



Loring Elementary
Health & Safety Site Plan

<https://loring.mpls.k12.mn.us/>

612-668-2060

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Arrival to School

School Staff Arrival

School staff are expected to follow MPS established building entry protocols which include wearing a face covering, unless medical documentation is provided; completing a self-health screening prior to arriving; and maintaining social distancing. Self-health screening includes:

Stay home if you:

- Have any symptoms of illness/COVID-19. Symptoms of COVID-19 currently include cough, shortness of breath, fever, chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea. This is not an all-inclusive list and it is important to stay home if you have any signs of illness.
- Have tested positive for COVID-19.
- Are waiting for a COVID-19 test result.
- Have recently had close contact with a person with COVID-19 within the last 14 days.

- Have recently traveled and have been directed to stay home per current CDC travel guidelines.

All staff will enter by door #1 (back parking lot). All MPS staff are expected to check in and out daily when working onsite, including teachers, ESPs, office staff, specialists, custodial staff, trades, culinary and anyone else entering the building. This app check in/out process is not intended, nor will it be used to track staff time for payroll reporting. Staff will still follow existing time reporting procedures for recording their hours worked (if applicable).

There are 2 ways staff can check in/check out of buildings

- [Self Check In/Out App](#)
- **Go to the Main Office to Check In/Out** (Building Check In/Out)

Start the Self Check In/Out by scanning the QR code on the signs posted at our main entrance doors with your mobile phone, logging in with your [MPS email account](#), and completing the self check in/out form.

If you do not have a mobile phone or experience issues, proceed to the main office to have someone assist you with checking in/out.

More resources and information, including a FAQ, is on Sharepoint's [Checking In & Out at MPS Buildings](#). **You will need to use your [MPS email account](#) to access training materials and use the Self Check In/Out app.**

Student Arrival Requirements

Face coverings are required at all times by students as they arrive at school and while at school, unless medical documentation is provided; 3 feet should be maintained between children as much as possible.

Student Drop-Off

Adults dropping students off are expected to stay in their vehicles and use the identified drop-off/pick-up route. No parking along Sheridan Ave North. This will be used for drop-off and pick-up. Please refer to Loring Elementary's pick-up/drop-off plan below for specifics and visuals.

Caregiver Drop Off - We'll be using Sheridan Ave North (School-Side) to drop off students starting at 8:30 AM. Caregivers will drive to the end of the block and will drop students off. Students will enter by door #6. All students' will pick up their grab and go breakfast in the

hallway and will head directly to class. We will limit the number of students who enter this location to maintain 3ft distancing between scholars.

We're asking caregivers to enter from 45th Ave North and then turn South onto Sheridan Ave North. Drive as far forward as you can to help create as much space as possible.

Mr. Jose will supervise drop-off by Sheridan Ave North. Mr. E. will supervise the hallway by the breakfast grab and go station.

Student Walk to School

Students should enter by 44th St./Thomas Ave North at the crosswalk. They should enter the building by door #9 (Playground). Masks should be worn as you enter school grounds and the building.

Bus Arrival

Loring will follow established MPS Transportation protocols and expectations. Face coverings must also be worn while on a District bus or other transportation vehicle; 3 feet should be maintained between children as much as possible. Upon bus arrival, students should be met by a school staff member and exit the bus with a face covering then walk to their designated grade-level line up area; students should remain socially distanced from each other (3 feet) as students enter the school. Loring staff will be located around the facility at designated duty stations.

School Bus Drop Off -Buses begin dropping off students at 8:30 on 44th Ave North next to the playground. Students will pick up their grab and go breakfast in front of the office and will head directly to class. One bus of students will be allowed into the building and through the breakfast line at a time. Mr. Ernest will supervise bus arrival along with administrative team members.

Pre-K Arrival/Dismissal

Loring PM In-Person High-5 class will begin each afternoon starting at 12:10pm. High 5 buses and families should plan on dropping off students by door #6 along Sheridan Ave North. PreK staff will be ready to greet scholars starting at 12:10pm. This is also the route the buses will use to drop off students. No families should park along Sheridan Ave N. These students will follow PM dismissal procedures along with K-5th grade students.

