**EXAMPLE**

**Return to School Agenda for Staff Support**

Pre-work: Finalize district plan, convene meeting with building level admin to promote consistency across schools.

Preparing for on-site Day 1- Share plan, identify meeting area outside, provide agenda with clear expectations

**Staff Day 1**

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|  | Day 1 – Led by District and school leadership (District leaders stay with same school assignment throughout the day) | Schedule |
| **Staff Day 1** | OUTSIDE:  ✓ Welcome and Check in/morning circle opener (music, time to just be together –  outside using new protocol for entering and exiting building. (e.g. temperature checks, sanitizer station) District and school leaders model for teachers how to welcome students back  ✓ Break into small teams and take a tour (using distancing protocols) of the school  ✓ School Tour – practice line up routine, new traffic flow and become familiar with prompts (posters, floor signs)  ✓ Provide direct instruction to all staff…Teach routines and procedures across all contexts, have staff take notes, be aware of the things that “trigger” them throughout the first day. Self-reflection worksheet and huddles/check in across each day will be important  Other considerations:  \*\* Use same process for orientation days with families and students coming back  \*\*Do we ask staff and students to wear something (similar to a medical bracelet that lets us know they are exempt from wearing a mask? | 8:30 am – 10:00 am |

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| Day 1 | Break |  |
| Grade level teams – Teaching Matrix-routine/procedure document modified  ✓ Review details specific to each age group (e.g. younger students exempt from wearing masks in classrooms – need a procedure for transition times – will need to wear mask outside of classroom)  ✓ Handwashing – every 2 hours – use this in conjunction with your calm routine/biology break (music, dim lights, use calming strategy belly breath) | Times TBD |
| Lunch |  |
| Run practice scenarios  ✓ Staff, students, family member tests positive with COVID  ✓ Fire drills with new traffic flow | Times TBD |
| Prep time |  |
| Staff huddle, reflection and feedback | Times TBD |
| **Staff Day 2** | Day 2  OUTSIDE:  Morning circle – outside – practice calming strategy  Transition to grade level meeting: Identify Focus Topic – (e.g. screening and uncovering needs) | Times TBD |
| Break  ✓ Grade level meetings continued  ✓ Focus Topic (e.g. empathy, perspective-taking and equity) | Times TBD |
| Lunch |  |
| Prep time | Times TBD |
| Break |  |
| Staff huddle, reflection and feedback | Times TBD |