Scioto County Career Technical Center

Remote Learning Plan

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General Guidelines

- ❑ Masks or face shields must be worn. You may wear both if you feel it necessary. Masks must be worn all the time unless eating or drinking.
- ❑ Face shields will be provided for staff.
- ❑ Teachers must wear masks unless they are 6 feet away from students.
- ❑ Hand sanitizer will be provided for staff and students to utilize.
- ❑ Maintenance will wipe-down surfaces every day. If reused within 15 minutes, additional sanitizing must occur. Lysol kills the virus within 2 minutes.
- ❑ Open windows and doors in classrooms in order to help with ventilation.
- ❑ Individuals with positive tests MUST be isolated for 10 days. Isolation is for positive cases only.
- ❑ Any individuals that have been within 6-feet of a person with a positive test for longer than 15 minutes must be quarantined for 14 days even if one or both were wearing masks at the time of the interaction. Under this condition a negative tests does NOT remove a person from quarantine.
- ❑ All students and staff must be fever-free for 3 days (regardless of the reason for the fever) before returning to school.
- ❑ Scioto County Health Department will contact school if a positive case is recorded affecting our population.
- ❑ Anyone with a fever should be tested if the fever does not dissipate within 3 days.
- ❑ Busses:
    - ❑ Everyone wears masks
    - ❑ One per seat.
    - ❑ Assigned seats
    - ❑ Open windows on bus to increase ventilation
    - ❑ Face shields for bus drivers will be provided
- ❑ 6-feet social distancing between individuals at all times.
- ❑ No field trips permitted.
- ❑ Do not congregate or socialize unnecessarily.
- ❑ Remain in your assigned space or area and only go to other areas out of necessity.
- ❑ Social distancing protocols must be adhered to at all times: avoid mass gatherings, maintain distance from others.

- ❑ Employees are encouraged to wash hands frequently; no gloves will be issued and we are not requiring their use unless you are a custodian or maintenance personnel.
- ❑ Face coverings are not required while working in an individual classroom/lab/office when by yourself.
- ❑ Adequate training will be provided for staff on Covid-19 policies.
- ❑ The district will encourage students to wash hands and practice good personal hygiene.
- ❑ The district will sanitize common areas during the school day.
- ❑ The district will have signs throughout that encourage social distancing/spacing and hallway flow.
- ❑ Labs will follow industry based standards on safety as guidelines.
- ❑ Students will have an assigned seat in every classroom/lunch area to help with contact tracing.
- ❑ By entering any building, you are acknowledging that:
- ❑ You will not bring anyone into the building with you (no exceptions).
- ❑ You have no known exposure to a person who has tested positive for COVID-19 or is suspected of having COVID-19.
- ❑ Your temperature is below 100.5 degrees within an hour prior to entering the building.
- ❑ You will wash your hands prior to using supplies and equipment in common areas. Individuals should wash their hands for 20 seconds with warm water and soap before touching any surfaces or participating in lab or work activities
- ❑ You commit to wiping down any surfaces that you touch (wipes will be provided if needed) i.e. copy machines, counter tops, phones, door handles, light switches, desk tops, keyboards, mice, etc.
- ❑ You will maintain social distancing guidelines.
- ❑ All students and staff should bring their own food and drinks, and they should not be shared.
- ❑ Bottled water will be dispersed to each lab/classroom and office areas.
- ❑ Every effort will be made to ensure the safety of staff and students.
- ❑ This plan is fluid and could change drastically based on guidance and requirements from the CDC, ODE, and the Scioto County Health Department.

Scioto County CTC Restart Plan

❏ Level 1: Yellow

- ❏ All students attend on normal schedule.
- ❏ Masks will be mandatory for all students and staff members.
- ❏ Additional cleaning and sanitizing completed at the conclusion of every block.
- ❏ Breakfast and lunch will be provided in the cafeteria and cafeteria annex, and lunch times will remain split by grade level (seniors lunch A, juniors lunch B).
- ❏ CDC guidelines will be provided to staff and followed based on program and industry recommendations.

