) home if they have a fever, symptoms consistent with COVID-19 or if they have had direct contact with a person diagnosed with COVID-19.
2. Each classroom teacher will have their own contactless thermometer.
3. As students arrive at school, they will be assessed via visual wellness checks and temperature checks with no-touch thermometers to ensure their temperature is below 100°F:
 - a. Teachers will take students' temperature when they enter the classroom.
 - b. Teachers will conduct a daily symptoms check for the students in their class via observation.
 - c. Staff will follow our district's protocol should a child arrive with a temperature of more than 100°F and/or have symptoms of COVID-19 by sending them directly to the Health Office.
4. CDM staff will teach the daily temperature and symptoms check-in system to all students in their class so they understand how to engage in this process in a safe and physically distanced manner.



Section 15: C

The school will maintain physical distancing between students, as practicable *while students are entering campus and waiting for their first class to begin.*

1. To maximize physical distancing upon entering our campus, we will encourage students to enter through the following gates:
 - a. Kinder Gate - K & 1st
 - b. West/Back Gate - 2nd & 3rd
 - c. B&G's Club Gate - 4th & 5th
 - d. ASP Gate - 6th
2. CDM families are encouraged to drop-off their children at their youngest child's designated entry gate. In each family, the older children will be required to walk to their designated entry gates.
3. Students begin the day by entering campus and physically distancing as practicable from others as they walk directly to their classroom.
4. Students will enter their classrooms between 8:00-8:15am and engage in the daily temperature and symptoms-check process which needs to be completed as soon as possible.



Section 15: D

The school will maintain physical distancing between students, as practicable *during meal periods. (MUST BE 6ft. APART WHEN EATING)*

1. Each cohort will eat within a designated zone/area around the CDM campus.
2. Each cohort, K-6 and FLS, will have a designated zone/area where they will eat snacks and lunch. These areas have been selected to support the 6ft. physical distance required between students when they are eating.
3. Physical “markers” will be used to denote where students can sit to support them in ensuring 6ft. of physical distance between them.
4. Students will assist with cleaning their specific eating area before they go to recess.



Section 15: E

The school will maintain physical distancing between students, as practicable *during recess*.

1. Each cohort's students will play in a similar area during each recess period. For 1st-6th, these areas include, but are not limited to: play structure/swings/primary handball courts, upper handball courts, four-square, basketball courts, field, etc.. At CDM, we will divide these areas into play zones for ease of keeping cohorts separate while playing.
2. Each cohort's students will play in a similar area during each recess period. For kindergarten and FLS, these areas include, but are not limited to: basketball, "hop-along" track, sandbox, play structure, "dots," small soccer field, handball, four-square, etc. At CDM, we will divide these areas into play zones for ease of keeping cohorts separate.
3. Each cohort will have their own playground materials - i.e. soccer ball, basketballs, cherry balls, etc. - to utilize during recess.
4. All cohorts will follow a schedule to rotate through each play zone on a regular basis.
5. Staff will need to monitor students, by cohort, during recess.



Section 15: F

The school will maintain physical distancing between students, as practicable *in classrooms and other learning spaces.*

1. When utilizing shared learning spaces, such as the MUR or library, staff will schedule their cohorts for these spaces - via an electronic CDM calendar - to ensure cohorts transition to/from these spaces when they are available.
2. When utilizing shared learning spaces, such as the MUR or library, there will be one entry-point marked to enter the space and another exit-point to exit the space to ensure there is physical distancing between students and no mixing between cohorts.
3. Classroom teachers will set up quiet rooms to ensure the furniture selected and the number of students who can use the space at the same time is limited to support physical distancing.
4. Classroom teachers will utilize the space just outside of their classrooms for students to access during the school day. Excess classroom furniture, lunch tables, picnic tables, and grassy areas outside of the classroom will provide additional spaces for children to learn.
5. Hallways will be marked to support “traffic patterns” that will aide in the transition of cohorts from one learning space to another without commingling with students outside of their cohorts.



Section 15: G

The school will maintain physical distancing between students, as practicable *in restrooms*.

1. Site administration in conjunction with our custodial staff determined the physical distancing plan for the shared bathroom spaces at CDM (100 and 300 buildings) can support three students at a time while maintaining physical distancing as practicable.
2. There will be decals on the ground identifying physically distanced spaces where students can wait to enter the bathroom if it is already full (3 students).



