

HEALTH AND SAFETY PROTOCOLS

FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

- Face coverings will be required for school staff, bus drivers, and food service employees.
- The [CDC does not recommend](#) use of face shields for normal everyday activities or as a substitute for masks.
- Parents are responsible for providing each of their student(s) (K-8) with a clean mask daily.
 - Students in grades 2-8 will be required to wear face coverings
 - Kindergarten and first grade will be encouraged to wear face coverings during class time. Students will be required to wear masks when outside of the classroom as well as on the bus.
 - Mask breaks will be incorporated into daily schedules when 6-foot distancing can be maintained and outdoors when possible.
 - Proper CDC face covering recommendations will be taught and reinforced regularly.
 - Masks should be cleaned or replaced daily.

To remain ADA compliant, we will provide clear masks for classrooms with students who are deaf or hard of hearing.

HIGH-RISK POPULATIONS

All staff are expected to be in the building, whether teaching in person or remote.

Students at higher risk of severe illness may limit their exposure risk by utilizing virtual learning opportunities entirely.

SOCIAL DISTANCING

Classrooms will be arranged to accommodate for 3-foot physical distancing in 2-8 grade classrooms and 6-foot physical distancing in grades K and 1. Extra furniture will be removed from classrooms. Classroom sizes will be reduced through the addition of an extra Kindergarten session and first grade classroom. Adequate spacing and furniture placement will be marked with floor tape or decals.

COHORTING

Cohorts are a consistent group of students who stay together for the duration of the school day with minimal mixing of cohort groups. Any student that receives intervention will be leaving the classroom in a small cohort for instruction. UA's will either be remote or UA teachers will travel to each classroom for instruction. Students will eat lunch in the classrooms, with necessary exceptions.

- ***K-4th Grade***

Students in grades K-4 will be assigned to one classroom for the entire school day to aid in reducing the spread of disease.

- **5th and 6th Grade**

Students in grades 5-6 will stay in one classroom all day. The classroom teachers will move to another classroom to follow their schedule.

- **7th and 8th Grade**

7th and 8th grade students will change classrooms to follow their daily schedules. Several smaller cohorts will be created based on student schedules (world language, math, etc.) Every effort will be made to keep the same groups of students together as students rotate through their schedules.

All staff and students entering a classroom will wash/sanitize their hands. Daily contact logs will be maintained for contact tracing as needed. Staff entering individual classrooms will sign into the classroom as they enter each cohort for documentation in the event contact tracing is required.

SAU 15 PROTOCOLS FOR RESPONDING TO COVID-19

Every effort will be made to limit the exposure of the school community to the COVID-19 virus. Systematic protocols are developed to keep students, families, staff and the surrounding community physically and emotionally safe and healthy.

KNOW THE SYMPTOMS OF COVID-19

The single most important thing to do if **ANY** of the following symptoms are present for students and staff is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Students and staff should STAY HOME if they have any of the symptoms listed.

Below is the [full list of symptoms](#) from the CDC as of 8/5/2020 for which caregivers should monitor their children, and staff should monitor themselves:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

SCREENING

Students and staff will be required to stay home if they, or anyone in their homes, have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school.

Students will be screened before leaving their home.

- Parents will use the Pick Up Patrol App to answer the COVID-19 symptoms and exposure questions and to document their child's temperature at home before departing for the bus stop or arriving at school.
- Students exhibiting symptoms at home may not attend school.
- If a parent does not submit the daily screening via the Pick Up Patrol App the student will be screened for symptoms upon arrival to school

Staff will be screened upon entering the building each day

- Staff will complete and answer the COVID-19 symptoms and exposure questions and have their temperature checked by a designated employee.
- Staff exhibiting symptoms will leave the building immediately.

If staff or students have any of these symptoms, we recommend that they are tested for COVID-19. The NH DPHS has [information and resources regarding testing for COVID-19 in New Hampshire](#). Staff and students who have symptoms should also contact their primary care physician for further instructions.

DAILY SCREENING QUESTIONS FOR STAFF AND STUDENTS (AS OF 8/5/20)

- Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher?
Symptoms of COVID-19 can include:
 - Fever, or feeling feverish;
 - Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - General body symptoms such as muscle aches, chills, and severe fatigue;
 - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - Changes in a person's sense of taste or smell.
- Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have a COVID-19 exposure)

- Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island?