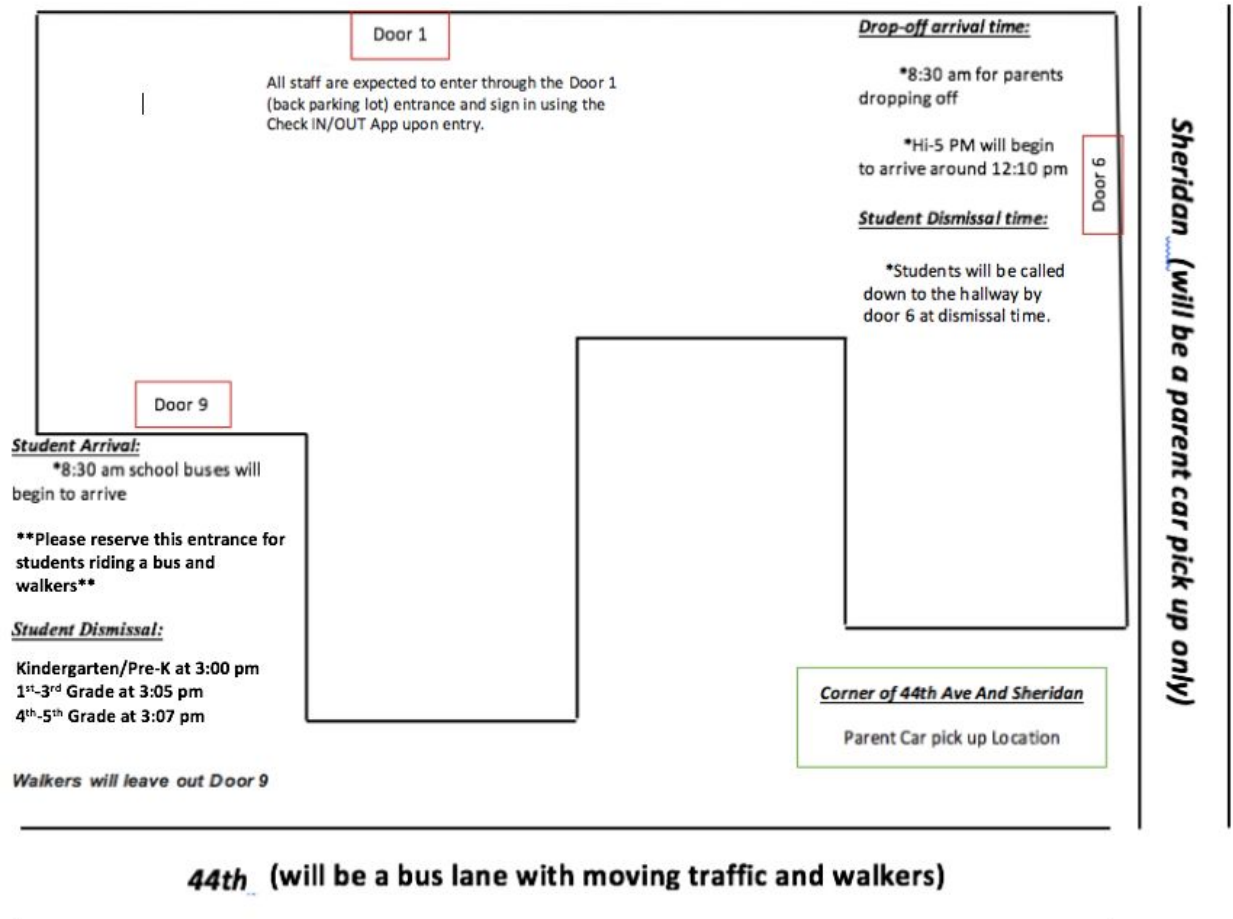
AM Pre-K Distance Learning Schedule

9:30-11:30 Programming -

Late Arrival

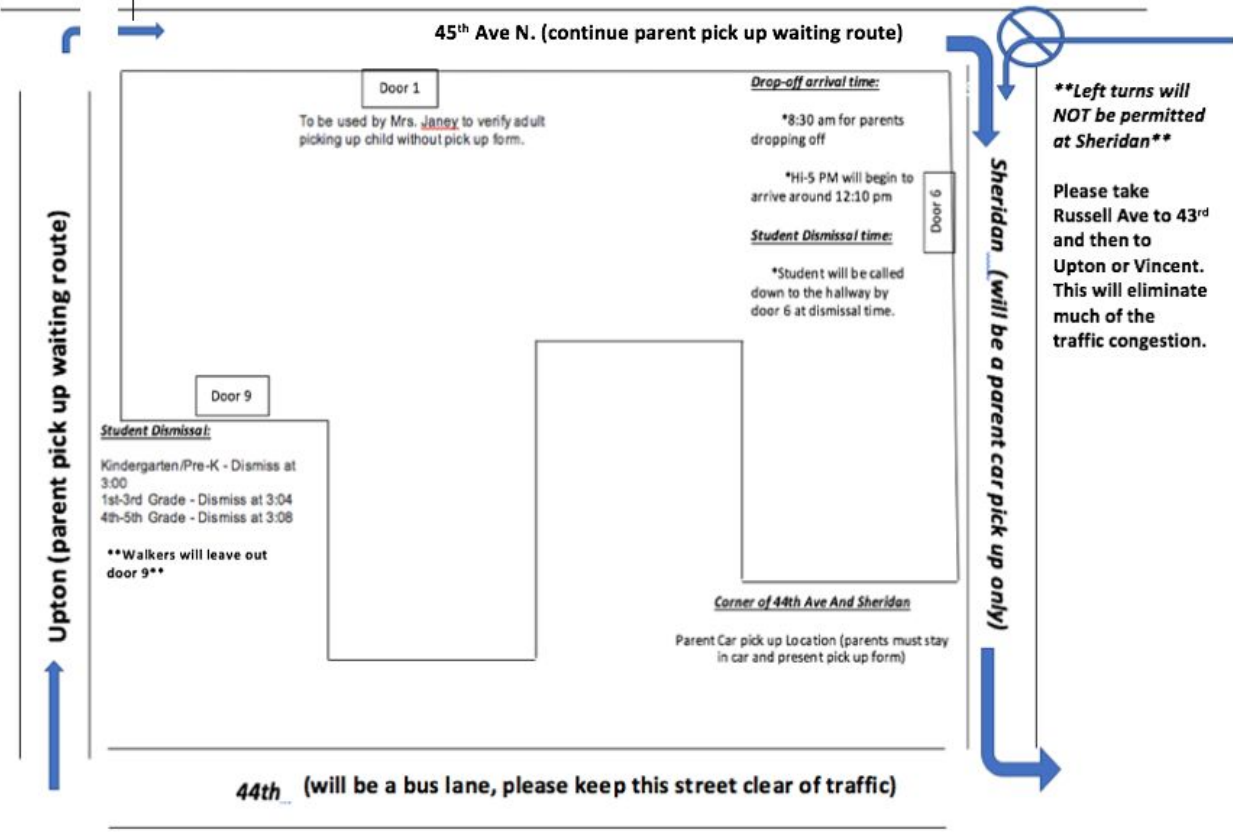
Students will enter through the main door #9, by the playground, buzzing themselves into the building. Face coverings are required unless medical documentation is provided. The student will check-in at the intercom by door #9/main office before walking to their classroom. Families should call the school to notify the student that they will be arriving late. You can reach the school at 612-668-2060

School Site Maps



← Victory Memoria Dr. (If coming from Osseo Rd, please use this route) ←

(please follow Victory Memoria Dr. to 45th Ave N and make a left at 45th Ave N)



Dismissal from School

Student Dismissal Requirements

