

Harker Upper School

Student Arrival, COVID Safety, and Departure Protocols, updated 4.16.21

Campus arrival

For the first period of the day (1st or 5th), plan on arriving between 15-30 minutes before 8 am to complete the check-in process smoothly and get to the classroom on time. We no longer have specific arrival times.

Late Arrivals

A late arrival is considered someone who arrives after the first period of the day begins (either 1st or 5th period). Those students should proceed to the Attendance Office in Main where they will show their Magnus confirmation and have their temperature taken.

Drop-off & check-in locations: these are the only spots to be dropped off (See map on page 3)

Grades 9 & 11: Use the rear driveway and drop off at the Manzanita loading zone

Grade 10 & 12: Use the front driveway and drop off at the Plaza outside RPAC

Wait line: Please stand on the taped spots at 6' intervals while waiting to check-in.

Arrival Instructions to all

Parents may not park and walk students onto campus. Please make sure your student is ready when you pull up to the drop-off zone: mask is on, student has water bottle and backpack ready. Student walks to the end of the check-in line and proceeds forward. Maintain physical distance of 6' between you and others in line.

Make sure the parents have completed the Magnus app check-in **before** arriving at campus to help facilitate smooth check-in on site. The student should have verification of the Magnus result (either screenshot from parents phone or the app verification). If you have not done it, you will be asked to answer the health questions upon arrival before having your temperature taken. The instructions for use of the Magnus App are listed for you below.

Instructions for student drivers - arrival

Enter down the front driveway. Parking is first-come, first-served along the freeway wall beginning at #110. Do not park in any other spaces other than along the freeway wall in spaces #110-185. You must be registered to park on campus. Proceed to the check-in station in the Plaza outside the RPAC.

Instructions to parents using the rear driveway

After the front entrance, bear left. Come all the way down the drive to the Manzanita drop zone. **Please DO NOT drop by the dance room and attempt a U-turn.** Your child's check-in point is at Manzanita, so there is no point in letting them out earlier.

Student seating options (map on page 3)

These spaces can be used during free periods or other periods when a student might have a class without an in-person teacher. No more than 2 students should be seated at any table. If at a round table, students should sit on opposite sides; if it's a rectangular table, students should sit at opposite ends.

1. Inside the Auxiliary gym
2. Quad
3. Manzanita tables/Breezeway
4. Orchard
5. Inside the Rotunda (in Nichols Hall), 1 student per table.

Harker Upper School

Student Arrival, COVID Safety, and Departure Protocols, updated 4.16.21

Lunch process, seating guidelines, lunch break boundaries

- Students will retrieve box lunches at one of four serving stations around campus. See map on page 3 for locations.
- Students should eat with no more than 2 seated at any table. If at a round table, students should sit on opposite sides; if it's a rectangular table, students should sit at opposite ends.
- When students choose to sit on the ground to eat lunch (possibly Davis Field), a distance of 6 feet should be maintained between peers.
- If an adult asks you to move to increase your social distancing, please comply.
- Masks are on except when actively eating or drinking water. When the meal is finished, the mask must be worn.
- All trash and recyclables should go in the appropriate wet/dry container.

Printers and charging towers

- There are printers inside the Auxiliary Gym and Nichols Atrium for student use. Instructions are posted with the printers. The Library printers are not to be used at this time.
- There are charging towers so that students can plug in computers or phones. They should remain where they have been placed.

Student COVID-19 Safety Expectations

- Maintain social distancing at all times, from car to study location, when on breaks, until you leave campus or move to your next commitment after school.
- Wear a mask unless eating or drinking.
- Bring a water bottle and refill at the nearest refill station if necessary. Do not use water from the free-standing hand-washing stations around campus.
- Hand washing/sanitizing - your hands should be washed or sanitized as often as you possibly can each day. There are hand sanitizers and hand washing stations located all over campus.
- Bring head phones - in all designated study spaces, students should use headphones while accessing their Zoom classes.
- Maintain spacing inside multi-person restrooms as signage indicates.
- Students are to be conscientious not to break the 6' distancing requirement. Students may not "hang out" inside buildings. When socializing, please do so outside adhering to proper social distancing.
- Any student who has to change for a physical activity will have to do so in the bathroom assigned to that activity and only just before that activity starts.
- Students moving on to an after-school activity may bring a snack to be eaten after they have finished class time for the day.
- Our campus is closed, meaning that students may not leave campus and return later in the day (e.g go across the street and return). The only exception will be for students who would like to go home after their academic classes and return later for an on-campus extracurricular commitment.

Harker Upper School Student Arrival, COVID Safety, and Departure Protocols, updated 4.16.21