Parent/Guardian Infographic and Decision Flowchart

This document is not a substitute for nursing judgment and does not dictate an exclusive course of action. NH state and district laws and policies should be followed.

Symptoms of COVID-19

- Fever 100.4F or more or chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Nasal congestion or runny nose
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste/smell
- Nausea or vomiting
- Diarrhea

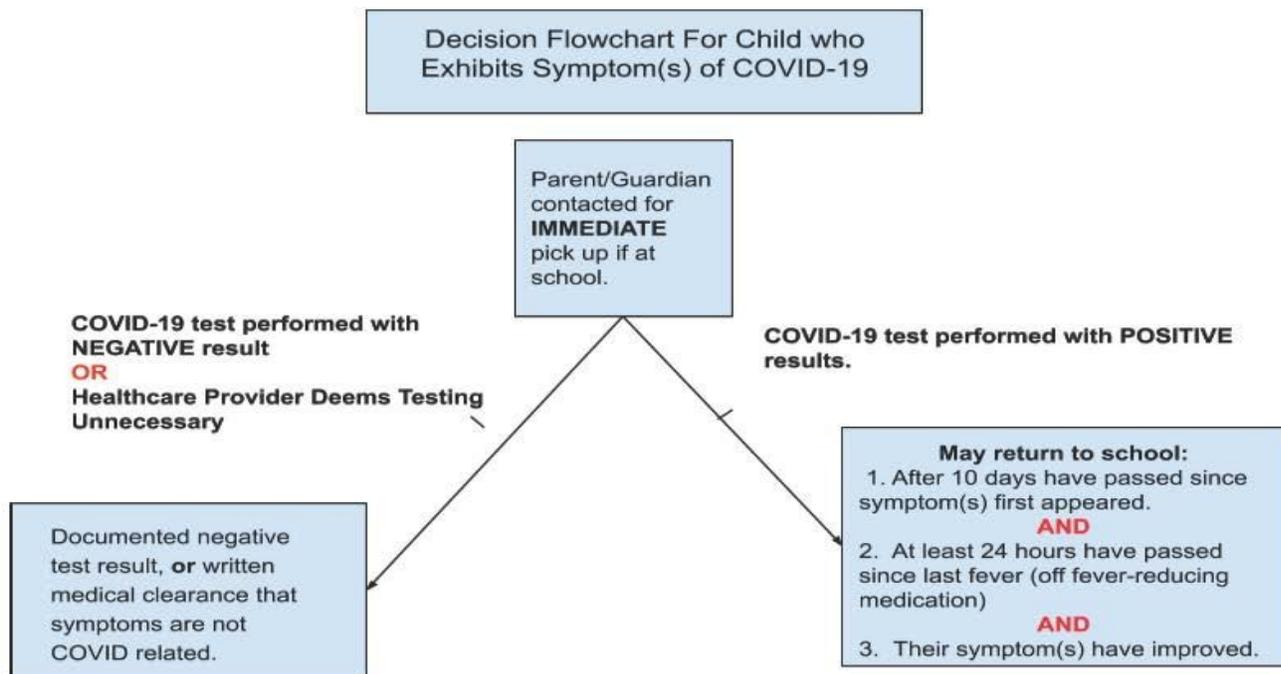
Contact your child's healthcare provider and notify your school nurse.

When do I keep my child home from school?

If my child...

- Has any symptoms, even if mild (see flowchart below).
- Has had close contact with a person suspected or confirmed to have COVID-19.
- Has traveled outside of NH, VT, ME, MA, CT, or RI in the prior 14 days.

Contact your child's healthcare provider and notify your school nurse.