Unless medical documentation is provided, students must wear face coverings at all times as they depart from school until they are off school property. Face coverings must also be worn while on a District bus or other transportation vehicle; 3 feet should be maintained between children as much as possible.

Car Pick-Up

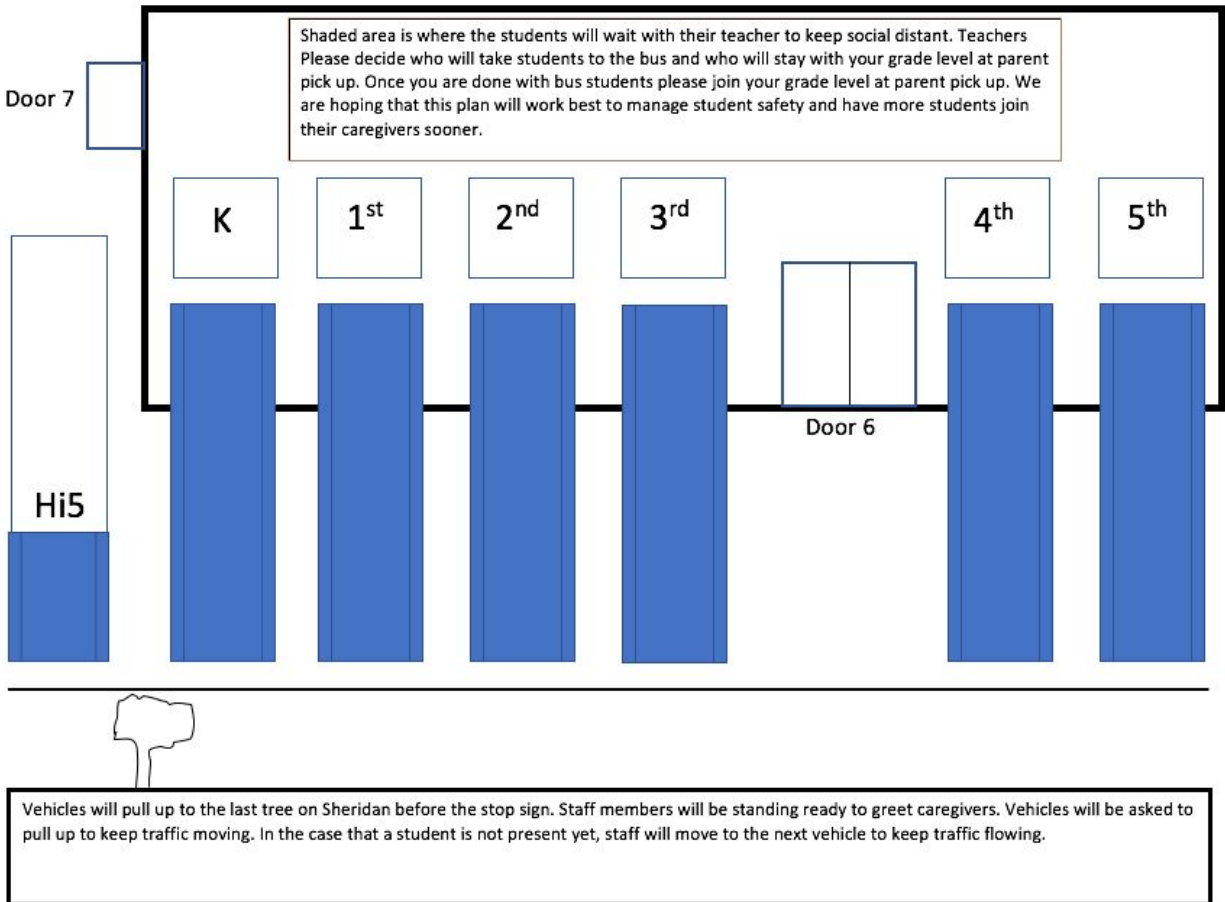
Loring will continue to have staff monitoring students at designated duty stations; students will be picked up at their designated area (pick-up/drop-off curb). Kindergarten students will exit the building several minutes before other grade levels at 3:00 to allow additional time to connect parents with students. Teachers will stagger student release based on hallway capacity to maintain 6 feet of social distancing between classroom groups and duty station assignments. Drivers will need to stay in their vehicle as students walk to their vehicles from the line-up station along Sheridan Ave North.

