

Jefferson Building-Based Safety Procedures for Fall Reopening

August 17, 2020

Student, Family, and Staff Training

Students and families will participate in a safety procedure orientation and training at the start of the school year which goes over each of these safety precautions. Staff will have their own training when they return on August 31st.

General School Day Expectations

- Students and staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.4° Fahrenheit or higher), chills or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

- Students and staff are required to wear a mask that covers their nose and mouth during the school day. Students must also wear masks on school buses. Students who refuse to wear a mask will complete coursework remotely. If a student has a medical condition and is unable to wear a mask, alternative education will be provided to that student. If a student or staff member prefers a face shield, a mask needs to be worn under the face shield.
- Students and staff should remain six feet apart. Signage will be placed throughout the building to remind students that it is important to keep social distancing.
- Students and staff are required to exercise hand hygiene (hand washing and sanitizing) upon arrival to school before eating, before putting on and taking off masks, and before dismissal. Students and staff should hand wash or sanitize for 20 seconds. Hand sanitizers will be placed at key locations- (building entrances, cafeteria, classrooms).

Equipment and Supplies

Students are expected to bring their own masks to school each day. Disposable masks will be available for any student and/or staff members who need them.

Additional equipment and supplies available for staff who need them include:

- Nitrile gloves (custodians, nurse, direct service providers)
- Disposable gowns (custodians, nurse, direct service providers)

- Eye protective wear/goggles (custodians, nurse, direct service providers)
- Face shields (all staff)
- N-95 ventilating masks (nurse and COVID isolation room supervisor)
- Sanitizer and Paper Towels (all rooms)

Transportation

Students who take the bus to school will adhere to the following guidelines.

- Follow the directions of a bus driver and monitor on each bus. The bus monitor will supervise students to make sure the following safety precautions are followed: check on at home prescreening, monitor entry/exit of students on the bus, supervise physical distancing, enforce mask-wearing, make sure windows are open, check supplies of sanitizer and make sure students use it upon entry.
- Sit in their assigned seat. Only one student will be assigned per bench; alternating the side of the bench.
- Students who board first will be assigned seats on the back of the bus. Students who board last will sit in the seats toward the front of the bus.
- Students will exit at the direction of the bus monitor; students seated closest to the front of the bus will exit first.
- When students depart off the bus, students need to sanitize their hands.

Arrival at School

- Screening procedures and temperature checks will not be required at the point of entry to the school.
- Elementary students will arrive at a different time this year. Student hours are 9:15am-2:20pm. Students will begin to enter the building at 9:10.
- Family Drop-Off will occur at the James Street Circle. Cars will form a line around James Street Circle. Students will exit on the car door closest to the sidewalk. Parents should not get out of the car. Arrival is a drop-off procedure. Please do not pass other cars or hold up the arrival car line by getting out of the car.
- A staff member will supervise to make sure students sanitize and wear masks when entering the building. As soon as students exit the car, they will follow these entrance procedures:
 - Grades K-1- Exit 6 (closest to Grade K-1-2 Hallway)
 - Grade 2- Exit 5 (Playground Entrance)
 - Grade 3- Exit 7 (Courtyard Entrance-stairway)
 - Grade 4- Exit 8 (closest to Grade 4 Hallway)

These entry points will be demonstrated and used on orientation day so that students are familiar with the entry process.

- Bus drop-offs will arrive through the Jefferson Main Entrance and Jefferson Cafeteria entrance. Only one bus will exit students at a time. A staff member will supervise to make sure students sanitize and wear masks when entering the building.
- The sanitizer will be stationed at all six entrances. Students must sanitize and wear a mask when entering the building.
- Families/Visitors (including outside providers) will not be allowed into the school.
- If possible, entry doors will be left open during arrival.
- When students arrive at school, students should report directly to their classroom using the grade level entrance. No students will be allowed in the building until 9:10 am. Breakfast will be delivered to the classroom.

- For any student with a dismissal note, notes should be delivered to the teacher, and the teacher will send them to the office.

Storage of Belongings

- Each student will have a crate clearly labeled with their name to store belongings. Backpacks will be kept in the desk area. No items will be stored inside the desks.

Bathroom Use

- Bathrooms will be cleaned and disinfected frequently. One person will be allowed in a bathroom at a time. When a student enters the bathroom, they will leave a safety cone outside the bathroom. If a cone is outside the door, a student is in the bathroom. Students should line up outside the bathroom, staying six feet apart until the student has left the bathroom. Teachers need to keep accurate records of students who leave class to go to the bathroom.
- Bathrooms will be cleaned and disinfected regularly using EPA-registered disinfectants.
- Instructions for proper hand washing will be posted in restrooms.
- Hand dryers will be replaced by paper towels.
- Custodians will frequently stock bathrooms with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no-touch trash cans.