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PROTOCOLS FOR POSSIBLE COVID-19 SCENARIOS

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Test for COVID-19 and stay at home

RESPONSE- Plan of action for potential scenarios and protocols for return

Student or staff member answers “Yes” to any screening questions prior to or upon entry to school:

Scenario	Action	Protocol for Return To School
<p>Individual has symptoms of COVID-19 outlined in screening questionnaire</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider for testing 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever reducing medication.
<p>Has had close contact with someone who is <i>confirmed</i> to have COVID-19 in the prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● An individual must self-quarantine for 14 days from last exposure to a positive person. ● Individual cannot test out of 14 day self-quarantine in NH
<p>Has had close contact with someone who is <i>suspected</i> to have COVID-19 in the prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school and advise to contact health care provider ● Advise individual to follow NHDPHS guidance ● Refer to Coronavirus Disease Self-Quarantine Guide (NHDPHS) 	<ul style="list-style-type: none"> ● If in close contact with a suspected person, individual must self-quarantine for 14 days from last exposure until the suspected case tests negative. ● Individual cannot test out of 14 day self-quarantine in NH
<p>Traveled outside of New England States (NH, ME, CT, RI, MA, VT) in prior 14 days</p>	<ul style="list-style-type: none"> ● Exclude from school 	<ul style="list-style-type: none"> ● If traveled outside of New England, individual must self-quarantine for 14 days ● Individual cannot test out of 14 day self-quarantine in NH

Student or staff member- potential scenarios presenting during the school day:

Scenario	Action	Protocol for Return to School
<p>Symptomatic student or staff member during school day, including any new or minor symptoms:</p> <ul style="list-style-type: none"> ● Fever or chills (including subjective fever) ● Cough, shortness of breath or difficulty breathing ● Sore throat, nasal congestion, or runny nose ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Nausea or vomiting ● Diarrhea 	<p><u>Student</u></p> <ul style="list-style-type: none"> ● School nurse will assess symptomatic students in an isolation room ● Contact parent or guardian for immediate pick up via private transportation ● Advise contacting their health care provider for covid testing ● School nurse will notify NHDPHS for highly suspect cases <p><u>Staff Member</u></p> <ul style="list-style-type: none"> ● School nurse will recommend immediate dismissal and advise them to contact their health care provider for testing. ● School nurse will notify NHDPHS for highly suspect cases 	<ul style="list-style-type: none"> ● Documented negative test result, or written medical clearance that symptoms are not COVID related. ● If not tested or test is positive, individual can return to school after 10 days of onset of symptoms, and when symptoms improve and they are fever-free for 24 hours without fever-reducing medication.. ● Refer to CDC Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

People who have been in “close contact” (within 6 feet for 10 minutes or longer) to an individual with confirmed COVID-19 need to quarantine for 14 days.(person cannot “test out” of quarantine).

- This will vary by classroom situation
 - In older age groups, it may just be the 2-4 individuals seated around the person depending on level of contact
 - In younger age groups where more classroom mingling tends to occur, it could be the entire classroom
- NH DPHS will work with schools to notify and inform parents/guardians, students, and other staff

PROTOCOL: PRESENCE OF MULTIPLE CASES IN THE SCHOOL OR DISTRICT

If a student or staff member tests positive for COVID-19, the school may be closed for a period 2-5 days. This initial short-term dismissal allows time for NH DPHS to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities.

If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent will work with NH DPHS to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If the decision is made to close for any number of days, Auburn Village School will send clear information and instructions to families and staff.

In addition, if there is a significant outbreak in Auburn, NH or surrounding towns, the Superintendent, school administrators and Auburn School Board will consult with NH DPHS to determine whether it is appropriate to close Auburn Village School.

School administrators and the Superintendent will work together with the School Board to determine how and when the school will reopen for any level of in-person instruction after a closure.

Facilities and School Operation

SAU 15 schools are reopening our facilities to students and staff for the 2020-21 school year under the guidelines informed by the Centers for Disease Control and the State of New Hampshire to mitigate the spread of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. Below is information regarding our cleaning and disinfecting procedures.

SAU 15 PROTOCOLS FOR CLEANING AND DISINFECTING

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening Auburn Village School that will require careful planning.

SPECIALIZED FLU/VIRUS CLEANING ROUTINES

Our schools will have all common area touchpoints (*listed below) disinfected regularly throughout the day by our professional custodians. Concentration will be on areas of high student traffic and contact, including special attention to restrooms following and exceeding when possible, current CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

Teachers will be encouraged to disinfect classroom touchpoints on a frequent basis. Staff will be encouraged to disinfect their office areas and touchpoints as needed but at least daily. Evening disinfecting will primarily be done with an electrostatic sprayer, using a disinfectant listed on the EPA site for use against SARS-CoV-2, the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

Other procedures will be implemented as needed on a case by case basis.

