**Welcome to Milbrook Elementary.** We look forward to an amazing 2021-2022 school year. Please contact the school at 443-809-1225 with any questions.

### Arrival & Dismissal Procedures
- Car riders should be dropped off/picked up on the sidewalk next to the staff parking lot. Parents should have their carpool number displayed in their car window.
- Buses will come into the bus loop and drop off and pick up students.
- First and Second Grade students will enter/exit through their outside classroom doors.
- Third Grade students will enter/exit through the front lobby.
- Fourth Grade students will enter/exit through the side door of the building near the trailers.
- Fifth Grade students will enter/exit their trailers.

### Screening & Testing (**Safety is Our True North**)
- All families should screen students for symptoms prior to leaving home.
- Please use this checklist to determine if a student should or should not go to school.
- Persons with COVID-19 symptoms in school will be required to be tested or will be placed on quarantine, in alignment with guidance from the Maryland Department of Health.

### Face Covering (**Safety is Our True North**)
**Requirements:** All persons, regardless of vaccination status, must wear a face covering while inside a school. Exceptions to this requirement are:
- The person is alone in a private space.
- The person is eating or drinking.
- The person has a documented physical or developmental disability that makes wearing a mask unsafe.
- The person is under the age of two.
- The person is a student athlete engaged in the sport in the field of play.

### Social Distancing (**Safety is Our True North**)
**Requirements:** Physical distancing of students from each other and between students and adults will be provided to the greatest extent possible, considering school enrollment and facility constraints. Strategies include:
- Use of classroom and cafeteria configurations that provide maximal separation between students.
- Plans for arrival, dismissal and change of classes to reduce gathering of students in any area.
- Restriction of field trips to day trips only, with plans to reduce exposure to large crowds.
- Plans for supervision of restrooms, locker rooms, and school lockers to prevent congregation of students.

### Hand Hygiene (**Safety is Our True North**)
**Requirements:** Employees and students have been instructed to adhere to best practices in hand hygiene and respiratory etiquette. Times for handwashing or use of hand sanitizer to include before and after meals, upon arrival to schools’ offices and home, before and after use of any shared items, after use of the restroom, after sneezing/coughing and other time hands are contaminated.

### Breakfast & Lunch
- Breakfast will be served at each general entrance for each grade level.
- Every student will be provided free breakfast and lunch each day.
- Lunch will be served in the cafeteria, one grade level at a time. Students will be spread out and socially distanced.

### Supplies & Devices:
- Students will be provided a computer at school for everyday learning.
- Please look at our school supply list on line for what each grade level is requesting for supplies.
- The school has a limited supply of materials that can be provided to students.

### Visitors (**Safety is Our True North**)
- To visit a BCPS school, visitors must have an appointment.
- Visits will be conducted remotely or outside, whenever possible.
- If an indoor visit is required, visitors will be required to wear a face coverings and practice social distancing.
- The number of people admitted to the building will be limited.
Cleaning/Disinfecting (*Safety is Our True North*)

**Requirements:** BCPS staff will continue to provide safe and clean school environments by ensuring daily cleaning of buildings using Environmental Protection Agency (EPA) approved germicidal agents that kill coronavirus. BCPS staff will:

- Perform frequent cleaning and disinfection of high-contact surfaces and any shared items, at least daily.
- Promote hand washing before and after touch of shared use items.
- Maintain sufficient supplies of soap, paper towels, and hand sanitizer.