

# **SALOME ELEMETNARY SCHOOL DISTRICT COVID-19 PROTOCOLS FOR SCHOOL REOPENING**

The following protocols will be implemented across all District sites.

Normal procedures for students who qualify for homebound or chronic ill services will be followed. Similarly, normal procedures for employee requests for reasonable accommodation due to disability will be followed.

## **I. REOPENING PROCESSES**

### **A. Staffing**

1. At the District level, the Superintendent will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. The Superintendent will ensure that SES has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.

2. At SES, the Superintendent or his designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.

3. At SES, Maintenance/Transportation/Custodial Supervisor will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

4. At SES, District Office Staff will coordinate and implement the protocols for screening students and staff. Those individuals will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Superintendent.
- Informing the Superintendent if absences of students and staff on any given day is above 10% or if there appears to be a cluster of respiratory related illnesses and if there are 5 confirmed cases of COVID-19.

5. The Special Education Director and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

### **B. Training**

1. Prior to students returning to campus, all staff will be trained to implement these protocols.

2. Prior to students returning to campus, parents will be sent a copy (or directed to review on the District or school site website) of the portions of these protocols that relate to students and visitors. Darla Weisser and Alicia Pantoja will be identified as the parent point of contact. That will be communicated to parents prior to the first day of school. They will be responsible for answering parent questions regarding implementation of the protocols. All questions should go through them to assure consistency.

## **II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSITIVE COVID-19 TEST**

1. Immediately report the situation to the Superintendent or Darla Weisser ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrange to send the employee home in a safe manner. If the employee is able to self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear PPE or a cloth face covering and will maintain 6 feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be contacted immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.
4. Close off any areas that the symptomatic employee or student were in for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation in those areas. After 24 hours, thoroughly clean and disinfect all surfaces in the area.
5. Determine whether other employees or students may have been exposed to the symptomatic individual. If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two options has occurred:

Option one

- At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged

**OR**

Option two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

### **III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

#### **A. DAILY SCREENING**

Students and parents will be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

### **1. Daily Screening At Home**

- Parents will be informed in registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- **Schools will not give out attendance awards for the duration of the COVID-19 health crisis.**

### **2. Daily Screening Transportation**

- All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.
- A bus aide will visually screen each student prior to students entering the school bus. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting will not be allowed to enter the bus and a parent must be contacted (if not present) and advised that the student is being sent home. If a student has a chronic condition such as allergies or asthma, bus staff should be informed of that condition and allow those students with symptoms of runny nose or coughing to ride the bus if parents have sent a note or informed the bus staff that the symptoms are related to the chronic condition.]

### **3. Daily Screening at School**

- Upon arrival at school, each student will go directly to his/her classroom. A staff member will visually screen each student for symptoms and take temperatures with a non-contact thermometer 10-15 minutes after the student arrives (to allow for normalization of temperature after being outside in the heat). Thermometers will be disinfected between uses according to the manufacturer's instructions if required. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the health office. Parents may contacted for pick up with the following EXCEPTIONS:
  - If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
  - If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no

other symptoms, the nurse/health aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.]

- Students' temperatures may be checked randomly throughout the day.

**All student health information will be maintained confidentially.** The school nurse/health aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to Darla Weisser.

## **B. TRANSPORTATION**

When bus capacity will not allow for one student per row and an empty row between students, students are required to wear cloth face coverings when on school buses unless a health condition prevents it.

All staff will be required to wear cloth face coverings when on school buses unless a health condition prevents it.

## **C. HAND WASHING**

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

## **D. ENHANCED SOCIAL DISTANCING**

Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle students should be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are

used for non-instructional activities may be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

**[NO. 1 IS OPTIONAL IF NECESSARY TO ENSURE SOCIAL DISTANCING OR REQUIRED BY LOCAL CONDITIONS:**

**1. Staggered School Attendance**

Students will be assigned specific attendance schedules and the remainder of instructional time will be completed through distance learning. Students will attend in-person during assigned periods and will be provided distance learning assignments and supports during non-in-personal instructional time. [Any method that reduces student presence sufficiently to allow social distancing guidelines may be used]. All students within a classroom will have the same amount of in-person and distance learning time unless an IEP team or 504 team has determined that a student's least restrictive environment is home instruction placement.]