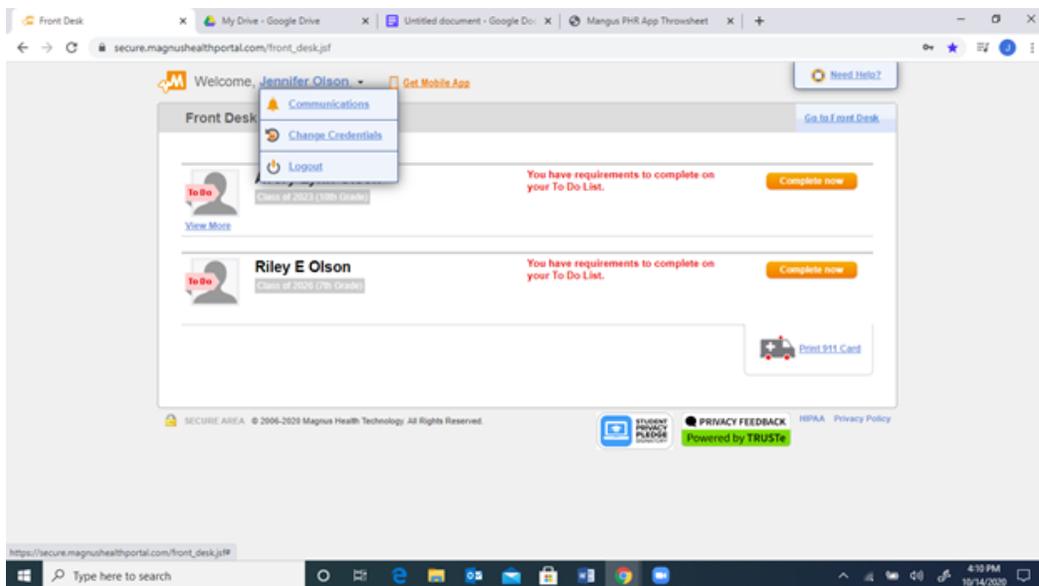
Instructions for Magnus Daily Check-in

Parent Instructions on how to complete the required daily COVID screening:

Step 1: Set up the Magnus mobile app:

You can read these directions: [Mangus mobile app directions](#) or you can follow the info below.

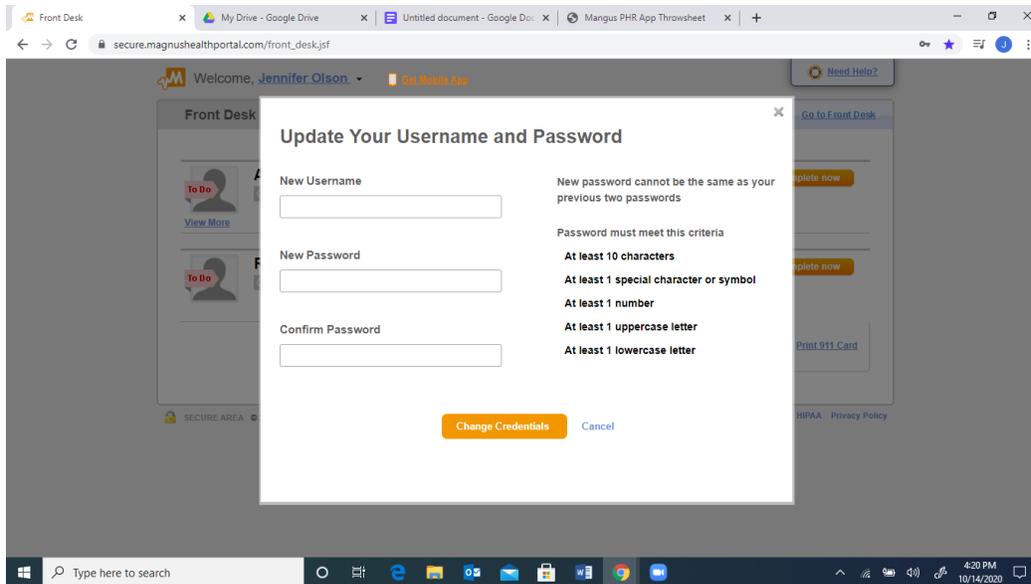
1. Download the "**Magnus Mobile V2**" App to your phone from the Apple Store or the Google Play store.
2. Log on to the Harker Parent Portal on your computer.
3. Click on red Magnus Health Info tile
4. You will be automatically logged into Magnus. Hover over your name in the upper left hand corner:



5. Click Change Credentials.
6. Create a new username and password. This will allow you to create a username and password unique to the Magnus Mobile App.

Harker Upper School

Student Arrival, COVID Safety, and Departure Protocols, updated 4.16.21



7. You are done! Now, log on to the mobile App, which has now downloaded on your phone, and use these new credentials to log in.

Step 2: Fill out the Parent COVID Questionnaire prior to arrival on each day your student will come to campus:

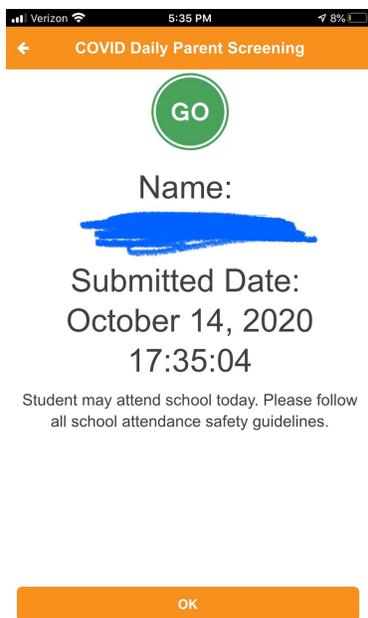
1. Click on your student's name once you are logged on to the app.
2. Click on the COVID-19 button
3. Complete the Daily Parent COVID-19 Report.
4. After you submit your responses you will get a green "GO" message or a red "STOP" message. A GO message allows your student to come on to campus. A STOP message results when a symptom screening is positive. You will need to notify attendance and the campus nurse.
5. When you receive your GO message, please take a screenshot of the message. You can then show this to the staff member when they come to your car at the front loading zone during drop off.

[COVID-19 Daily Attestation – Parent Tutorial](#)

After filling out the questionnaire each day, please take a screenshot of your Go Message. Either you or your student will be required to show the daily screenshot to enter campus.

Harker Upper School

Student Arrival, COVID Safety, and Departure Protocols, updated 4.16.21



Optional:

Informational Video on the features of the Magnus Mobile App for Parents:
<http://training.magnushealth.com/userguide/parent-phr-app/>