❏ Level 2: Orange

- ❏ All staff will report following normal schedule.
- ❏ SCCTC will be operating on a Program-Only Rotation with a 50% reduction in program class size.
- ❏ Students will operate on a rotation schedule. Junior students will attend one week with half coming on Monday/Tuesday and the other half on Wednesday/Thursday. Seniors will attend the alternate week with half coming on Monday/Tuesday and the other half on Wednesday/Thursday. This weekly rotation will continue for all of 1st semester.
- ❏ North campus bus will be waiting for students to load as soon as the students arrive.
- ❏ Students will go directly to lab instead of going to the cafeteria or Belcher in the mornings to limit exposure. No busses will unload prior to 8:00 AM.
- ❏ No students will attend on Fridays. This day can be used for a variety of staff activities, such as lesson planning, grading, Google Classroom updates, teacher meetings, professional development, etc. and staff will receive an agenda for Friday with the weekly update each week from the building principal. Students will complete online lessons.
- ❏ Breakfasts and lunches:
    - ❏ Students will not be going to the cafeteria or cafeteria annex for meals. Instead, students will be eating either in the lab or in the related classroom (principal will work with lab instructors to decide the appropriate plan).

- ❏ Academic instructors will cover 30 minutes of the lab instructor's lunch period.
- ❏ Educational aides and administrators will cover the other 10 minutes of the lunch periods (principal will provide the schedule to ensure coverage).
- ❏ Arrangements will be made to ensure students still have access and can receive meals on the weeks and days they are not in session.

❏ Duties:

- ❏ Academic instructors will cover 30 minutes of the lab instructor's lunch period (this will count as the academic instructor's duty)
  - ❏ We have 19 programs, and 3 are at north campus. Mr. Dunham will cover those lunches for the program instructors to ensure they have a duty-free period. We have 16 main campus programs, and 16 academic instructors. However, the three IS instructors are not required to have a duty, and 1 math instructor is OX, so that only leaves 12 academic instructors to match up with 16 programs. Supplemental staff will help cover these additional programs (counselors, coordinators, media specialist).
- ❏ Administrators will cover AM and PM duties.
- ❏ Educational aides and administrators will cover the other 10 minutes of the lunch periods (principal will provide the schedule to ensure coverage).

❏ All academic coursework will be completed online using Google Classroom.

- ❏ Academic instructors use the time during the day to interact with students online and communicate with students and family.
- ❏ During the time the academic instructors are covering the program lab instructors' lunches, the academic instructor will be checking to see if students need any materials or resources to help with their online learning. Academic instructors will return to the lab at the end of the day as needed to drop off materials or resources to students.
- ❏ Essential students: For the purposes of planning, our essential students will be recognized as special education students and

seniors who are credit deficient. Special attention will be given to ensure these populations receive all of the services needed to promote success.

- ❑ Restrooms:
    - ❑ Students will be restricted to certain restrooms only and will not be permitted to use other facilities.
    - ❑ Staff will continue to use the staff restrooms closest to their assigned area.
- ❑ Masks will be mandatory for all students and staff members.
- ❑ Additional cleaning and sanitizing performed in all labs.

❑ Level 3: Red

- ❑ All staff will report following normal schedule.
- ❑ SCCTC will be operating on a Program-Only Rotation with a 25% reduction in program class size.
- ❑ Students will operate on a rotation schedule. Junior students will attend one week for one day only (Monday/Tuesday students split again and scheduled for either Monday or Tuesday only, and Wednesday/Thursday students split again and scheduled for either Wednesday or Thursday only). Senior students will attend the following week for one day only (Monday/Tuesday students split again and scheduled for either Monday or Tuesday only, and Wednesday/Thursday students split again and scheduled for either Wednesday or Thursday only). Grade levels still alternate weeks as in Level 2 for all of 1st semester.
- ❑ North campus bus will be waiting for students to load as soon as the students arrive.
- ❑ Students will go directly to lab instead of going to the cafeteria or Belcher in the mornings to limit exposure. No busses will unload prior to 8:00 AM.
- ❑ No students will attend on Fridays. This day can be used for a variety of staff activities, such as lesson planning, grading, Google Classroom updates, teacher meetings, professional development, etc. and staff will receive an agenda for Friday with the weekly update each week from the building principal. Students will complete online lessons.
- ❑ Breakfasts and lunches:
    - ❑ Students will not be going to the cafeteria or cafeteria annex for meals. Instead, students will be eating either in the lab or in the

