

Staff Guidebook for the Safe Reopening of the North Babylon School District



#NORTHBABYLONSTRONG

Live Document

Last Update: November 5, 2020

Introduction

Over the past few months we have all experienced unprecedented challenges. In an effort to help the transition back to work and school, the North Babylon School District is taking steps in alignment with the NYSED, DOH and CDC to promote a safe and healthy workplace. These guidelines will be implemented immediately and a 'live' version will be posted on the District website. Updates will be made as necessary to meet current situations and protocols. We appreciate your continued patience and flexibility as we navigate these uncharted areas together.

Workplace Expectations and Guidelines

All staff are expected to fully comply with the protocols and guidelines outlined in this handbook as well as any additional requirements as noted in the full Reopening Plan.

Travel Advisory

IMPORTANT TRAVEL ADVISORY FOR STAFF **as of November 4, 2020**

Travel guidelines for all staff during the COVID-19 Pandemic

As we enter the holiday season, we understand that some staff members may be planning to travel to visit relatives and celebrate the season. As we approach the winter months, flu season, and the almost daily reporting of new COVID cases, it is expected that staff follow the guidelines issued by New York State regarding “out of state” travel. Please find the link here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

For any traveler to New York State from out of state, exempting the contiguous states, the new guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

- For travelers who were in another state for more than 24 hours:
 - Travelers must obtain a test within three days of departure from that state. ***(you must take a test in the state you are visiting 3 days prior to returning to NY and have proof of negative result)***
 - The traveler must, upon arrival in New York, quarantine for three (3) days.
 - On day four (4) of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

- For travelers who were in another state for less than 24 hours:
 - The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
 - However, the traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

As a reminder, falsifying any information or failure to complete the daily health questionnaire is a violation of our Reopening Protocols and Policies and may result in disciplinary action.

My Work Badge

All staff are required to submit a daily health assessment form either by using the MyWorkBadge App or entering the data utilizing a school device. Hard copies are available in the main office of each building. After entering the building, you must enter this data through the website or from your app. <https://live.myworkbadge.com/signup/school>

Return to Work After Illness

Return to Work after Illness:

If you are diagnosed with COVID-19, you can return to work when:

- The quarantine period is complete and you have medical clearance to return to work. A letter may be requested from the Department of Health indicating clearance to come back to work.

If you have a symptom(s) of possible COVID-19 illness, but you are determined NOT to have COVID-19 by a healthcare provider, you can return to work when:

- A healthcare provider / doctor provides written clearance to return to work.

If you test positive for COVID-19, the local Health Department will contact you to follow up about your health as well as the possibility of anyone else who could have been exposed.

Symptom Monitoring Requirement

You are required to complete a Self-Screening COVID-19 Survey **prior** to coming to work each day. A link is available from your supervisor/building administrator as well as a QR code being posted at the front of each building.

Prior to entering the building, you must be free of symptoms potentially related to COVID-19 or have had an evaluation and have clearance by a medical doctor to be eligible to report to work. These symptoms would include any new cough or severe headache, especially with a fever. If you have any questions as to whether you should report to work based on the screening, please speak with your immediate supervisor first.

At this time, the current CDC definition of these symptoms includes:

- Fever (100.0+)
- Cough or Sore Throat
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Repeated shaking with chills
- Headache

Each workday you are required to respond to the Self-Screening COVID-19 Survey which is listed below. If you have any symptoms, you must notify your supervisor/building administrator or call your health care provider for an assessment of your symptoms and COVID-19 testing. If you have any of these symptoms and/or answered “yes” to any of the questions, you are not to report to work.

1. Have you had COVID-19 symptoms in the past 14 days? The current CDC definition of symptoms include: fever (100.0+), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. (Note: Answer “yes” if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.)
 Yes
 No
2. Have you had a positive COVID-19 test in the past 14 days?
 Yes
 No
3. Have you had close contact with confirmed or suspected COVID-19 cases in the past 14 days?
 Yes

No

4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 Days? (this will include a list of the states identified)

Yes

No

If you answered **“yes”** to any of these questions, it must be reported to your direct supervisor/building administration or to Personnel if your supervisor is not available.