Caregiver Pick Up - We're asking caregivers to enter from 45th Ave North and then turn South onto Sheridan Ave North. Drive as far forward as you can to help create as much space as possible.

PM Pick Up -

- Families will be given a transportation card to pick up student/s as a form of identification. Please make sure that you have the given transportation card at that time. Without a transportation card you will be asked to meet Mrs. Janey at door 1 by the back parking lot. Families will be given 2 transportation cards to keep in vehicles or to give one to an emergency contact. Caregivers picking up student/s will need to show the transportation card to staff by placing it up against the window or placing it on the right side of the dashboard to be seen by staff.
- Pick-up will begin at 3:10 each afternoon.
- Caregivers should practice buckling their seat belts to help speed up pick-up/drop-off.
- Mrs. D., Mrs. Baldwin and Mr. Jose will position themselves on Sheridan Ave North/45th Ave North and will inform the scholars of their caregiver's arrival. Students will walk to the end of the block by Sheridan/44th Ave North and will enter families vehicles there.
- Kids who are parent pick-up will be called down to the hallway by door #6 starting at 2:55. Grades 2-5 will be released by their classroom teachers to walk down to the pick up zone by outside door 6. .

- Students will stay with their teacher at the assigned area and be checked off once the parent has arrived.
- If a family member shows up who isn't on our list and who requires a deeper level of checking, we'll have them pull around to the back parking lot off of 45th Ave North. Mrs. Janey will be called and she will confirm the person's identity and will bring the student out to them.



Parent Walk-Up

Schools will identify a waiting area outside of the building for parents/guardians if they are on foot to pick up their student. MPS Health and Safety Protocols will be required of parents/guardians such as wearing a face covering and maintaining a social distance of 6 feet while waiting in the designated area. Parent/guardians are not to walk up to or wait at the student entry/exit doors. Parents and visitors will not be permitted in the building without an appointment. Parents will be asked to stand on the other side of the street along Sheridan Ave North/44th Ave N.

Student Walk Home

When walking home, students are encouraged to stay away from non-family members and wear their face covering until they arrive home. Students who are walkers will walk outside with their classroom teachers towards Thomas Ave North. Self-transporting students must have parent permission on file with the main office. Here is the link to the parent pick-up survey if a student will be self-transporting themselves to and from school:

<https://forms.gle/YKjSpAMA7zJzudv98>

Bus Loading

Designated staff and MPS bus drivers will ensure students exit the school and enter the bus following established MPS Health and Safety Protocols. MPS Transportation will train their staff on expectations and protocols for students boarding the bus. Kindergarten students will exit the building several minutes before other grade levels at 3:00, to allow additional time for bus loading. Teachers will stagger students and release them from school based on hallway capacity in order to maintain 6 feet of social distancing between classroom groups. Staff on duty will ensure social distancing and face covering expectations are followed as outlined in the MPS Health and Safety protocols, as well as MPS Transportation Plan protocols.