related classroom (principal will work with lab instructors to decide the appropriate plan).
    - ❏ Academic instructors will cover 30 minutes of the lab instructor's lunch period.
    - ❏ Educational aides and administrators will cover the other 10 minutes of the lunch periods (principal will provide the schedule to ensure coverage).
    - ❏ Arrangements will be made to ensure students still have access and can receive meals on the weeks and days they are not in session.
- ❏ Duties:
    - ❏ Academic instructors will cover 30 minutes of the lab instructor's lunch period (this will count as the academic instructor's duty)
        - ❏ We have 19 programs, and 3 are at north campus. Mr. Dunham will cover those lunches for the program instructors to ensure they have a duty-free period. We have 16 main campus programs, and 16 academic instructors. However, the three IS instructors are not required to have a duty, and 1 math instructor is OX, so that only leaves 12 academic instructors to match up with 16 programs. Supplemental staff will help cover these additional programs (counselors, coordinators, media specialist).
        - ❏ Administrators will cover AM and PM duties.
    - ❏ Educational aides and administrators will cover the other 10 minutes of the lunch periods (principal will provide the schedule to ensure coverage).
- ❏ All academic coursework will be completed online using Google Classroom.
    - ❏ Academic instructors use the time during the day to interact with students online and communicate with students and family.
    - ❏ During the time the academic instructors are covering the program lab instructors' lunches, the academic instructor will be checking to see if students need any materials or resources to help with their online learning. Academic instructors will return

to the lab at the end of the day as needed to drop off materials or resources to students.

- ❏ Essential students: For the purposes of planning, our essential students will be recognized as special education students and seniors who are credit deficient. Special attention will be given to ensure these populations receive all of the services needed to promote success.
- ❏ Restrooms:
  - ❏ Students will be restricted to certain restrooms only and will not be permitted to use other facilities.
  - ❏ Staff will continue to use the staff restrooms closest to their assigned area.

❏ Masks will be mandatory for all students and staff members.
❏ Additional cleaning and sanitizing performed in all labs.

- ❏ Level 4: Purple

❏ Students will be completing all lessons for both academics and program labs online using Google Classroom.
❏ Campuses will be closed.
❏ All staff will be working from home.

Determining Competency, Granting Credit and Promotion

❏ Student competency and grading will be determined by the district grading and participation policy.
❏ Students using remote learning and/or packets will receive the grade earned.
❏ Students logging in to remote learning will receive their participation credit for that class.
❏ When packets are returned, those students will receive their grade determined by the amount of work they have completed.
❏ Promotion will be determined by the home school, state and our completion requirements.
❏ Classroom teachers will communicate with the guidance department on student progress.
❏ Guidance Department will monitor those specific students on progress during the closure.

Mask Policy

- ❑ Staff are required to wear masks during the scheduled workday.
- ❑ Staff/students will be educated on the proper use of a mask.
- ❑ Students are required to wear masks throughout the day unless conditions allow them to be removed with guidance from the instructor according to CDC Industry Guidelines
- ❑ Students are required to wear a mask on the bus.
- ❑ Staff/Students with pre-existing health issues that are unable to wear a mask will be accommodated to fit their health needs. Proper documentation needs to be provided.
- ❑ The school will provide one mask each day to all students.