Personal Health and Safety Protocols

The following guidelines are to promote a safe and healthy workplace. Should you have any questions, please reach out to your building principal, school nurse or Barbara Butler at bbutler@northbabylonschools.net

Face Covering

Bring face coverings to work each day. Face covering must cover your nose and mouth when necessary. Face covering must be worn by all employees and is required when you are not able to maintain six-foot social distancing with others. (e.g., hallway, copy room, staff room, conference room, etc). Disposable masks can only be worn for one day. Cloth masks or face coverings must be washed every day. The District will supply 3 cloth masks upon request to an employee who is in need.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing the spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you do not have symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Maintain a physical distance of at least six feet (about 2 arms' length) from other people at all times. If you cannot maintain six feet of distance, wear a face covering. Avoid any physical contact, such as shaking hands and hugging.

In-person gatherings will be limited and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Hand Washing

Wash your hands frequently with soap and water for at least 20 seconds (sing the happy birthday song twice), especially after you have been in a public space, blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. It is highly recommended that you always carry and consider using your own sanitizer.

Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your mask/face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately throw used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer that contains at least 60% alcohol.

Shared Equipment

Limit the use of shared equipment, objects, and the touching of shared surfaces as much as possible. Consider assigning one person within a work section each day to operate all equipment. When shared equipment is used, such as a copy machine, please wear face covering and wash/sanitize hands before and after contact.

Isolation Protocol

Staff who appear to have symptoms while at work or becoming sick during the workday will immediately be separated from other staff and sent home and/or to a healthcare provider.

The district will close off any areas used for prolonged periods of time by the sick employee. The Facilities department will sanitize the area.

The district will notify the Suffolk County Department of Health and follow all required protocols and will cooperate with all contact tracing requirements. The district will ensure that the suspected employee's work area is thoroughly cleaned and sanitized, in addition to all other known common surfaces recently touched by the infected employee.

Request for Staff Accommodations

Any staff who identifies themselves as high risk or live with a person high risk will request in writing an accommodation to the Assistant Superintendent for Personnel and Educational Operations, Barbara Butler at bbutler@northbabylonschools.net. The interactive ADA process will be implemented.

Following the meeting and consultation with appropriate resources, any available reasonable accommodations will be provided in writing to the staff member.

Return to Work after Illness

The District will refer to the NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

Protocols for Return to Work after Illness

- a. If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- b. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - i. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- c. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
- d. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

General Information on Facilities

Office Areas

- All offices will be limited to 50% the rated occupancy.
- Spaces that do not offer a six foot social distance area will be limited to one individual at a time.
- In offices that have multiple occupants, a six (6) foot separation between individuals will be required.
- Work stations will be reconfigured so that employees do not face each other.
- Face coverings should be worn at all times.
- Additional breaks may be allotted to allow individuals to remove their masks.
- Tasks requiring large amounts of people will be reduced.
- Employees will be encouraged to use virtual meeting tools in lieu of in-person meetings.

Conference Rooms

- There will be limited use of conference room areas and should only be used when virtual meetings are not feasible.
- If meetings are to occur in-person, they will be conducted in a quick manner.
- Social distancing and PPE will be required in these areas.
- There will be no lingering or socializing before or after these meetings.

Break Rooms and Lunch Rooms

- Social distancing must be adhered to in all break rooms and lunch rooms.
- Staff are encouraged to take their lunch and breaks in private offices, classrooms or outside whenever feasible.
- Staggered breaks may be utilized to assist with separation concerns of various employee groups.
- Communal meals will not be provided to employees.
- Staff breakfasts, lunches and celebrations are suspended until further notice.

Copy Machine Areas

- Congregating at the copy machine is strongly discouraged.
- Utilization of the Copy Center is strongly advised.

- If using the building copier, please wipe down the machine of highly touched surfaces after use. Cleaning supplies will be made available.

Elevators

- One person in an elevator at a time
- Face masks must be worn at all times
- Elevators will be frequently disinfected

Restrooms

- In order to ensure compliance with all standards, sink and toilet facilities will not be disabled or restricted from use.
- Updated monitoring, cleaning and sanitizing protocols will be implemented to ensure a safe and appropriate environment remains available to all building population as needed.
- A system of timed access may be considered to ensure the opportunity for cleaning between group usages when possible.
- As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean.