Section 15: H

The school will maintain physical distancing between students, as practicable *while students are exiting the campus.*

1. Dismissal will be staggered by students' last names, in three waves at the end of each school day to support students in maintaining physical distancing as they exit the campus.
2. Dismissal locations will be designated to maximize physical distancing. At dismissal, all cohorts will leave campus via the following exit points:
 - a. Kinder Gate - K & 1st
 - b. West/Back Gate - 2nd & 3rd
 - c. B&G's Club Gate - 4th & 5th
 - d. ASP Gate - 6th
3. Families picking up should do so at their youngest child's designated exit point. For families with more than one student - the older child will be required to leave campus via their designated exit gate and walk around to connect with their younger sibling(s) near their exit gates. CDM families will develop a plan for their children's sibling reunification.
4. After School Program staff will be waiting for students in the following covered areas when they are dismissed from their classrooms: Students in K-2 will wait in the kindergarten lunch area; and students in 3-6 will wait in the amphitheater. All students will physically distance from one another while waiting for their program to begin.



Section 15: I

The school will maintain physical distancing between students, as practicable *during after-school programs.*

1. Enrollment has been limited to ensure maximization of space.
2. Classrooms are limited to 15 children and 1-to-2 adults throughout the day.
3. Every effort has been made to maximize space and distance inside and outside.
4. There will be staggered lunches, snacks and recesses in different zones.
5. Student transition from school at the end of the day to after-school programs will be coordinated to minimize interactions between cohorts of students.
6. Instructional staff will utilize outdoor spaces for students to access during after-school programs.

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In order to ensure physical distancing to the greatest extent practicable.



Section 16: A

In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Determine ingress and egress points on campus.*

1. A variety of ingress and egress points will be designated to maximize physical distancing as practicable:
 - a. Kinder Gate - K & 1st - (8 cohorts)
 - b. West/Back Gate - 2nd & 3rd - (7 cohorts)
 - c. B&G's Club Gate - 4th & 5th - (5 cohorts)
 - d. ASP Gate - 6th - (3 cohorts)

2. The gates in each of these locations will be opened as much as possible to support physical distancing to the greatest extent practicable as students enter and exit our campus.



Section 16: B

In order to ensure physical distancing to the greatest extent practicable, the following is in place: *Stagger recess and lunch time as appropriate.*

1. Lunch and recess times will be staggered to ensure physical distancing to the greatest extent practicable.
 - a. Our schedule will stagger recess and lunch by grade levels and take into account how many classes can eat and play at the same time while ensuring physical distancing to the greatest extent practicable.
2. Recess schedules will be developed in a staggered manner within discrete blocks of time, snack/meal areas, and play zones.
3. Lunch schedule will be developed in a staggered manner within discrete blocks of time and specified eating areas.
 - a. Blocks of time will minimize the number of cohorts eating lunch at the same time and allow for physical distancing.
 - b. Time will be factored in to allow for cleaning of meal areas and transitions of cohorts from play zones back to classrooms.
4. Arrows on the ramps that lead to/from the blacktop and field will signal that one ramp will be used to transition “down” to the play areas and one ramp will be used to transition back up from the play areas.

17

The school will limit student mixing with the following measures to the greatest extent practicable.



Section 17: A

The school will limit student mixing with the following measures to the greatest extent practicable. *Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.*

1. Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
2. Class sizes for all grades on the CDM campus will be:
 - a. An average of 15-19 students in K-3.
 - b. An average of 18-21 students in 4-6.
3. Site-based service models for STEAM+ and Special Education are being developed to limit student mixing; staff that interact with multiple cohorts of students will maintain 6ft. distance from staff and students in their classrooms.



Section 17: B

The school will limit student mixing with the following measures to the greatest extent practicable. *Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.*

1. Each cohort is defined as one class of students and their teacher; students will remain with their cohort throughout the school day.
2. At CDM we plan to keep the same students and teacher/staff with each cohort, to the greatest extent practicable.
3. At CDM we will develop daily/weekly schedules that honors minimizing movement of each cohort.



Section 17: C

The school will limit student mixing with the following measures to the greatest extent practicable. *Schedule recess activities in separated areas designated by class.*

1. Each cohort's students will play in a similar area during each recess period. For 1st-6th, these areas include, but are not limited to: play structure/swings/primary handball courts, upper handball courts, four-square, basketball courts, field, etc. At CDM, we will divide these areas into play zones for ease of keeping cohorts separate and to provide opportunities for free choice during recess.
2. Each cohort's students will play in a similar area during each recess period. For kindergarten and FLS, these areas include, but are not limited to: basketball, "hop-along" track, sandbox, play structure, "dots," small soccer field, handball, four-square, etc. At CDM, we will divide these areas into play zones for ease of keeping cohorts separate and to provide opportunities for free choice during recess.
3. We will teach and encourage students to engage in recess games/activities that do not require physical contact or for students to be in close proximity to one another.
4. Each cohort will have their own playground materials - i.e. soccer ball, basketballs, cherry balls, etc. - to utilize during recess.
5. All cohorts will follow a schedule to rotate through play zones on a regular basis.
6. Recess times will be staggered to ensure physical distancing to the greatest extent practicable.
7. Staff will need to monitor/supervise students, by cohort, during recess.