*Touchpoints:

- Door handles & push bars

- Light switches
- Shared tables/chairs
- Classroom equipment and supplies as applicable
- Restroom doors and handles
- Hallway and stairwell railings and banisters
- Toilet and urinal handles
- Sink and faucet handles
- Office countertops
- Toilet paper dispensers
- Telephones

DAILY CLEANING ROUTINES

In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, desks, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors. Additional cleaning of desks will be performed during lunch periods. High touch surfaces on playground structures will be cleaned each morning.

Routine cleaning (sweeping, vacuuming, etc.) will occur each evening followed by disinfecting of all classrooms, offices, bathrooms, and gathering spaces. A daily checklist will be established to verify that all tasks have been completed on a daily basis.

CLEANING AND DISINFECTING PRODUCTS

Soap and water or another detergent will be used to clean dirty items. Then, a disinfectant for Use Against SARS-CoV-2 (COVID-19) will be used following the manufacturer's instructions to ensure safe and effective use of the product. (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid19>)

Many products recommend keeping the surface wet for a period of time (see the product label), wearing gloves, and ensuring good ventilation during use of the product.

HAND SANITIZERS

Students, faculty and staff and visitors will be required to sanitize their hands before entering the school building each day and before entering a new classroom or location when moving within the building. Hands free alcohol based sanitizing stations with a minimum of 60% alcohol will be available at each student entrance during bus and parent drop off for use before entering the building and at the main entrance throughout the day. Touch free alcohol based sanitizing stations with a minimum of 60% alcohol will also be mounted on a wall right inside the classroom doorway for use throughout the school day.

Students are permitted to use their personal hand sanitizer, though we recommend that it meets the [CDC guidelines](#). Adults should always supervise the use of hand sanitizers by children.

ENROLLMENT

Students will be enrolled in Auburn Village School following NH Department of Education guidelines. Students who choose to remain at home due to COVID-19 will follow remote instruction guidelines for enrollment and attendance.

ATTENDANCE

Full-time students who are enrolled in school and taking online courses are considered in attendance following normal policy for in-person days and through direct check-in with teachers on remote days. It is the responsibility of the teacher of record to take attendance daily for all students for each class by either physical presence in their classroom or, during remote learning, “check-ins”. “Check-ins” are defined as two-way communication between student and teacher (two-way email communication, video call, phone call). Middle school students must check in with each course teacher each remote day. If a student does not check in with more than half of their teachers, the student will be considered absent for the day. If a student checks in with half of their teachers, they will be marked a half-day absent.

VISITORS AND VOLUNTEERS

Non-operational visitors will not be allowed to enter the building beyond the lobby unless necessary with prior approval by the school administration. AVS staff will continue to hold Parent Conferences, Special Education and 504 meetings remotely.

- Visitors will be screened by school personnel upon entry (temperature and COVID-19 symptom and exposure questions).
- Visitors must wear face coverings and follow proper hand hygiene upon entry.
- Visitors must maintain 6-foot social distancing guidelines.
- An additional screening area will be added in the kitchen for deliveries.

SCHOOL NURSE SERVICES

To reduce possible exposure, minor injuries or illnesses will be treated in the classroom. Kits of band aids and cough drops will be provided to teachers. Teachers will use discretion when sending students to the nurse. The school nurse will decide if and how the student will travel to the nurse.

- The nurse’s office door will be closed, especially if a student is in the isolation room.
- Daily medication will be distributed to students in a separate area outside of the nurse’s office. Nebulizers will not be used in school at this time. ONLY Inhalers with spacers will be allowed.
- School nurse will have access to medical grade PPE.
- Symptomatic students / staff
 - Students with symptoms will have to wear a mask. Students unable to wear a mask, a face shield will be provided. The Nurse will assess the student in the isolation room wearing full PPE and document after.
 - Isolation Rooms are located in three areas:
 - Back Lobby (quiet room)
 - Parent Pick Up (conference Room)
 - Nurse’s Office (exam room)
 - A parent/guardian will be notified to pick up students with symptoms. If possible, a student and a staff member can wait outside for pick up, keeping social distancing in place.
 - Students should be checked at home for temperature and symptoms following return to school guidelines and will be reassessed by school nurse before entering school and returning to class.