**2. Drop-off/Pick-Up Procedures**

Parent drop-off/pick-up procedures will require parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car, unless express permission from a site administrator is provided for good cause shown. If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive/leave school before or after the assigned times for the majority of students.

**3. Classroom Layout**

For all grades, classroom floors will be marked with adhesive tape to indicate where individual desks/workspaces should be located.

In all classrooms, desks will be positioned with the following guidelines:

- Student desks will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.
- In classrooms in which it is not possible to space desks six feet apart, schools will install sneeze guards or partitions on the sides of desks that are within six feet of other desks.
- [OPTION 1: If sneeze guards or partitions are not possible between desks, due to cost or physical impracticability, students will be required to wear cloth face coverings, unless a health condition prohibits wearing the face covering, when they will be unable to maintain six feet between each other and/or staff for a period longer than 10 minutes.]
- [OPTION 2 IF THE DISTRICT DOES NOT WANT TO REQUIRE FACE COVERINGS IN THIS SITUATION: If sneeze guards or partitions are not possible between desks, desks will be positioned as far from one another as possible.]

All desks will face the same direction rather than facing each other. Large tables for groups of students will not be used unless they are the only option, in which case partitions or cloth face coverings will be implemented.

Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

#### 4. **Hallways**

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way hallways. (NOT APPLICABLE)

#### 5. **Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)**

##### a. Playgrounds

[OPTION 1: Playgrounds will be closed. Individual classes may be assigned specific time slots to take students outside for physical movement with social distancing maintained at all times during outside time. Students may not use playground equipment. Separate classrooms may not mingle during outside activity time. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. ]



[OPTION 2: No more than one class at a time may be on playground equipment. Classes will be assigned a specific time slot and time slots will be scheduled such that there is sufficient time between classroom use that all of the playground equipment can be disinfected before the next group uses it. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time.]

##### b. Lunch Rooms

The multipurpose room will be closed during lunch. Pre-School and Kindergarten breakfast/lunches will be served in the classroom and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, all dishes will be collected by food service staff wearing gloves.

SES-cafeteria tables will be positioned to allow for the Social Distancing Plan. Enrollment will determine size and available spacing in the gym during lunch. Refer to the serving plan for detailed outline of service.

If a classroom has a student with food allergies, a 504 team will be convened to discuss appropriate accommodations, which may include, for example, that student will be taken to another location, such as a school conference room or the

multipurpose room, with one friend (so long as social distancing can be maintained in the alternative location).

c. Bathrooms

Students will go into bathrooms in group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. If feasible, sneeze guards/partitions will be added to sink areas. If sneeze guards are not possible due to physical layout or cost, the number of students in the bathroom will be limited further to allow students to keep an empty sink between them during handwashing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

d. Front Offices

If a glass/plexiglass divider is not already in place, sneeze guards or other partitions will be installed on the front desk.

**6. Visitors to School**

Nonessential visitors and volunteers will be limited. Parent volunteers should not be utilized in the classroom during the COVID-19 health crisis.

**7. Cloth Face Coverings**

Students are encouraged to wear cloth face coverings as often as possible and cloth face coverings will be required in certain settings, unless a health condition prevents it. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate alternative, which may include distance learning. Cloth face coverings are **not** surgical masks or other medical personal protective equipment.



[OPTION 1: Students are required to wear cloth face coverings, subject to the health condition exception stated above, when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.]

[OPTION 2: Students will be encouraged and reminded to wear cloth face coverings when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.]



Students should bring their own cloth face coverings to and from school, but schools should have a supply available to provide students who cannot afford or do not have their own coverings.

**Any student who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed by parents and staff.**

#### **E. STUDENT BELONGINGS/MATERIALS**

For younger grades, student belongings will be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

#### **F. CLEANING AND DISINFECTING**

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaire's Disease.

