

## **Appendix J: Arrival and Dismissal Protocol**

- Summit Academy does not provide transportation to students. The responsibility for transportation falls on either the school districts of residence, or the county of residence (if the student is in preschool).
- Parents/caregivers may also choose to transport students.
- In some cases, parents may be able to be reimbursed for transporting their child.

### **Actions Taken:**

- Summit will work with school districts to attempt to stagger arrival times for busses. However, Summit does not have the ultimate control over this.
- Due to the new health and safety requirements that must be put in place on busses, districts may need to add extra busses and bus runs to accommodate all students. Summit will encourage families to transport their children to school if they are able to do so.
- Summit will adjust the parent drop-off location and parent drop-off times in order to accommodate the new health and safety issues that are required. More details will be forthcoming.

### **Procedures:**

#### **Students arriving on school busses:**

- Summit will place markers along the sidewalk of the bus loop, to delineate where busses should stop to unload.
- All 6 front doors will be propped open and monitored so no surfaces need to be touched and staff/students can quickly enter and exit the vestibule.
- Three staff wearing face masks will be stationed at each bus marker, maintaining at least a 6-foot distance from one another.
- These staff will unload each student (regardless of their classroom) from the bus as soon as it is parked in its area and walk the student immediately to their classroom.
- Classroom teachers will be waiting outside the classroom door with a thermometer to check the students' temperature before they enter the classroom.
- If the temp is less than 100 degrees, student will enter the classroom and begin a handwashing routine.
- If temp is 100 degrees or greater, the staff who walked the child to the classroom will don PPE and take the child to the isolation area and contact the nurse (see Assessing Symptoms of COVID-19 protocol)
- Additionally, there will be a "crisis bus team" made up of staff wearing masks, gloves and face shields. This team will respond if necessary, to assist a child who refuses to leave the bus or is refusing to enter the building.

### Students arriving with parents/guardians:

- Parents will be notified of drop off times and location, and be provided with a pick-up and drop-off number to use throughout the year.
- Summit will place markers along the sidewalk of the parent drop-off area to delineate where parent should stop their cars
- All entry doors will be propped open and monitored so no surfaces need to be touched and staff/students can quickly enter and exit the vestibule.
- One staff wearing a face mask will be stationed at each marker with a no-touch thermometer.
- Parents will be instructed to remain in their cars and answer the screener questions that staff will ask them. Then, the parent should unroll the car window closest to the student so the staff member can take the student's temperature.
- If the temp is less than 100 degrees, the staff member will assist the student in exiting the car and will walk the student to their classroom.
- If temp is 100 degrees or greater, the staff will be instructed to park in a designated spot for follow-up, ideally with the school nurse. No one will be allowed to exit the vehicle.
- Staff will inform the nurse of any child who has been sent home and the nurse will follow-up with the family later in the day.
- There will be a "crisis bus team" made up of staff wearing masks, gloves and face shields. This team will respond if necessary to assist a child who refuses to leave the car or is refusing to enter the building.

### Students being dismissed on school busses:

- Students will be dismissed as soon as their bus arrives, but not prior to 2:30pm.
- All Stahl Road and Creekside exit doors will be propped open and monitored
- Classroom staff will be responsible to take students to their assigned bus as soon as the bus arrival is announced - One staff member per student.
- Staff are encouraged to continue to practice social distancing during dismissal and use appropriate PPE.
- The "crisis bus team" will be available in the bussing area to respond if necessary, to assist a child who refuses to enter the bus or is refusing to exit the building

### Students being dismissed for parent transport:

- Parents will arrive at the designated location and stand beside their car to receive their child from the staff member.
- Parents must wear masks when outside their vehicle.
- Parents should not congregate outside their vehicles and must maintain social distance.

- Parents will be responsible for letting their students into the car and fastening any safety restraints.
- Designated bussing staff will announce parent arrival numbers through the bussing system.
- Classroom staff will be required to walk students to their parent's car in the designated area.
- This time cannot be used for conference/discussions with families. All discussions should occur via telephone, video or e-mail.

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