Travel Policy

- ❑ Students and parents should try to arrange travel plans outside of the school year.
- ❑ If students travel during the school year it is required/recommended that they are tested or they quarantine for 14 days. (Online instruction for the 14 days)
- ❑ Please visit the student handbook for additional information regarding travel during the school year.

Expectations for Parents/Guardians at home

- ❑ Parents/Guardians need to monitor their child for symptoms of Covid-19: Fever/Chills, cough, shortness of breath, fatigue, muscles or body aches, headaches, loss of tastes or smell, sore throat, congestion or runny nose, nausea/vomiting, and diarrhea.
- ❑ Parents/Guardians are to notify the school when a student travels to a hotspot or out of the state or when someone in the family is exposed.
- ❑ Parents/Guardians need to support and encourage students to adhere to all of the safety precautions as outlined by the district.

Expectations for Staff/Students

- ❑ All staff MUST conduct a self-screening for signs/symptoms of COVID-19 prior to reporting to work or class, to include a temperature check.

- ❑ Responses to screening questions will be recorded on a google form and will track to a spreadsheet and be stored for contact tracing purposes if a COVID-19 infection occurs.
- ❑ Any person with positive responses on the screening will not be allowed to attend their scheduled work hours or class and should contact their medical provider.
- ❑ A medical provider must release the staff member in order for them to return OR the staff member presenting symptoms must quarantine for 14 days after the symptoms have stopped.
- ❑ Vulnerable individuals should not oversee or participate in any face-to-face classes or scheduled work times.
- ❑ Any staff member or student who has had a fever or cold symptoms in the previous 24 hours will not be allowed to take part in face-to-face class sessions or report to work.
- ❑ When not directly participating class activities or work duties care should be taken to maintain a minimum distance of 4 to 6 feet between each individual. Consider using table or desk spacing as a guide for students and staff.
- ❑ Program/Class Protocols:
    - ❑ Weight equipment should be wiped down thoroughly before and after each individual uses the equipment.
    - ❑ Shirts and shoes should be worn at all times.
    - ❑ Any equipment such as weight benches, athletic pads, having holes with exposed foam should be covered.
    - ❑ Students should be encouraged to shower and wash their clothing immediately upon returning home from class.
    - ❑ There should be no shared towels, clothing, or shoes between students or staff.
    - ❑ Students should wear their own appropriate program clothing, and individual clothing should be washed and cleaned after every lab or class. Clothing should be worn by only one individual and not shared.
    - ❑ All program/lab equipment should be cleaned intermittently during lab/class and between lab/class sessions
    - ❑ Other lab equipment, such as: welding helmets, tool belts, goggles, safety apparel, etc. should be worn by only one individual and not shared.
- ❑ Staff will be prepared to govern their classroom in a blended learning/remote learning environment in the event of an outbreak or guidance from the State.

- ❑ Staff will be required to wear masks during the workday as outlined in the ODE guidance for K-12 Return to school document, unless a situation occurs that falls into the exceptions.
- ❑ All staff will be provided a face shield to wear in addition to a mask.
- ❑ Staff will complete professional development specific to maintaining the health and safety of our students.
- ❑ Staff will practice social distancing during the workday and encourage students to do the same.
- ❑ Staff will monitor safety protocols as outlined by the district.
- ❑ All staff shall maintain confidentiality of students as it applies to medical and mental health issues.
- ❑ All staff should report any student with symptoms of Covid-19 to the Principal.
- ❑ Student bus riders will not exit the bus any earlier than 8 am. When the student exits the bus, their temperatures will be taken by the Post-Secondary PN Program. If their temperature is within normal range, the student will go directly to their lab where they will remain the rest of the day.
- ❑ If a student has a temperature above normal range, then the student will be escorted to a designated quarantine area which will be located on the Scioto County CTC Campus. The quarantine area will be monitored by administration as the need requires. The parent/guardian will be notified where to pick their student up. If the parent/guardian cannot pick up their student, medical personnel will be contacted to transport the student off school grounds.
- ❑ Home instruction procedures will remain the same but the contact with the student will be virtual instead of face-to-face.
- ❑ North Campus students will get off the home school bus to get temperature checked and then report directly to the north campus bus to be transported to North Campus.
- ❑ Student Drivers:
    - ❑ Student drivers will get their temperature checked at the back of the building before entering the building. The same procedures apply to drivers concerning temperature ranges. Students who drive will still need to obtain a parking pass in order to park in our student parking area.
    - ❑ If a student drives to school and goes to North Campus, the student will need to obtain a parking pass.
    - ❑ Students will get temperature taken at the North Campus sight by the Post-Secondary PN. If a student driver at North Campus has a fever