#### **G. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES**

Field trips will be canceled. Teachers should use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities should be cancelled unless the activity can be conducted in compliance with these protocols.

#### **IV. STEP TWO PROTOCOLS FOR EMPLOYEES**

##### **A. EXPOSURE ASSESSMENT**

Prior to allowing employees to report to work, District administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment (“PPE”) is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

##### **B. DAILY SCREENING**

Employees may not report for work if they have any of the following symptoms:

100.4

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

\* [OPTION 1: Each employee’s temperature will be taken by a designated staff member when the employee reports to work. If the designated staff member has access to a non-contact thermometer, such device will be used. If the designated staff member does not have access to a non-contact thermometer, s/he will wear gloves, will change gloves between each temperature check, and will wear a cloth face mask and eye protection. Thermometers will be disinfected between uses according to the manufacturer’s instructions. If an employee’s temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above and must self-report any symptoms that develop during the day.]

[OPTION 2: Each employee will take his/her temperature at home prior to arriving at work. When the employee arrives at work, the employee will check in with the designated on-site staff person and, remaining at least 6 feet from the designated staff person, will verbally confirm that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.]

## **B. HANDWASHING**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

## **D. ENHANCED SOCIAL DISTANCING**

Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

## **E. CLOTH FACE COVERINGS**

\* [OPTION 1: All staff members are required to wear cloth face coverings during interaction with students or other staff unless cannot do so for health reasons, in which case the employee should notify his/her supervisor to discuss strategies for reducing employee interactions with students or staff and to discuss other options to maintain safety protocols. Employees should contact the District's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering.

If a staff member is alone in his/her work area, the cloth face covering may be removed but must be on before students or other staff arrive and the work area disinfected.]

[OPTION 2: Staff members are permitted and encouraged to wear cloth face coverings during interactions with students or other staff.

Staff are required to wear cloth face coverings, unless a health condition prevents it, when on school buses and when physical space does not allow for maintenance of six feet of space

between individuals unless the staff member needs a reasonable accommodation due to disability. In this case, employees should contact the District's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process.

Janitorial staff is required to wear cloth face coverings, or other personal protective equipment (as available and appropriate), unless a health condition prevents it, while cleaning and disinfecting the schools.]

Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible.

## **F. CLEANING AND DISINFECTING**

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff is expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

## **V. STEP THREE STUDENT PROTOCOLS**

When a District, or a specific school site, progresses to Step 3 of the CDC's plan for reopening, the following protocols will be in place.

### **A. DAILY SCREENING**

Students and parents will continue to be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea

- New loss of taste or smell

### 1. Daily Screening at Home

- Parents will be informed in registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- **Schools will not give out attendance awards for the duration of the COVID-19 health crisis.**

### 2. Daily Screening on Transportation

- All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.
- **[OPTION 1 IF POSSIBLE:** A bus aide, wearing eye protection, will visually screen each student and take students' temperatures using a non-contact thermometer prior to students entering the school bus. Thermometers will be disinfected between uses according to the manufacturer's instructions. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will not be allowed to enter the bus and a parent must be contacted (if not present) and advised that the student is being sent home.]

### 3. Daily Screening at School

- Upon arrival at school, each student will go directly to his/her classroom. A staff member will visually screen each student for symptoms and take temperatures with a non-contact thermometer 10-15 minutes after the student arrives (to allow for normalization of temperature after being outside in the heat). Thermometers will be disinfected between uses according to the manufacturer's instructions if required. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the health office. Parents may be contacted for pick up with the following EXCEPTIONS:
  - If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.]
- Students' temperatures may be checked randomly throughout the day.

## **B. TRANSPORTATION**

When bus capacity will not allow for one student per row and an empty row between students, students are required to wear cloth face coverings when on school buses unless a health condition prevents it.

All staff will be required to wear cloth face coverings when on school buses unless a health condition prevents it.