Kindergarten/Pre-K - Dismiss at 3:00

1st-3rd Grade - Dismiss at 3:05

4th-5th Grade - Dismiss at 3:07

Pre-K Dismissal

Dismissal for pre-k students will be several minutes before other grade levels at 3:00 at the same time as Kindergarten, separated from Kindergarten dismissal using a separate school exit. Pre-K will leave the building towards the buses through door #7. Mrs. Elizabeth will walk these students. Mrs. Kari will stay with the pick-up students outside of door #6.

In-School Requirements

Movement within School Requirements

Face coverings are required, unless medical documentation is provided, and social distancing of 6 feet needs to be maintained at all times when moving through the school between cohorts/classrooms and adults. Individual classrooms should try to adhere to 3ft apart when they can.

Entering the Classroom

When students enter classrooms, staff should ensure they enter one at a time, are wearing face coverings, and are social distancing from one another (3 feet); classroom staff will also ensure hand sanitizer is available upon entry. Students and staff should wash in and wash out when coming and going from a room.

Student's personal belongings will be stored or hung in accordance with the teacher's expectations (in their lockers). Students are responsible for managing their materials and personal belongings.

Staff who enter the classroom with the intention of staying and working with students will be required to sign in on the Classroom Sign In/Out Sheet located on a designated clipboard. Daily sheets should remain on the clipboard. Sheets will be hung outside of the classroom doors. Staff should carry their own pen to use for signage.

Restroom Use

For students in classrooms without a restroom in their classroom: Students will exit the classroom with permission from the teacher to use a designated bathroom and designated bathroom stall. Students are required to wash their hands after using the bathroom. Upon returning to the classroom, classroom staff will direct students to use hand sanitizer on their hands. Only two students will be allowed in a group bathroom at a time.

For students with restrooms in their classroom: Students will wash their hands after bathroom use. Established MPS Health and Safety and Cleaning protocols will be followed to ensure cleanliness. During recess, students will continue using their designated class-assigned restroom stall.

Hallway Activity

When traveling through the school, adults and students will stay on the right side of the hallway, maintain 6 feet social distance, wear a face covering, and walk in one single file. Staff are expected to assist students in following posted signage.

Use of Group Spaces

When using group spaces, staff will follow MPS Health and Safety Protocols, have students wear face coverings and maintain 6 feet social distance between student groups and 3 feet between students within a group.

Meal Service

General Information

Students are allowed to remove their face covering while eating or drinking meals but must immediately put them back on after finishing. Students will be provided with a lanyard to clip their masks while eating.

Breakfast

Breakfast will be prepackaged and picked up by students at the designated area as they enter the building during arrival. Breakfast will be eaten in the classroom.

Station 1 - Outside of the main office.

Station 2 - Outside of door #6.

Trash from breakfast should be placed in trash barrels that will be positioned in hallways and pulled by custodians after the first hour of school.

Lunch

Building staff will be assigned to meal supervision, which may include monitoring social distancing, assisting in serving students meals, escorting students to pick up their meals, and cleaning tables and spills between students groups depending on the spaces used when eating lunch. PreK, 2nd, 3rd, 4th and 5th grade will have meals delivered to their classrooms on trays. Kindergarten and 1st grade will enter the lunchroom and sit in their assigned spaces. Lunchroom supervisors will place the meals in front of every scholar. Support staff will be wearing PPE and will have tools to help open items as well as portable plastic shields. Staff who supervise meal service are entitled to a free meal. Only grades Pre-K, K and 1st grade will eat in the lunchroom.

Students in grades 2-5 will eat lunch in their classrooms:

- Nutrition services staff will be assigned to come to the lunchroom, retrieve the staged lunches and deliver them to the classrooms. Students will collect their lunches one at a time. Transition time will need to be accounted for when planning lunch service for classroom groups.

If common spaces or open classrooms are used for lunch:

- Lunch tables will be spaced out for 3 feet between students within a classroom group and 6 feet between different classroom groups, students will be assigned seating within their classroom group.
- Lunch meals and beverages will be packaged by culinary staff and staged onto racks. Students taking lunch or milk will either stand in line with 6 feet of social distancing [OR] an adult will bring the food items to their table.

Classes will be scheduled for lunch to maintain social distancing from other classes that are either picking up meals or eating meals in the lunchroom.

For students bringing their own lunch, students will carry their own lunch boxes to and from the lunchroom.

Trash from meals eaten in the classroom are to be placed in trash barrels positioned in hallways. Custodial staff will change trash liners after lunch meal periods are complete. In the lunchroom, students will dispose of their food in the trash barrels.