Hallways and Stairwells

- The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.
- Where feasible, hallway / stairwell traffic may be limited to single flow traffic.
- Directional flow will be identified by indication on the floor / stairs.
- All individuals must allow for adequate spacing when travelling in the hallways / stairwells.

Staff Resources

We recognize the staff needs to feel connected, supported, valued and capable of taking on the challenges ahead. To facilitate staff support, the District has the following resources available to all employees:

District COVID-19 Safety Coordinator

Barbara Butler, Assistant Superintendent for Personnel and Educational Operations

Phone: 631-620-7016

Email: bbutler@northbabylonschools.net

School COVID-19 Coordinators

Belmont Elementary School:	Valerie Jackson, Principal	631-620-7505
Marion G. Vedder School:	Kerry Larke, Principal	631-620-7605
Parliament Place School:	Drew Olson, Principal	631-620-7905
William E Deluca School:	Vincent Fantauzzi, Principal	631-620-7705
Woods Road School:	Celeste Archer, Principal	631-620-7805
Robert Moses Middle School:	John Ruggero, Principal	631-620-7305
North Babylon High School:	Jonathan Klomp, Principal	631-620-7120

Employee Assistance Program

The mission of Employee/Student Support Services is to provide support to employees, students, and their families in participating districts and agencies in an effort to maximize overall wellness and each individual's learning potential. A multitude of services are available which are **confidential** and **free** to employees of the North Babylon School District. **General EAP Contact Information:** Phone: (631) 289-0480

Family First Coronavirus Rescue Act

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. For information click here: [Family First Coronavirus Response Act](#).

For additional updated information on COVID-19

[Center for Disease Control and Prevention](#)

[New York State Department of Health](#)

Suffolk County Department of Health Services

Frequently Asked Questions

(This is a live document that will be updated on a regular basis)

- **Hand sanitizer**

Hand hygiene stations will be made available. Hand sanitizer stations will be placed in common areas and where sinks with soap and water are not available. They will also be in hallways available to students when entering rooms using a touch free station.

- **Cleaning Supplies**

Cleaning supplies that are DOH approved will be provided in every classroom for disinfection along with paper towels for teachers to utilize as they see necessary.

- **Mask Refusal**

Students will not be allowed to enter the building without an appropriate mask worn correctly unless they have an approved accommodation. Appropriate consequences will be issued for those students refusing to follow district/building protocols. Those that habitually refuse to wear a mask may be asked to not attend in-person school.

- **Bus Riding**

Students will be instructed how to be at their bus stops, how to enter, sit, and exit the bus in a socially distant manner. We are exploring the option of having matrons on busses to help students understand practices, but that will be dependent on availability as those positions are typically hard to fill. Staggered start for elementary and hybrid schedule for MS/HS allows for everyone who qualifies for transportation to be transported by bus. As a result, it will not be necessary to have any more parents drive their children than before.

- **Social Distancing in MS/HS**

Students 7-12 will be on a hybrid schedule. While in school every effort will be made to keep them as sedentary as possible. While teachers rotate into classrooms. When students do need to move about the building, bells will be staggered as to not have every student in the hallway at the same time. Hallways will be defined as single right of way with arrows as well as stairwells. There will be posted signage, and hall monitors/security guards to support learning the new way to travel in the hallways.

- **Teacher Masks/Student Masks**

Teachers will be provided 3 cloth masks. Students will provide their own, but we will have disposable masks on hand located in the main office and nurses office should they arrive at the bus stop or at our entrance without a mask.

- **Desks Cleaned Between Classes**

As per DOH guidelines, staff will be provided spray cleaner, gloves, and paper towels to clean desks in between a change of class. Again, every effort will be made to keep students as sedentary as possible and have teachers move. Therefore, reducing the hallway traffic and cleaning that needs to be done.

- **Staff Quarantine**

When a staff member is required to quarantine they will be entitled to the allotted time off as per the Federal Cares Act and State Guidance without using their personal sick time. .

