

IN-PERSON PROGRAM SET-UP AND BREAK-DOWN PROTOCOL COVID-19 MODIFICATIONS

- To ensure safe, efficient, and welcoming in-person programming at the Living Lab, check-in of students for in-person programming at the Living Lab.

PROGRAM SET-UP PROTOCOL (60 MINUTES PRIOR TO PROGRAM)

Teaching space

- Each indoor/classroom space will also have an outdoor community building and snack space
 - Eco Lab and Rock Amphitheater
 - Sci-Tech Lab and Courtyard

Instructor

- Check curriculum supplies and visuals
- Set-up whiteboard
 - 1 side of the white board will have roles for instructors/mentors by category
 - Check-in
 - Check-in support- one person collects students from check-in and walks them to pre-class gathering space, receives check-in updates.
 - Greeter – reminds students to wash hands, sits with students, distributes meals.
 - DJ for the week – plays cue music to transition
 - Tech Support for the week – starts Zoom and troubleshoots
 - Check out
 - Chores – hands out sanitizing wipes and remind students to wash hands and move chairs
 - 1 side of the white board will have the “Daily Schedule” for students, see example:
Daily Schedule – **Ocean Leader Bridge**
 - 9:00-9:45am- Community Building
 - 9:45am-12:15pm Lab – “ADD title for curriculum (e.g. Invertebrate Conservation)”
 - 12:15-1245pm- Lunch
 - 12:45-1:45pm-Tools for Success – Reflection
WIR: Amy Wallen
 - 1:45-2:00pm Announcements & Chores

All

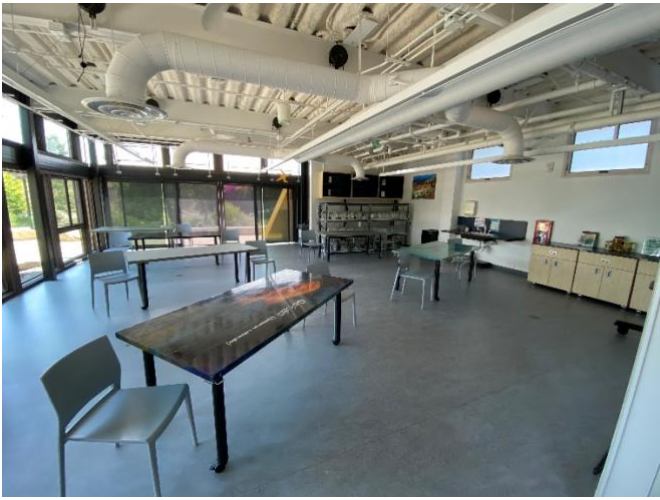
- Set-up tables and chairs in teaching areas.
 - Ensure that tables and chairs align with social distancing markers.
- Ensure trash and recycling cans are visible and accessible.
- Setup large smartboard, speakers, screens.
 - Cover all wires with covers to reduce trip hazards.
- Set up camera
 - Test the camera, ensure that all student chairs are in the frame as best as possible.
- Set-up external speaker.

- Connect aux cord to the computer.
- Set-up microphone and microphone stand.
 - Connect microphone using the microphone jack.
- Test volume of microphone using the camera app on the computer. Set-up music ipod and smaller speaker.
 - Ensure that the playlist is cued and the ipod is charged.
 - Cue Songs
 - Lab Starts – Best Day of My Life
 - Reflection Starts – Legacy Song
 - During Pen – Classical Music Playlist
 - Chores – Chores Playlist
- Login to the computer:
 - Pull up “OL Bridge PPT” saved on the desktop and any websites needed for the day on the “Daily Links” ppt slide.
 - Login to the Ocean Discovery Zoom Program 1 account: rwhalen@oceandi.org or jbarkan@oceandi.org.
 - Test Zoom volume, connectivity, and meeting invitations.
- Collect teaching supply bin from storage and set-up supplies for each lesson.
 - Refer to inventory list inside the bin and curriculum for the day.
 - Set-out supplies for the daily curriculum.
- Add student science notebooks to tables.
- Set-up Community Agreements.
- Set out water and plastic cups.
- Put on gloves and collect meals from the refrigerator upstairs.
 - Distribute meals to students when they arrive.

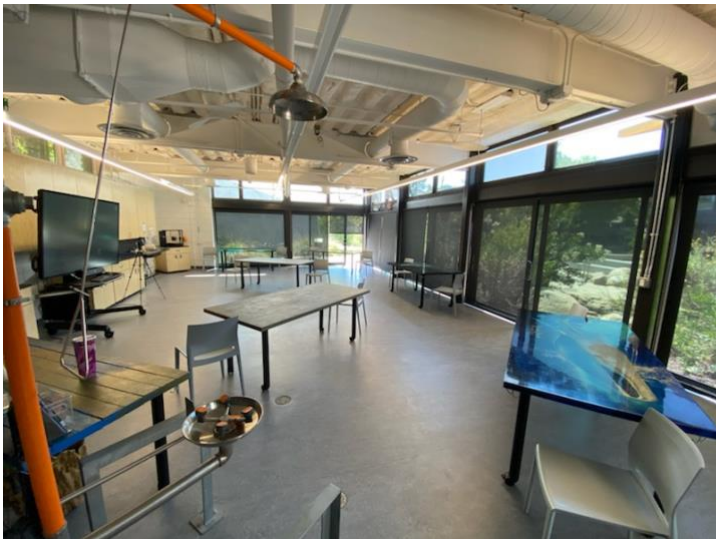
MONDAYS SET-UP PROTOCOL ONLY:

- Instructors will:
 - Pick-up rosters, student ppt from Isabel
- Instructors will:
 - Make student supply bin to include:
 - Pencils (2)
 - Pens (2)
 - Pack of colored pencils
 - Science notebook
 - Scissors
 - Plastic cup
 - Blue tape with student’s name on each bin

Program default setting Eco Lab:



Program default setting Sci-Tech Lab and Courtyard:





PROGRAM CHECK-IN PROTOCOL

- Instructors and Fellows:
 - Mark students as present on program roster as they enter in program space.
 - Welcome students.
 - Remind students Wash Your Hands - upon arrival and after eating and Wear Your Mask - students can take off masks only while eating.

CHECK-OUT PROTOCOL

- Ensure all students have placed their nametags inside of their personal bins.
- Ensure check-out is open before dismissing the students to the Plaza Del Sol.
- Students walk up to the Plaza Del Sol, check-out with Isabel before leaving.

DAILY CLEAN-UP PROTOCOL

- Clean and sanitize any and all individual program supplies and pack into the storage bin.
- Chairs are placed inside from
 - Courtyard
 - Plaza del Sol Café
 - Watershed Plaza.
- All tables can remain in their spaces in each teaching space.
- Put away and store speakers/tech.
- Charge ipods, smaller portable speakers as needed.
- Store and put away all student bins.
- Upstairs teaching spaces store all bins in transitional storage.
- Downstairs teaching spaces store all bins in storage on temporary racks

END OF PROGRAM TASKS

- Shred weekly program rosters.
- Clean all individual student bins.
- Ensure all program laundry is complete and put away.
- Store all student bins, check for any miscellaneous items.
- Restock "General Supplies" bin as needed.
- Clean out fridge including any remaining FSD food and/or opened program food.
- Clean all cups and store to dry over the weekend.
- Celebrate a week well done.