the student will be sent home. Parent/Guardian will be notified if a student is being sent home due to fever.

- ❏ Dismissal:
  - ❏ Students will be dismissed by home school at the end of the day. This will be done using the PA system.
  - ❏ Students are not permitted to congregating by the doors or in the hallways prior to dismissal.
  - ❏ After all the home district bus riders have been dismissed, we will follow with driver's dismissal.
  - ❏ Parking passes are going to be issued to student drivers that offer a quick route to the parking lot from their labs.

Attendance

- ❏ Due to the increased likelihood of absences, our attendance policy will be adjusted to not penalize students that are forced to quarantine for an extended period of time.
- ❏ Students will be provided education and remote learning opportunities if they have to miss a prolonged period of time.
- ❏ If a student has a parent or doctors note, the student will leave it in a designated place in their lab area and it will be transported by a staff member at the end of the day to the attendance office.
- ❏ Late Arrival/Early Departure:
  - ❏ If a student arrives late and needs to sign in, they will report to their lab and the lab instructor will contact the attendance office.
  - ❏ The reception secretary will take the temperature of students who arrive late.
  - ❏ If a student needs to leave early due to illness or other circumstances, the parent/guardian signing the student out will buzz in at the front entrance, get their temperatures taken, proceed to sign the student out, and will pick the student up at the quarantine area located on the Scioto County CTC Campus or North Campus. If a student needs to leave due to other circumstances then the student will be called out of the lab area by the reception office secretary.

- ❏ **Level 1 Yellow:**

- ❏ All attendance policies and procedures will be followed as outlined in the student handbook. (normal procedures)

❏ **Level 2 Orange or Level 3 Red:**

- ❏ All attendance policies and procedures will be followed as outlined in the student handbook for days that students are present in the building. When students are not present in the building and online learning is expected, the following addendum to the policies and procedures for attendance as outlined in the student handbook will be applied:

- ❏ **Excused Absences:**
  - ❏ Temporary internet outage.
  - ❏ Unexpected technical difficulties such as password resets or software upgrades occurring.
  - ❏ Student absence due to Covid-19.
  - ❏ Any other circumstance deemed acceptable by school personnel on a case by case basis.

- ❏ **Student Attendance:**
  - ❏ Student attendance will be tracked through online assignment completion/participation. Each student will be expected to complete 6.75 hours of instruction/assignments per week in each academic class. Failure to complete assignments or participate in class may result in the student being marked absent in all or a portion of class time for each week.

❏ **Level 4 Purple:**

- ❏ When students are not present in the building and online learning is expected to be taking place, the following addendum to the policies and procedures for attendance as outlined in the student handbook will be applied:
- ❏ **Excused Absences:**
  - ❏ Temporary internet outage.
  - ❏ Unexpected technical difficulties such as password resets or software upgrades occurring.

- ❑ Student absence due to Covid-19.
- ❑ Any other circumstance deemed acceptable by school personnel on a case by case basis.

❑ **Student Attendance:**

- ❑ Student attendance will be tracked through online assignment completion/participation. Each student will be expected to complete 6.75 hours of instruction/assignments per week in each academic and program class. Failure to complete assignments or participate in class may result in the student being marked absent in all or a portion of class time for each week.