Loring Grade Level Schedule:

A.M. High Five

8:30-9:30 – Play/Breakfast

9:30-11:05 – DL Class

11:05-11:30 – MAGIC (Music, Art, Gym, Integrated Computers) Time

P.M. High Five

12:10-12:40 Lunch (In classroom)

1:50-2:20 Specialists

Recess 2:35-2:55

Kindergarten

Room 101

- 8:30 -9:35 – Instructional Block
- 9:35-10:30 – Specialist
- 10:30-11:00 – Instructional Time/Can head to lunch at 10:45 to practice
- 11:00 – 11:30 – Lunch – Students seated in assigned spots and served lunch in lunchroom Jose/Ernest to cover – Morgan/Christine are back up
- 11:30-1:00 – Instructional Block
- 1:00-1:30 – Recess
- 1:30-2:50 – Instructional Block
- 2:50-3:00 – Prepare for dismissal/head to pick up/buses at 3:00

Room 103

- 8:30 -10:30– Instructional Block (Can head to lunch at 10:45 to practice)

- 10:30-11:00 Recess
- 11:00 – 11:30 – Lunch – Students seated in assigned spots and served lunch in lunchroom Jose/Ernest to cover – Morgan/Christine are back up
- 11:30-12:35 Instructional Block
- 12:35-1:30 Specialists
- 1:30-2:50 – Instructional Block
- 2:50-3:00 – Prepare for dismissal/head to pick up/buses at 3:00

1st Grade

Room 102

- 8:30-10:30 – Instructional Block
- 10:30 – 12:10 – Instructional Block
- 12:10-12:40 – Students seated in assigned spots and served lunch in lunchroom
- Jose/Ernest to cover – Morgan/Christine are back up
- 12:40-1:10 – Recess supervised by teacher
- 1:10-2:00– Instructional Block
- 2:00-2:55 Specialists
- 2:55 – Prepare for dismissal/head to pick up/buses at 3:05

Room 104

- 8:30-9:35– Instructional Block
- 9:35-10:30 Specialists
- 10:30-12:10 – Instructional Block
- 12:10-12:40 – Lunch Students seated in assigned spots and served lunch in lunchroom Jose/Ernest to cover – Morgan/Christine are back up
- 12:40 – 1:10 – Recess Supervised by teacher
- 1:10-2:55 – Instructional Block
- 2:55 – Prepare for dismissal/head to pick up/buses at 3:05

2nd Grade

Room 106

- 8:30 – 11:00 – Instructional Block
- 11:00-11:30 Recess

- 11:35 –12:05 Lunch in classroom/will be delivered to your class on trays
- 12:00-2:00 – Instructional Block
- 2:00-2:55 Specialists
- 2:55 – Prepare for dismissal/head to pick up and buses at 3:05

Room 208

- 8:30 – 9:35– Instructional Block
- 9:35-10:30 Specialists
- 10:30-11:35 Instructional Block
- 11:35 – 12:05 Lunch in classroom/will be delivered to your class on trays
- 12:00-1:00 – Instructional Block
- 1:00 - 1:30 Recess
- 1:30-2:55 Instructional Block
- 2:55 – Prepare for dismissal/head to pick up and buses at 3:05

3rd Grade

Room 201

- 8:30 -12:05 – Instructional Block
- 12:05 – 12:35 – Lunch in classroom/will be delivered to your class on trays/supervised by teachers
- 12:35-1:30 – Specialists
- 1:30-2:00 Recess (specialists cover)
- 2:00-2:55 Instructional Block
- 2:55 – Prepare for dismissal/head to pick up and buses at 3:07

Room 205

- 8:30 -10:40 – Instructional Block
- 10:40 – 11:35 – Specialists
- 11:35-12:05 -Recess Specialists Cover teachers
- 12:05 – 12:35 - Lunch
- 1:00- 2:55 instructional block
- 2:55 – Prepare for dismissal/head to pick up and buses at 3:07

4th Grade

Room 202

- 8:30-12:05 – Instructional Block
- 12:05 – 12:35 – Lunch in classroom/will be delivered to your class on trays/supervised by Mrs. Rundles
- 12:35 -1:30 – Specialists
- 1:30-2:00 – Recess/Specialist takes the room outside and supervises
- 2:00-2:55 Instructional Block
- 2:55 Prepare forDismissal

Room 204

- 8:30-9:35 – Instructional Block
- 10:40-11:35 Specialists
- 11:35-12:05 Recess (specialists covered)
- 12:05 – 12:35 – Lunch in classroom/will be delivered to your class on trays/supervised by Mrs. Rundles
- 12:35 -2:55 – Instructional Block
- 2:55 prepare for Dismissal