HANDWASHING

- Additional signage will be added throughout the building.
- Students and staff will be encouraged to follow proper hand hygiene guidelines.
- Additional hand sanitizer stations will be provided containing CDC recommended hand sanitizer.

TRANSITIONS/HALLWAYS

All efforts will be made to maintain physical distancing while travelling throughout the building. The following precautions will be taken.

- All staff and students will wear cloth face coverings in hallways
- All hallways will be marked with a taped line down the middle, indicating 3 feet distances when possible.
- One-way traffic routes will be established for high-travel times such as recess or classroom changes.
- Middle school students will change classes by traveling through established traffic patterns utilizing interior and exterior doorways where feasible.
 - Connecting interior classroom doors will allow students to maintain distancing during transitions
 - Established traffic patterns will be clearly marked

STUDENT ARRIVAL/DISMISSAL

- Routes will be clearly marked to limit two-way traffic and maintain social distancing through arrival and dismissal
- Student Arrival procedures
 - Parent Drop Off
 - Students will exit their vehicles one at a time and enter the building maintaining social distancing requirements
 - Students will enter the building through the parent pick up doors and follow the path for their grade level
 - Students will travel directly to their classrooms with their belongings
 - Students who are getting breakfast from the school lunch program should move directly to the cafeteria pick up area in the bus lobby and eat in their classroom.
 - Bus Arrival
 - A maximum of 2 buses will be unloaded at a time
 - Students will exit each bus maintaining distancing requirements
 - Students will enter the building through the bus lobby doors and follow the path for their grade level
 - Students will travel directly to their classrooms with their belongings

- Students who are getting breakfast from the school lunch program should move directly to the cafeteria pick up area in the bus lobby, select their item and eat in their classroom.
- Student Dismissal procedures -
 - Parent-pick up
 - Students will remain in their classroom with their teacher while awaiting dismissal.
 - Each family has a car tag in the window with the student's last name.
 - A staff member using the PickUp Patrol Dismissal Tracker taps an arrival button from a smartphone or tablet when a car enters the line.
 - The system automatically alerts the teacher/staff member with the student who dismisses the student to the appropriate pick-up door.
 - Students will wear masks in the hallways and at parent pickup locations until they have entered the vehicle.
 - Students will follow the marked route to their pickup point.
 - Bus Dismissal
 - Students will remain in their classroom with their teacher while awaiting dismissal
 - Students will remain in their classroom until their bus is called. They must be seated and ready to be dismissed.
 - Each bus will be called no more than 2 at a time. Students will follow the marked direct route to the bus dismissal doors, maintaining distancing requirements.
 - Students will create a line maintaining 3-foot distancing at their bus number until they are escorted to their bus by a staff member.

BATHROOMS

Restrooms will be designated for each classroom/grade level to use. Two students can use the multi-user bathrooms at one time. A two-prong hook will be installed at the doorway of each bathroom. Students will be issued a personal card. Cards will be hung on the hook when the bathroom is in use. When the bathrooms are fully occupied, students can wait at the sink area or doorway until space is available. Designated spots observing appropriate social distancing will be marked outside of each common restroom. Teachers will send no more than one student at a time from each classroom.

PERSONAL PROPERTY

- All student belongings will be stored in student backpacks in the classroom. The use of lockers will be discontinued to limit interactions in hallways. Middle school students will carry personal belongings from class to class and store their belongings on the back of their chairs, where safe to do so.
- If personal items are brought to school, they must be labelled and use should be limited to the item owner.

- It will be encouraged that forgotten student belongings are not dropped off in the main office for students during the day.
- All student cell phones must be silenced or powered off and kept in backpacks, not in shared classroom storage

EVENTS & FACILITY USE

- In-school group events such as assemblies, performances, school-wide parent meetings or other large gatherings will only take place if physical distancing requirements can be met.
- Field trips will be temporarily postponed.
- Athletic events and practices will follow the guidelines of the individual sports' leagues.
- **After-school programs**
 - School sponsored after school activities will be held at the discretion of the school administration.
 - Contracted after school care will continue following physical distancing guidelines.
 - Playground equipment will remain closed to after school programs
 - School space will be properly maintained by after school program staff
 - Cleaning and sanitizing of surfaces used are the responsibility of the after school activity staff, advisor or leader.
- Community use of facility will be at the discretion of the Superintendent