Sanitation

- ❑ Sanitation protocols will follow guidelines as outlined by the Center for Disease Control.
- ❑ Cleaning products that are EPA-approved disinfectants for use against Covid-19 will be used throughout the center to aid in reducing germs and the spread of viruses.
- ❑ Routine disinfection will be completed on frequently touched surfaces: i.e. tables, doorknobs, countertops, handles, desks, phones and toilets.
- ❑ Restrooms will be disinfected multiple times during the day. There will be periods that restrooms will be shut down during class time to complete this effectively.
- ❑ Classrooms and labs will be free of debris and clutter.
- ❑ Use of common supplies will be limited to items that can be sanitized in between each use. (Cell phone storage areas would not be included)
- ❑ Desks and tables will be cleaned throughout the day.
- ❑ Labs will follow the industry standard safety specific policies for Covid-19.
- ❑ Daily cleaning by our custodial staff in each building focused on occupied areas.
- ❑ Prior to an individual or group entering a facility, all hard surfaces within that facility should be wiped down and sanitized.
- ❑ Hard surface examples include but are not limited to chairs, furniture, weight room equipment, bathrooms and tables.
- ❑ Final cleaning completed daily when all staff is gone for the day.
- ❑ Water fountains will be shut off.

Visitors

- ❑ Visitors will be limited as much as possible and are encouraged to be completed by appointment only. Approval by the administrator can make exceptions.
- ❑ We will devise a Google Calendar that everyone can see including the SCCTC Security.
- ❑ We will make every attempt to limit visitors on campus. However, in the event that we need to meet with a parent/guardian/outside agency or counselors etc., they will be scheduled through the google calendar with name/person visiting, organization and time.
- ❑ Appointments will be scheduled through the staff member's immediate supervisor.
- ❑ SCCTC Security will stop all vehicles entering campus and check the calendar for scheduled appointments.
- ❑ A secretary will call the person to whom the visitor is visiting and they will come get the visitor.
- ❑ If the person is not on the appointment calendar then security will call the faculty member to see if the person can visit. If not, the person will be turned around to exit the campus by security.
- ❑ Visitors that are allowed in the building will be required to have a temperature and symptom check upon entering and will be required to wear mask and use hand sanitizer upon entrance.
- ❑ Scioto County Career Technical Center works with local organizations to help provide wrap-around services. These visitors will be following the same protocol as outlined for our staff.
- ❑ In-person meetings must adhere to social distancing guidelines. Meetings must be conducted virtually/remotely if they cannot meet the social distancing guidelines.
- ❑ Student interns will also follow safety protocols outlined for our staff.

Social/Emotional Learning

- ❑ Staff and students will be supported using a common narrative concerning school safety and to reduce fear within the day-to-day operations.
- ❑ Students/Staff will be provided virtual or face-to-face access of a mental health counselor for mental/emotional health needs.

- ❏ School counselors and staff from Shawnee Mental Health will be working closely with students to help connect them to integrated services as needed.

Students with Disabilities

- ❏ Special Education students have access to the appropriate resources required to engage in your alternative delivery model, such as cell phones, computers and internet or other acceptable connectivity.
- ❏ IEP annual reviews can be completed using a virtual format or via telephone.
- ❏ Reviews of the evaluation team report can be completed using a virtual format or via telephone.
- ❏ If a student with a disability cannot access the alternative delivery models being offered to general education students, consultation with the students' parents/caregivers will take place to determine the needs of the student and identify the most appropriate means for meeting the needs during the closure period.
- ❏ Provide students with disabilities equal alternate access to the curriculum or services provided to other students.
- ❏ If a student with a disability is required or advised to stay home by public health authorities or school officials for an extended period because of COVID-19, provisions will be made to maintain education services.
- ❏ Progress Monitoring
    - ❏ Teachers will do progress monitoring through progress book.
- ❏ Any student needing help can contact the school and speak with a teacher or send an email. Phone messages and emails will be checked daily.
- ❏ If a student has a grade below a "B", the teacher will call and keep a record of all calls.
- ❏ All IEP students will have access directly to classroom teachers and our intervention specialists.
- ❏ Intervention specialists will track all students under IDEA and report any issues to their direct supervisor, the special education coordinator or principal.