Section 17: D

The school will limit student mixing with the following measures to the greatest extent practicable. *Limit the use of common use areas such as lunch areas, libraries, MURs, and STEAM+ classrooms when practicable.*

1. When utilizing shared learning spaces, such as the MUR or library, staff will schedule their cohorts for these spaces - via an electronic CDM calendar - to ensure cohorts transition to/from these spaces when they are available and limit student mixing.
2. When utilizing shared learning spaces, such as the MUR or library, there will be one entry-point marked to enter the space and another exit-point to exit the space to ensure there is no mixing between cohorts and physical distancing between students.
3. Specific areas/sitting zones have been identified as places to eat coupled with a staggered lunch schedule will minimize student mixing.
4. Site-based delivery models for STEAM+ have been developed to limit student mixing; staff that interact with multiple cohorts of students will maintain 6ft. distance from students in their learning environment.
5. Hallways will be marked to support “traffic patterns” that will aide in the transition of cohorts from one learning space to another in an effort to limit commingling between cohorts.



Section 17: E

The school will limit student mixing with the following measures to the greatest extent practicable. *Eat snacks and meals outdoors or in classrooms.*

1. Recess and lunch schedules will be staggered to ensure physical distancing to the greatest extent practicable.
2. A variety of eating areas/sitting zones have been identified around the CDM campus as places for students to eat snacks and meals while minimizing student mixing.
3. At CDM we will not be mixing cohorts at any time during the school day.

18

**The school will maximize space
between student seating.**



Section 18: A

The school will maximize space between student seating. *Teacher desk and other staff desks will be at least six feet away from student seating.*

1. Teachers will rearrange and minimize furniture needed to support students' learning in their classroom to ensure their teaching station/desk/podium is at least six feet away from students seating.
2. Staff who enter the classroom will maintain a minimum of six feet from student seating, and their teaching stations will be positioned at least six feet away from student desks.
3. Teachers and instructional staff will use plexiglass dividers when working with small groups of students. Students will use plexiglass dividers when working in collaborative groups.
4. Teachers will use technology (i.e. for projection, recorded lessons, etc.) to support the teaching and learning in their classrooms while maintaining physical distancing as practicable.
5. Teachers and instructional staff will explicitly teach students about physical distancing in their classroom and will provide visual supports around the room to support students' distancing as practicable.



Section 18: B

The school will maximize space between student seating. *Space will be maximized to promote distancing inside and outside of the classroom.*

1. Teachers and instructional staff will rearrange and minimize furniture needed to support students' learning to promote distancing inside their classrooms. Excess classroom furniture will be removed and stored in an alternate location.
2. Teachers and instructional staff will utilize the space just outside of their classrooms for students to access during the school day. Excess classroom furniture, lunch tables, picnic tables, and grassy areas outside of the classroom will provide additional spaces for children to learn.
3. Cohorts will have outdoor learning spaces (semi-permanent tents) to utilize throughout the school day.
4. Teachers and instructional staff will schedule time for outdoor learning as a part their daily schedules, K-6.
5. Students will have individual supplies - i.e. pencils, scissors, crayons, highlighters, pencil boxes, headphones, etc.
6. Students will use clipboards, whiteboards or lap-desks to support them while they engage in learning at lunch tables, on the classroom floor, on the grass, etc.
7. Routines established for students to submit assignments will minimize contact.



Section 18: C

The school will maximize space between student seating. *If employees cannot maintain physical distancing with students, they should ensure that they are using proper PPE and following hygiene protocols.*

1. Students and staff are encouraged to bring face coverings from home. Disposable face coverings are available for students and staff, and face shields are available for all instructional staff.
2. All students, K-6, and staff will be required to wear their face coverings throughout the school day unless they are eating (snack/lunch).
3. CDM staff will teach students how to properly wear their face coverings; posters on campus will provide additional visual reminders for students.
4. CDM staff will teach students how to sanitize/clean-up after themselves in all areas of their classroom.
5. Several plexiglass study carrels are available for each general education classroom, and for special educators and instructional assistants.
6. Teachers will use plexiglass dividers when working with small groups of students. Students may use plexiglass dividers when working in collaborative groups.
7. For portions of the day, a face shield may be used in tandem with a mask for an additional layer of protection.