**Milbrook Elementary School’s Reopening Information**

**School Hours: 8:40 am – 3:25 pm**

**Introductory statement: Please read the information below for our school protocols during COVID-19. We look forward to welcoming students back to our school in a safe and orderly manner.**

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| **Arrival & Dismissal Procedures:**   * Students arriving by bus will be escorted off the bus and lined up on markers six feet apart. They will be walked to classroom doors for grades 1/3. Students in grade 2 will enter through the front doors and students in grades 1 and 4 will enter through the hallway doors near the relocatable trailers. Grade 5 students will report to their trailers and line up on markers on the ramp, 6 feet apart. * Car riders will drive through the parking lot and stop by the teacher stationed on the sidewalk. The teacher will indicate when the student can exit the car. The student will stand on a marked spot until another adult takes them to their classroom. * Walkers will go to either their outside classroom doors 1/3, front doors grade 2 and hallway doors closest to trailers for grades 2/4. Grade 5 students will report to their trailers and line up on markers on the ramp, 6 feet apart.   **Dismissal:**   * Walkers will leave from the same door they entered from in the morning. Grade 1: classroom doors, Grade 2: front doors, Grade 3, classroom doors, Grade 4, 2nd hallway exit on side of building near trailers and 5th graders directly from trailers. | **Face Covering:**   * Face coverings are required for all persons in a BCPS facility or vehicle as well as on BCPS property. Face coverings are required during transportation to/from school on a bus as well as outdoors on campuses. * Each school, office, and school bus will have a supply of disposable face coverings for students and employees who forget their face covering or whose face covering becomes soiled or damaged. |
| **Screening & Stay Home When Appropriate:**   * All employees and students are expected to screen themselves daily for symptoms of COVID-19. * **Remain home** if you have symptoms, confirmed COVID-19 illness, had recent contact with a person with COVID-19 and/or awaiting test results. * Parents will receive a screening checklist and magnet with the screening practices. | **Social Distancing:**   * Classroom furniture is arranged to provide 6-feet separation between students, when possible. * Reduce gathering of students in any area – refer to changes in arrival and dismissal procedures and movement in the hallways. |
| **Hand Hygiene:**   * Times for handwashing or use of hand sanitizer to include before and after meals, upon arrival to schools’ offices and home, before and after use of any shared items, after use of the restroom, after sneezing/coughing and other time hands are contaminated. | **Breakfast & Lunch:**   * Breakfast will be handed out to students near the front entrance. Students will take this to their classrooms to eat. Trash cans will be placed outside of each door for student to put trash. * Late students who would like breakfast will be given this when they stop in the office to sign in for a late pass. * Bag lunches will be brought to classrooms. * Coverage will be provided for the teacher to take a duty free 30- minute lunch. * Trash cans will be placed outside classrooms for lunch trash. Students will place their trash in the cans, and they will be removed from the hallway after the lunch period. |
| **Supplies & Devices:**   * Students will bring computers and chargers to school with them each day. We will provide them with a computer bag on the first day in the building. * Individual supplies will be used as much as possible. * If students are re-using community items, they will be cleaned in between cohort use. * Math manipulatives will be given to individual students. They will have their own box of materials to use in school. | **Visitors:**   * To visit a BCPS school, visitors must have an appointment. * Visits will be conducted remotely or outside, whenever possible. * If an indoor visit is required, visitors will be required to wear a face coverings and practice social distancing. * The number of people admitted to the building will be limited. |
| **Late Arrivals:**   * Students will buzz the front door. Parents will be asked to remain outside, and the student will come into the office for a late pass. An adult will walk this student to their classroom. | **Early Dismissal:**   * Parents must call the office. They will then buzz the front door when they arrive. The child will be walked to the door. Staff will ask parent to hold up ID to verify the person’s identity and then the child will be released. |