Professional Development

- ❑ In-service/Professional Development will be a mix of small group and virtual.
- ❑ Topics will include: Covid-19 health & safety guidelines, google classroom, progress reports, uploading videos to google classroom, protocol for mandated reporting for COVID-19, CPR/AED training, Google Meet, LOOM and ZOOM.
- ❑ We will have instructors review "What is Competency-Based Education" by Eliot Levine & Susan Patrick
- ❑ We will have instructors review the respective resources listed within the "Approaches to Remote Learning for Career-Technical Education" & the "Reset and Restart for Career-Technical Education" documents on the ODE website.
- ❑ We will also be doing a google classroom professional development program for teachers.

Food Services

- ❑ The following food service schedule will be followed as it applies to the Level of operation. More information on lunch will be provided once school starts.

COVID FEEDING IN THE CLASSROOM (Level 2 Orange & Level 3 Red)

- ❑ If the District decides to feed in the classroom, the following guidance for classroom feeding for both breakfast and lunch should be reviewed and discussed thoroughly with District administration.
- ❑ Cycle Menu
  - ❑ Standard Breakfast Menu- possible 2 choices
  - ❑ Standard Lunch Menu – lunch menu will offer one hot and one cold item daily
- ❑ Unitized Meals vs. Bulk
  - ❑ Bulk meal service
    - ❑ All components are offered individually to maintain OVS program
  - ❑ Unitized Meal
    - ❑ All components are packaged into one unitized meal for distribution
- ❑ Breakfast Distribution

- **Traditional Breakfast in the Classroom**
  - School buildings currently operating Breakfast in the classroom will continue this model
    - Rosters will accompany the delivery to each classroom
    - Data collected from rosters will be entered into the POS after service is complete
    - Breakfast items will be transported in cooler bags with all components
    - Distribution will limit touch points
- **Grab and Go**
  - Service Set up at entry to building
  - Bus lists will be secured from district to utilize as rosters
  - Data collected from Rosters will be entered into POS after service is complete
  - Offer vs. Serve for milk & fruit components
  - Plastic bag will contain entrée – cold items added once choices are made by customer
  - Students will eat breakfast in the classroom
- **Traditional Serving Line Set-up**
  - Upon arrival occupants of each bus will go next to the cafeteria
  - Students will have the option to select items through the service line
  - Servers will pass tray behind the line to limit touch points
  - Meals will be packaged to return to classroom
  - POS will record meal sales at the end of the serving line
- **Point of Service on Mobile Service Carts**
  - Upon arrival occupants of each bus will go next to the mobile cart
  - Students will have the option to select items through the service line
  - Servers will pass tray behind the cart to limit touch points
  - Meals will be packaged to return to classroom
  - POS will record meal sales at the end of the cart
  - Students will be organized by bus in the POS

- Lunch Distribution

- ❏ All components will need to be packaged using the most cost-effective paper items.
    - ❏ Saddle bag or T shirt bag will be utilized to distribute unitized meals and bulk meals with all components.
    - ❏ Entrees in foil wraps, or sandwich bags or clear hinged containers (salads only if serving)
    - ❏ Fruits – bagged from vendor/ pre bagged or 5.5 oz cup with lid (except for Fresh Fruit)
    - ❏ Veggies-bagged from vendor/pre bagged in 4 oz cup with lid
    - ❏ Milk – milk variety offered

❏ Traditional Lunch in the Classroom

- ❏ Students will proceed to the cafeteria by classroom
- ❏ Servers will pass tray behind the line to limit touch points
- ❏ Servers will place choices of entrée, fruit, vegetable, milk & serving utensils in saddle bag/T shirt bag while student proceeds through the serving line
- ❏ POS will be utilized to account for meals
- ❏ Meals will be packaged to return to classroom
    - ❏ Students will proceed and eat lunch in their classrooms
    - ❏ Distribution will limit touch points

