

# **Incarnation Academy**

## Prior to student arrival:

- Please wear a mask at all times indoors.
- Wash your hands!!
- Make sure each family table has sanitizer and an empty trash can.
- Turn on all bathroom lights.
- Make sure each bathroom has toilet paper, paper towels, and its spray bottle of Lysol.
- Make sure the door to the back hallway is propped open.
- Make sure Children's Chapel and Nursery doors are locked.
- Unlock the door to the playground.
- Wipe down all high-touch surfaces:
  - Sink handles and refrigerator pulls in kitchen.
  - Doorknobs throughout the parish hall, kitchen, hallway, and bathrooms
  - Sink and toilet handles in bathrooms
  - Light switches in bathrooms
- Prop open the door to the parking lot for student arrival.

## Arrival:

- Parents stay outside.
- Students must wear masks at all times indoors.
- Students are scanned for temperature at the door.
- Students drop their belongings beside their family table.
- Students immediately wash their hands in the kitchen.
- Students go to their family table and unpack their supplies.
- One person from each table puts their family's lunches in the refrigerator, if needed.

## At lunch:

- Send the students a table at a time to wash their hands and retrieve their lunches
- They'll eat at their family tables
- If they need anything from the kitchen (napkins, cups, ice, etc.) you be the one to get it for them in order to reduce traffic
- After lunch, have each family put their trash in their trash can and wipe down their table with Lysol spray

Twice daily:

- Send the students to the playground or set up cornhole for them in the hallway if it's raining
- Flush the parish hall with fresh air:
  - Close door to hallway
  - Open door to outside by the grill
  - Open kitchen door to outside
  - Open double doors to parking lot
  - Turn on box fans in front of grill-side door and kitchen outside door
  - After about 10 minutes, turn off fans, close outside doors, and open door to hallway

At the end of school, have students:

- Put all their supplies in their supply bins
- Send one person to empty their family trash can into the large rolling can
- Wipe down their family table with Lysol spray

After the students leave:

- Empty trash cans in bathrooms.
- Refill family table sanitizer bottles as needed.
- Turn off all bathroom lights.
- Make sure each bathroom has toilet paper, paper towels, and its spray bottle of Lysol (refill these as necessary).
- Lock the door to the playground.
- Close the door to the back hallway.
- Wipe down all high-touch surfaces:
  - Sink handles and refrigerator pulls in kitchen.
  - Doorknobs throughout the parish hall, kitchen, hallway, and bathrooms
  - Sink and toilet handles in bathrooms
  - Light switches in bathrooms
- Let Jenny+ know you're leaving so she can lock the door.