Breakfast

- Breakfast will be served in the classrooms from 9:15-9:25 am.
- **ALL CLASSROOMS ARE PEANUT FREE.** No food containing nuts will be allowed in the classrooms.
- Students who eat breakfast are expected to discard their trash and then clean their area.
- Students do not need to wear masks when eating breakfast as long as they remain six feet apart.
- Students will be allowed to take off their masks when eating their breakfast. Students must remain seated six feet apart.

Inside the Classroom

- We are encouraged to minimize mixing student groups but there are no required maximums for cohort/group sizes.
- A minimum physical distance of three feet but six feet is recommended. The Rockland Public Schools will be adhering to a six feet social distancing rule.
- Desks & tables will face the same direction.
- Students will have assigned seats.
- Any teacher is strongly encouraged to hold class outside. A Google Calendar sign out sheet will be used for signing up for outside tent usage throughout the day.
- Students should not share supplies- pens/pencils/crayons. Anything that is passed around the class should be discouraged.
- School nurses and any staff members supporting students with disabilities in close proximity will be provided eye protection (face shield/goggles) and a mask/face covering. Gloves, disposable gowns, or a washable outer layer of clothing may be needed.
- A teacher may build a mask break into their day. If doing a mask break, a teacher should take students outside (i.e. courtyard, playground, tent).
- Students should disinfect their desk area at the end of lunch, snack, or mask break. Spray and towels will be provided for each classroom.

Lunch

- Students will eat lunch in a classroom with a maximum of 10 students. Masks will not be worn during meals so students should be six feet apart from each other.
- Food will be brought to each classroom. Students are encouraged to bring their own food as well.
- **ALL CLASSROOMS ARE PEANUT FREE.** No food containing nuts will be allowed in the classrooms.
- The sharing of food items and utensils will not be allowed.
- Assigned paraprofessionals will supervise lunch in the classroom.
- Students will throw out their lunch in big barrels in the hallways. After lunch, students need to clean off their desk, as well as wash their hands.

Dismissal

- Students will be dismissed by grade level at the end of the day. Dismissals will begin at 2:20 PM.
- Staff members will be stationed at six exits: each grade level exit (Exit 6: K-1, Exit 5: Grade 2, Exit 7: Grade 3, Exit 8: Grade 4) (where family pick up will exit), the Jefferson Main Entrance and Cafeteria Entrance (where bus students will exit).
- Family members can park along the circle and on Crescent Street. Families should remain six feet apart and at least six feet away from the grade level exit as they wait for students to exit.
- Students need to self-sanitize and wear their masks as they depart the building. The sanitizer will be placed at each exit.
- During dismissal, exit doors will be left open when possible. No one is allowed into the building except for Jefferson staff members.
- Any student who is dismissed with COVID-19 symptoms will require a parent to pick the student up.
- Students who have provided dismissal notes in the morning on the day of their dismissal, will have the student meet the family outside for pick-up. If students are dismissed early, parents will call the school when they arrive at the main entrance, and their child will be brought to the door for pick-up.

Nightly Cleaning

- The custodial staff will clean and sanitize facilities and surfaces, focusing on high-touched surfaces. This will be done throughout the day, but especially during the hours of 3pm and 10pm. The building will not be used in the evening.
- Custodians will replace hand sanitizing throughout the school day so there is plenty during the course of the school day.
- Custodians will regularly stock bathrooms with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no-touch trash cans.
- Signage promoting effective health and safety procedures will be placed throughout the school.
- During the evening in the fall, windows will be left open overnight.

COVID-19 Related Isolation Space

- Schools are required to designate a COVID-19 related isolation space that is separate from the nurse's office or other space where routine medical care is provided. Room 10 will operate as this space.
- Any student who shows COVID-19 symptoms during the school day should be sent to the nurse, and, after assessment, will be moved to the specific room pre-designated for medical-related isolation, (Room 10) until they can be picked up by a family member.
- When inside the isolation room, students must remain six feet apart, wash their hands when they enter and leave space, eat outside when possible.
- The windows inside the isolation room should remain open.

- Staff members who supervise the COVID-19 isolation room will wear a N-95 mask, face shield, and remain six feet apart.
- In-school testing will not occur; students' families should discuss testing with their healthcare provider.

Vaccines

- Students should be current on all standard vaccinations before they return to school in-person.
- Students and staff are encouraged to get their flu vaccine.

Mental Health & Trauma

- Prior to the start of the school year, staff will be trained in mandatory reporting, signs of the students at-risk, and provided with resources to support each other as employees.
- Outside health care providers will not be allowed into the building. Services must be arranged during non-school time.