❏ Grab and Go (POD set up)

- ❏ Service Set up as a POD in hallways
- ❏ Classroom lists will be secured from district to utilize as rosters
- ❏ Data collected from Rosters will be entered into POS after service is complete
- ❏ Plastic bag will contain entrée – fruit, vegetable and milk will be added once choices are made by customer utilizing the server handling the items only and handed to the student at the end
- ❏ Students will eat lunch in the classroom

❏ Point of Service on Mobile Service Carts

- ❏ Individual Components will be sent to classrooms utilizing soft packs and carts
- ❏ Students will have the choice of entrée with all components
- ❏ Classroom rosters will be utilized to record meal sales at the end of the cart

- ❑ Students will eat lunch in the classroom

COVID Feeding – Modified Schedules and Attendance (Level 2 Orange & Level 3 Red)

- ❑ If school district decides to open building on a modified schedule of attendance and the District would like to serve meals to students, there are several options for meal distribution to choose from to ensure that all students receive breakfast and lunch for 5 days per week. The most common plans for modified schedules include:
- ❑ **Assigned DAYS** (students are assigned to attend 2 days on-site and 3 days off-site)
- ❑ **Assigned WEEKS** (students attend on a bi-weekly basis)
  - ❑ **Assigned Days** (**Group 1** - Monday & Tuesday; **Group 2** - Wednesday & Thursday)
  - ❑ **Group 1**
    - ❑ Monday
      - ❑ will be served breakfast and lunch at school
    - ❑ Tuesday
      - ❑ will be served breakfast and lunch at school
      - ❑ will receive grab-n-go breakfast & lunch to eat at home (for Wednesday, Thursday & Friday)
  - ❑ **Group 2**
    - ❑ Wednesday
      - ❑ will be served breakfast and lunch at school
    - ❑ Thursday
      - ❑ will be served breakfast and lunch at school
      - ❑ will receive grab-n-go breakfast & lunch to eat at home (for Friday, Monday & Tuesday)
- ❑ **Assigned Weeks** (attend bi-weekly)
    - ❑ Students On-site - will be served breakfast and lunch on-site
    - ❑ Students Off-site – will receive grab-n-go meals through a preferred distribution method (refer to "COVID FEEDING - DISTANCE LEARNING") preferably multiple meals/bulk foods.
    - ❑ Pick-up
    - ❑ Bus Route
    - ❑ Home Delivery
- ❑ **Considerations:**

- ❑ **On-site Feeding**
  - ❑ Serving in the Cafeteria
  - ❑ Classroom (refer to "COVID FEEDING – CLASSROOM")
- ❑ **Off-site Feeding**
  - ❑ Refer to "COVID FEEDING - DISTANCE LEARNING"

COVID Feeding – Distance Learning (Level 4 Purple)

❑ If school buildings remain closed and the District would like to serve meals to students, there are several models for meal distribution to choose.

❑ **Meal Distribution Models:**

- ❑ **Pick-up**
  - ❑ Establish a distribution point
  - ❑ Ask parents to stay in their vehicles while receiving meals and place meals in trunk rather than handing to them directly, OR
  - ❑ Set up a table between servers and parents and place meals on the table for parent pick-up
- ❑ **Bus Route Delivery**
  - ❑ Establish route, pick-up locations, and schedule
  - ❑ Communicate pick-up locations and schedule to parents
  - ❑ Use a folding table to set out meals rather than handing them out directly
- ❑ **Home Delivery**
  - ❑ Establish a method for parents to sign-up for meal delivery and to provide consent electronically
  - ❑ Communicate sign-up procedures to parents
  - ❑ Establish route and schedule, communicate with parents
  - ❑ Determine location to place meals upon delivery rather than handing them out directly