5th Grade

- 8:30-10:40 – Instructional Block
- 10:40-11:35 Specialists
- 11:35-12:05 – Recess/Specialist covers
- 12:05 – 12:35 – Lunch in classroom/will be delivered to your class on trays/supervised by the teacher
- 1:30-2:55 Instructional Block
- 2:55 – Prepare for dismissal/head to pick up and buses at 3:07

Distance Learning Schedule

8:30-9:00 - Breakfast
 9:00-10:00 - Morning Meetings
 10:00-11:30 - Instructional Block with Live Meetings
 11:30-12:30 - Lunch/Recess
 12:30-1:30 - Instructional Block
 1:30-2:25 - Specialists
 2:25 - Closing Meetings

Attendance In Distance Learning

- Attendance will be taken each day.
- It is the expectation that students in distance learning attend all live scheduled meetings.

Distance Learning Specialist Plan

Starting February 8th, 2021

Mr. Raidt is our MAGIC (Music, Arts, Gym, Integrated Computers) teacher along with Mr. Moynihan. Students will have live instruction and asynchronous activities throughout the week. Friday's will continue to be choice/exploratory days.

DL Specialist (MAGIC) Schedule:

Grade/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Time
PreK	Music Async	Art Live	Gym Async	IC Async	Tech	11:05-11:30
K/1	Music Async	Art Live	Gym Async	IC Live	Tech	1:30-2:25
2/3	Music Async	Art Async	Gym Live	IC Async	Tech	1:30-2:25
4/5	Music Live	Art Async	Gym Async	IC Async	Tech	1:30-2:25

Hydration Breaks

Everyone is encouraged to bring a water bottle from home for use at the hydration station. Loring Elementary can request small (4-6 oz.) disposable cups from CWS for all classrooms, allowing students and staff access to drinking without the use of the hydration station. Drinking fountains will be covered and are not to be used. Staff who take a drink of water should plan to be 6ft away from other students/staff.

In-Class Requirements

Classroom Environment Requirements

- Face coverings required at all times.
- Social distancing of 3 feet when possible for children
- Handwashing and sanitization when necessary.
- Cleaning and disinfecting surfaces when necessary.

Seating and Movement within the Classroom

Teachers will arrange tables or desks to maintain 3 feet distance between each student, **if possible**, and 6 feet of distance for adults/teachers with assistance as needed from custodial staff. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom.

Teachers will determine the amount of existing furniture to be used and the room layout to support learning. Teachers will create and post seating charts. Teachers choosing to gather students on the floor or learning areas will use visual spacing such as tape or objects to define individual seating locations.

MPS will provide portable desktop barriers for adults to use when providing one-on-one or small-group instruction where 6 feet between adults and students cannot be maintained.

Sanitization of Room Once Cleared

Custodial staff will follow MPS Plant Operations [service level and protocols](#) with a full room disinfection after the room is vacant at the end of each day. Teachers and staff will have ready access to approved disinfecting solutions and towels to sanitize desks and hard materials throughout the school day, if desired. Custodial staff will follow a process to ensure spray bottles are filled each day with approved disinfecting solutions. After students have finished eating in the classroom, surfaces will need to be cleaned by classroom staff.

Common Areas

The Building Safety team will ensure tables or desks are arranged to maintain 3 feet distance between each student. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom. The Building Safety team will determine the amount of appropriate furniture and room layout to support learning. Teachers choosing to gather students on the floor or learning areas will use visual spacing such as tape or objects to define individual seating locations. Teachers will decide if coat hooks, tubs, or alternate storage will be used for personal belongings such as snow gear.

Collaborative Work Strategies

Teachers and staff have been provided a face shield and a cloth face covering and have been provided a clear plastic desk-top barrier to use with small groups or one-on-one work where 6 feet of distancing cannot be maintained. MPS Health and Safety Plans, face coverings, and social distancing expectations will be followed by all staff. Group size and frequency will be limited as best we can to maintain social distancing.

Material Handling

Any item (recess/PE equipment such as balls, hula hoops, etc.) with the potential of multi-usage will need to be disinfected by classroom staff prior to the next use, including equipment used during physical education or recess. Teachers are encouraged to have baskets or storage areas for papers and materials to be turned in, allowing time between contact. Community sharing of materials will not be permitted. Lost and Found items cannot be used for activities during recess or other times. Teachers are encouraged to have students manage their own materials, rather than collecting items.

Instructional Materials and Cleaning Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

lean surfaces and objects that are visibly soiled. Use soap (or detergent) and water to clean surfaces or objects that look dirty. Visibly dirty surfaces should be cleaned prior to disinfection. If surfaces or objects are soiled with body fluids or blood, contact your building engineer immediately to safely clean up the area and keep others from coming into contact with the fluids/area. Engineers have been trained on how to safely handle these situations.

