

Arrival/Dismissal Procedures

2020-2021 - COVID-19 Procedures

Arrival

- **Faculty and staff** will do pre-screening at home with Health eTools and should enter the building through the door closest to their office or the outside door to their classroom. All faculty and staff must wear masks or face shields at all times from the car to their destination. The parking lot will be extremely busy between 8:00 and 8:30 am.
- **Parents will be asked to use the Health eTools** screening tool at home (temperature check plus answering the Health eTools screening questions) and send the report to the school by 7:15 am each morning. Temperatures of all children will be re-taken when they arrive at school. Students who were not screened at home will be screened upon arrival at Benchmark.
- **In bad weather** pop-up tents at the front of the building and the gym will be put up for staff who will be doing temperature checks for all children and screenings of children who were not screened at home. For very young children, this may involve a phone call to a parent by the office to get the answers to the questions.
- **Buses will pull to the front of the school building**
 - The bus riders will have temperatures taken if they were screened at home. Working from the list generated by Health eTools, students who were not screened at home will be screened.
 - Bus early arrivals will be supervised on the playground or in the gym (rainy days), socially distanced with cones placed 6 feet apart and each child standing at a cone (7:30 - 8:00 am). Middle School students will sit at cones 6 feet apart in the lobby of the PAC. Lower School students will sit at cones 6 feet apart on the playground or in the gym. They will be sent to the outside door of the classroom at 8:00 am.
 - A team of adults will be placed strategically around the outside of the building to guide students. All adults should wear face shields, masks, and gloves. They should carry hand sanitizer. Cell phones will be used to communicate with the nurses or the office.
 - The adults will put hand sanitizer in each child's hands on the way past.
 - Teachers **MUST** be at the classroom doors, wearing face masks/shields and gloves, at 8:00 am to let children enter.
- **Buses Arriving at 8:00 am or Later and Students Arriving in Cars**
 - After temperature checks/screenings, Lower School students go in the outside doors to the classroom. One teacher lets students in the room so students are not touching door handles.

- Students in Rooms 2, 4, 6, 8, 10 enter through the outside doors of the classroom.
 - Students in Rooms 1, 3, 5, 7, 9 enter through the front door of the school and go to their classroom.
- Middle School students will be dropped off at the gym.
- After temperature checks/screenings, Middle School students will go around the building.
 - Students in Room 32 (Savage), Room 33 (Scali), and Room 34 (Kelemen) enter through outside classroom doors on the playground.
 - Students in Rooms 41-46 go across the patio and enter through outside classroom doors on the ring road. The ring road will be blocked off.
 - One teacher lets students in the room so students are not touching door handles.
- **Students arriving in cars**
 - All students will have their temperatures taken in their cars. Working from the list generated by Health eTools, students who were not screened at home will be screened.
 - Middle school students may not arrive until between 8:00 and 8:15 am.
 - Lower school students may not arrive until between 8:15 and 8:30 am.
 - Carpools with middle school and lower school students will stop at the gym first to drop off middle school students and then go to the front of the school building to drop off lower school students.
- Nurses will be outside for questions and can be doing temperature checks/screenings.

Sick Children

- Any student who arrives on the bus with symptoms will be isolated in the Health Office until picked up.
- Any student who arrives in a car with a parent and presents symptoms will be sent home.
- A list of children sent home will be kept for the nurses to contact the parent.

Dismissal

- **Students will stay in their classrooms until they are called - all must put masks on when leaving the classroom to go to their bus or car.**

- **Buses** will be called by the office a few at a time, depending on the number of students on the bus
 - Middle School students leave through Preston Wing when called.
 - Students in Rooms 1, 3, 5, 7, 9 leave through the library.
 - Students in Rooms 2, 4, 6, 8, 10 leave through outside doors of classrooms.
 - Dismissal for buses may begin a few minutes before 2:50 pm.

- **Car Riders**
 - Parents should not arrive to pick up their children until 3:00 pm.
 - Parents will have large signs in the window with the child's name.
 - All cars will loop through the gym lot until buses have been loaded.
 - Students will be called to the front of the building - parents in cars wear masks and students must wear masks.
 - Middle School students leave through Preston Wing when called.
 - Students in Rooms 1, 3, 5, 7, 9 leave through the library.
 - Students in Rooms 2, 4, 6, 8, 10 leave through outside doors of classrooms.
 - Parents will not be permitted to exit their cars.