CLASSROOMS/REPURPOSED LEARNING SPACES

- Classrooms will be rearranged to accommodate maintaining a minimum of 3-ft distance between students. Students will have assigned seating. Where possible, rugs and upholstered furniture will be removed from classrooms and replaced with surfaces that can be wiped down easily. Markings will be applied on floors to indicate assigned seating areas and appropriate spacing.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Classroom library books will be quarantined for a 72 hour timeframe from when a book is used to when it is available to be used again.
- Hand sanitizer with a minimum 60% alcohol content will be readily available in all classrooms.
- Classroom windows will be open as often as possible to increase outside airflow.

PLAYGROUNDS, FIELDS, RECESS AND BREAKS

Students will have the opportunity to participate in outdoor recess activities depending on weather conditions. To reduce risks, cohorts of students will use playground structures on a rotating basis to reduce crowding. Teachers, with support of our PE teacher, will assist students in planning activities

that can be played while maintaining social distancing guidelines. Students will follow proper hand hygiene practices before and after recess.

PHYSICAL EDUCATION

Students will participate in Physical Education (PE) classes as scheduled. When possible, classes will be held outside. Students will participate in a variety of activities that allow for social distancing guidelines to be followed. Activities will include circuit training, field activities, fitness and yoga.

RECESS

Students will have the opportunity to participate in outdoor recess activities depending on weather conditions. Studies have shown that outdoor transmission rates are much lower than indoor transmission rates; however, risk of transmission still exists. To reduce risks, cohorts / groups of students will use playground structures on a rotating basis to reduce crowding. Teachers, with support of our PE teacher, will assist students in planning activities that can be played while maintaining social distancing guidelines. Students will follow proper hand hygiene practices before and after recess. The outside space will be divided into four quadrants. Student cohorts will use the assigned quadrant which will rotate. Students will be allowed to take a mask break during recess.

FIRE DRILLS/EVACUATION PROCEDURES

During fire drills/evacuations, all students and staff typically exit the building within four minutes. Exposure to other cohorts will be minimal, reducing risk of spread. During fire drills and evacuations all occupants should maintain physical distancing as safely and as often as possible when evacuating the building. Staff and students will follow the building's fire emergency procedures. Once outside the building, keep clear of all walkways, entrances and exits. Outdoor meeting locations will be assigned to maintain social distancing guidelines. The soccer field will be used as a meeting location instead of the rear parking lot to allow for more distance between cohorts.

MEAL SERVICE/NUTRITION

- *For on-site meals:* Students will pick up pre-packed meals in the cafeteria by cohort. Students receiving school lunch will travel down to the cafeteria to purchase their meal. All meals will be eaten in the classroom. One exception will be made for a severe allergen: this student's class will go to the cafeteria to get meals and eat with appropriate social distancing measures in place. Students will practice social distancing and have table dividers between each student. All students must wash hands prior to meals. If possible, students will wash hands in the classroom; if not, follow hallway and restroom procedures above. Students will not share utensils or other items during meals. Each table/desk will be cleaned prior to meals being consumed.
 - Cafeteria Procedures
 - Students will enter the cafeteria, by classroom cohort, through the double doors near the gym.
 - Students will walk through the lunch line using the marks on the floor to keep distancing in place
 - Each student will be handed a milk of their choice by a cafeteria staff member.

- Then each student will have a full meal choice that is prepackaged with the remaining meal components.
 - Once the student has all their items for purchase they will head to an empty register. They will tell the person at the register their first and last name. The staff member will ring them up and tell them they are all set.
 - Once they are told they are all set, they will exit out the double doors in the back of the cafeteria.
- *For remote meals:* For families that choose remote learning, they can order breakfast and/or lunch by contacting the Food Service Director. Meals will be distributed in the bus loop of the back parking lot during a scheduled pick up.
 - Contactless Payment: Parents may continue to use Myschoolbucks.com to fund students accounts. If they choose to pay through check or cash, it must be put in an envelope with the student's first and last name, grade and classroom teacher on it. Teachers will bring envelopes to lunch staff when students come to the cafeteria for lunch.
 - Breakfast - students coming off the bus or from parent drop off may enter the cafeteria to purchase
 - Families will need to be notified of food distribution plans