When possible, limit the use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games, computers) or clean and disinfect between use.

Discourage sharing of items that are difficult to clean or disinfect such as electronic devices, pens and pencils, classroom stapler, whiteboard markers and erasers, books, games, art supplies (e.g., markers, crayons, scissors), and other learning aids.

Soft and porous materials, such as area rugs and seating, may be removed to reduce the challenges with cleaning and disinfecting them.

Keep each student's belongings separated from others' and in individually-labeled containers, cubbies, lockers or areas.

Ensure adequate supplies are available to students to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies and equipment) or limit use of supplies and equipment to one group of students at a time and clean and disinfect between use.

Facility Sanitization

Ventilation

Windows should be kept closed to maintain proper air balance throughout the building so air handling systems work as planned. Exterior doors will not be propped open due to school safety expectations. MPS Plant Operations is responsible for the maintenance of the facility and the expectations for portable HEPA filters and HVAC systems. Classroom staff will not move HEPA filters between rooms and, if a HEPA filter has been placed in the room, will operate those filters at the 400 CFM setting at all times while the room is occupied.

Sanitization Between Learning Activities

Every classroom will have alcohol based disinfectant wipes and hand sanitizer. Approved disinfectant spray and paper towels are available for use at sanitizing stations distributed throughout the school. A collaborative effort between teachers, support staff, and custodial staff will occur to ensure cleaning within the building. Custodians will follow the [established cleaning and disinfecting schedule](#) and staff will assist with disinfecting and cleaning rooms and materials during the day in classrooms.

Additional Guidelines

Inside Recess

During indoor recess, students will stay in their classroom. Depending on availability of adult coverage, open rooms may be used to support indoor recess. Prior to the start of indoor recess, teachers will review activities students are permitted to do. MPS staff will supervise students by ensuring students wear their face covering and maintaining social distancing.

Outside Recess

MPS staff will supervise students while on the playground. The number of classes in the outdoor recess area will be limited to maintain 3 feet of social distancing between students

and 6 feet between classroom groups. Face coverings are required during recess. Students will need to follow face covering and social distancing expectations. Staff will have a radio allowing communication at all times. Students will continue to use designated bathrooms either in the classroom or designated stall.

Recess			
Time	Class 1	Class 2	Class 3
10:30-11:00	103		
11:00-11:30	106		
11:35- 12:05 (spec)	204	205	207
12:40 -1:10 (tchr)	102	104	
1:00-1:30 (tchr)	101	208	
1:30 - 2:00 (spec)	201	202	
2:35-2:55	High Five P.M.		

Illness Room

Health office staff will supervise students in the illness room who may need to wait for transportation. Identify a staff member to back up student supervision in the illness room in the event that health office staff are needed elsewhere for routine medical procedures. The illness room will be located in the conference room across from the main office.

Adult Guidelines

Adult Activity Requirements

Face coverings and social distancing of 6 feet are required at all times between adults and adults and students; handwashing and sanitization will be done as necessary. Model and assist students in all MPS Health and Safety protocols. Staff will wear both a mask and face shield at all times while in the building.

Staff Meetings and Training

Staff meetings will be conducted via a virtual meeting platform.

PTO/PTA/Site Council Meetings

Meetings will be conducted via virtual meeting platform

Use of Staff Lounge

The staff lounge will be available; staff must follow social distance guidelines, wear a face covering if not eating, and follow MPS cleaning protocols. Staff are required to complete the Staff Lounge Sign In/Out Sheet to track usage for contact tracing. Sign-in sheets should remain in the staff lounge on a clipboard.

Food

Food sharing and potluck events are not allowed.

Main Office/Questions

All questions should be directed to our main office staff of Mrs. LaSonderia and Mrs. Romina. You can reach the office at 612-668-2060.

No Caregivers are allowed in the office at any point in the day. Families should use door #9 to communicate with office staff. There is a PA intercom that will be sanitized after each use by office staff.

MPS Kids

Before School program 6:30 am -8:40 -Parents will buzz in at door 9 (please note parents may not enter the building) staff will meet the students at the Mpls Kids room.

After School program 3:00-6:00 pm pick up will be at door 9 use the buzzer and the student will come to the door note: students may walk to the door with staff watching from the classroom. We will keep the camera on until the student meets up with parent. Staff will monitor the hallway when students arrive or leave.

If someone different is picking up a student please have them present their ID at the buzzer so staff can verify

Please note re-registration is needed for in person learning before and after school care. Please go to the Mpls Kid site to register

Will will have 2 cohorts at Loring and keep the groups serate as much as possible. We will be following the safety guidelines that Loring has presented that are appropriate to our program

Please refer to the Mpls. Kids Parent Handbook for additional information