## **C. HAND WASHING**

All students will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer only if there is no sink in the classroom)
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

## **D. SOCIAL DISTANCING**

Students will be educated and reminded regularly by staff members to maintain six feet distance between individuals at all times possible.

To the greatest extent possible, students will continue to remain with the same groupings and with the same staff throughout the day. Schedules for middle and high school students should be designed to allow the same groupings of students to move from subject to subject to the greatest extent possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are used for non-instructional activities should be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

## 1. Drop-off/Pick-Up Procedures

Parent drop-off/pick-up procedures should restrict parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car, unless express permission from a site administrator is provided for good cause shown. If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive/leave school before or after the assigned times for the majority of students. *Temperature taken before parents leave.*

## 2. Classroom Layout

For all grades, classroom floors will be marked with adhesive tape to indicate where individual desks/workspaces should be located.

In all classrooms, desks will be positioned with the following guidelines:

- All desks will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.
- In classrooms in which it is not possible to space desks six feet apart, schools should install sneeze guards or partitions on the sides of desks that are with six feet of other desks.
- [OPTION 1: If sneeze guards or partitions are not possible between desks, due to cost or physical impracticability, students will be required to wear cloth face coverings, unless a health condition prohibits wearing the face covering, when they will be unable to maintain six feet between each other and/or staff for a period longer than 10 minutes.]
- [OPTION 2 IF THE DISTRICT DOES NOT WANT TO REQUIRE FACE COVERINGS IN THIS SITUATION: If sneeze guards or partitions are not possible between desks, desks will be positioned as far from one another as possible.]

\* All desks will face the same direction rather than facing each other. Large tables for groups of students will not be used unless they are the only option, in which case partitions or cloth face coverings will be implemented.

Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

## 3. Hallways

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way hallways.

**4. Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)**

a. Playgrounds

Classes will have staggered use time on playground equipment. Classes will be assigned a specific time slot and time slots will be scheduled such that there is sufficient time between classroom use that all of the playground equipment can be disinfected before the next group uses it. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. For instance, students in lower grades may make “pool noodle” hats that they can wear during outside activity time that will physically cue them as to appropriate spacing.

b. Lunch Rooms

The multipurpose room may continue to be during lunch. If it is reopened, use time will be staggered to ensure that social distancing can be maintained during use. Students will be assigned seats that are at least six feet apart during lunch.

Food can be plated and served individually to students or students may come up to the line to retrieve food, but they must maintain six feet of distance between them at all times and any touch points (e.g., napkin dispensers, tray shelves) should be disinfected between students. Food will be served on disposable food service items (trays, plates, etc.) if possible. If disposable items cannot be used, all dishes will be collected by food service staff wearing gloves.

c. Bathrooms

Students will go into bathrooms in group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. If feasible, sneeze guards/partitions will be added to sink areas. If sneeze guards are not possible due to physical layout or cost, the number of students in the bathroom will be limited further to allow students to keep an empty sink between them during handwashing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

d. Front Offices

If a glass/plexiglass divider is not already in place, sneeze guards will be installed on the front desk.

**5. Visitors to School**

Nonessential visitors and volunteers to school may continue to be prohibited. If volunteers and visitors to school are allowed, they should be limited in number and must agree to adhere to the District’s social distancing and other protocols.



## 6. Cloth Face Coverings

Students are encouraged to wear cloth face coverings as often as possible and will be required in certain settings, unless a health condition prevents it. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate alternative. Cloth face coverings are not surgical masks or other medical personal protective equipment.



[OPTION 1: Students and staff are required to wear cloth face coverings, subject to the health condition exception stated above, when physical space does not allow for maintenance of six feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.]

[OPTION 2: Students will be encouraged and reminded to wear cloth face coverings when physical space does not allow for maintenance of six feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.]

Students should bring their own cloth face coverings to and from school, but schools should have a supply available to provide students who cannot afford or do not have their own coverings.

**Any student who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed by parents and staff.**

## E. STUDENT BELONGINGS

For younger grades, student belongings will be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

## F. CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

#### **G. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES**

Teachers should continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

Team sports will not be scheduled at this time. This will be reviewed on a regular basis until such protocols meet the standards set aside.

### **VI. STEP THREE PROTOCOLS FOR EMPLOYEES**

#### **A. EXPOSURE ASSESSMENT**

If a position was identified prior to reopening as one that requires personal protective equipment ("PPE"), such PPE will be provided to staff at no cost and staff will be trained on its correct use.

#### **B. DAILY SCREENING**

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

**[OPTION 1 IF POSSIBLE:** Each employee's temperature will be taken by a designated staff member when the employee reports to work. If the designated staff member has access to a non-contact thermometer, such device will be used. Thermometers will be disinfected between uses according to the manufacturer's instructions. If an employee's temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above and must self-report any symptoms that develop during the day.

### **C. HANDWASHING**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

### **D. SOCIAL DISTANCING**

Employees are required to maintain 6 feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

### **E. CLOTH FACE COVERINGS**

**[OPTION 1:** All staff members are required to wear cloth face coverings during interaction with students or other staff unless cannot do so for health reasons, in which case the employee should notify his/her supervisor to discuss strategies for reducing employee interactions with students or staff and to discuss other options to maintain safety protocols. Employees should contact the District's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering.

**If a staff member is alone in his/her work area, the cloth face covering may be removed but must be on before students or other staff arrive and the work area disinfected.]**

**[OPTION 2:** Staff members are permitted and encouraged to wear cloth face coverings during interactions with students or other staff.

Staff are required to wear cloth face coverings, unless a health condition prevents it, when on school buses and when physical space does not allow for maintenance of six feet of space between individuals unless the staff member needs a reasonable accommodation due to disability. In this case, employees should contact the District's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process.

Janitorial staff are required to wear cloth face coverings, or other personal protective equipment (as available and appropriate), unless a health condition prevents it, while cleaning and disinfecting the schools.]

Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible.

#### **F. CLEANING AND DISINFECTING**

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

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# Salome Elementary School

## Cafeteria-COVID-19 Response/Protocols & Procedures

### Breakfast

As students get off the bus they will report directly to their classroom.

Pre-School/Kindergarten will eat breakfast in their classroom. Those meals will be delivered by staff and teacher will oversee the process. Trash will be disposed in bags provided by the school and set outside to be picked up.

Remaining classes will be called to eat. Teachers will accompany their classes to assure a smooth process. Groupings will be determined by enrollment. Cafeteria is set up to feed approximately 30 students at a time. Meals will be at their tables. Students come in, sit down and eat. Once class is done teacher will take them back to classroom. PLEASE NOTE: This process may be adjusted. Frustration on anyone's part does not help solve issues. We all must be a part of assuring we follow the guidelines set aside by those above my pay grade and rank.

7:30am Group A

7:40 Group B

7:50 Group C

8:00 Bell rings for class (all students must be in classrooms)

### Lunch

Pre-School/Kindergarten will eat lunch in the classroom. Those meals will be delivered by staff approximately 10:45am. Procedure will be as breakfast. Pre-School leaves at 11:30am.

Classes will be called for lunch. Teachers will accompany their classes to assure a smooth process. Plated trays will be placed on tables for students to sit. No standing in line. Once class is done then teacher takes class back to room. There will be 3 students per table to the best of what we are able to do and provide appropriate social distancing. We can feed approximately 30 students at a time. There will be no napkin holders on table. No salad bar. Trays will be pre-filled and set on tables. Students will return used trays to the window as before and class will leave together. Once classes leave all tables will be disinfected and cleaned. Trays will be plated and set out for next group. This procedure will continue until all classes are fed. PLEASE NOTE: This process may be adjusted. Groupings may depend on enrollment and class sizes.

10:45-11:00 Grade 1-2

11:05-11:20 Grade 3-4

11:25-11:40 Grade 5-6

11:45-12:00 Grade 7-8

Everyone's support and cooperation is a must for us to follow the requirements and guidelines given to us by the State.

**Parents will not be allowed to eat with their kids this year until further notice.**