- **Sign-in Books at Bathrooms**

Yes, They will be more important than ever. Will need to know who was in the bathroom and when in case of a positive case or suspected case. Hand sanitizer can be made available prior to sign in and students should be using soap and water prior to exiting.

- **Mask Wearing**

Although the guidance allows for 6 feet social distance or mask wearing we are enforcing both for the health and safety of our students and staff. Masks will be worn by students and staff as well as students being socially distant in the classroom. Opportunities will be provided for mask breaks when appropriate and aligned to the age of the student.

- **Hybrid Instruction**

A plan for remote instruction for the days students are home will be developed through the teaching and learning committee. There is a requirement to have substantive interaction between students and teachers on a daily basis regardless of remote or in-person. Additionally, all of the standards for a class/course must be met by the end of the year.

- **Teaching Positions**

Now that a decision was made that we will be full in-person K-6 and hybrid 7-12 a notice will go to any teacher whose position may be changing due to our reopening plan. It is not expected that any 7-12 placements would be changing.

- **Ventilation**

As per DOH guideline ventilation will be increased to the greatest extent possible by increasing outdoor air by opening windows and doors while maintaining health and safety protocols. If health and safety is risked due to opening windows, they may remain closed and air conditioners used.

- **Midweek Virtual Instruction**

Some districts have opted for a midweek break some have not. We have not, so that our students can benefit from as much in-person instruction as possible.

- **Students who Opt for Virtual**

A letter was sent to parents that they must return a signed form identifying that they are opting for virtual instruction. This is for K-6 only. There is no virtual option for grades 7-12. Only those who qualify through the 504 process will receive home instruction.

- **Co-teaching**

Both teachers will be in the room. There is a 6 foot space in the front of the room for teachers. Small group instruction can occur, but not at a table in the room as they have been removed. If there are two teacher desks and they fit in the 6 foot area in the front of the room, both can stay. Or, a shared space may be necessary. Teachers will not be able to always be 6 feet from students in order to instruct them properly. That is why students are masked at all times during instruction so that teachers can guide them and offer individual support. We will not be able to do models that divide class up and move desks.

- **Teachers Being Tested**

There is no requirement for teachers to be tested. If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department will be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms or upon receipt of a negative COVID-19 test result.

- **Funds for Personal Home Internet Upgrades**

Funds will not be allocated for teachers to upgrade their internet service. But, they will be afforded the same access to the low cost internet that we are trying to secure through a BOCES contract. Additionally, hotpots will be made available for where teachers can access free internet services.

- **SEL Resources**

A K-12 SEL Coordinator position has been developed to support the SEL training of our teachers and support our students. All resources and training will be provided.

- **Additional Support for SEL**

The District has created a teacher on a special assignment position that will be filled by a guidance counselor as an SEL Coordinator. This person will support both faculty, staff, and students with resources to support social emotional health.

- **Meet the Teacher Night**

Will be virtual

- **Face Shields**

Teachers may wear whatever makes them feel comfortable in accordance with NYS guidelines. Masks will be provided, and we will have face shields for those staff members who work in close proximity with students. Face shields alone will not be acceptable, they must be used with a mask.

- **K Students Tables/Desks**

K students will have desks. Right now there are no fire rated barriers that are approved for schools. We are in the process of trying to secure a 3 paneled desk shield for grades K-2, if available and properly fire rated.

- **Live Streaming**

Decisions regarding our approach for remote virtual learning will be discussed in the Teaching and Learning Committee, which is composed of volunteers. Live streaming will be discussed along with our network capacity.

- **Attendance**

There is a mandatory attendance taking policy in the reopening guidance. We will adhere to that guidance. There will always be rare exceptions where individualized plans will need to be made for those students who are unable to log on during assigned times. Please see **Attendance / Chronic Absenteeism** of the District Reopening Plan.

- **APPR/Observations**

We are required to implement our APPR plan. We will have to negotiate back up SLOs, as it is unsure if State tests will be given.

- **Color Printing**

A limited amount of color printing will be allowable to ensure that students have appropriate individualized manipulatives and resources for instructional purposes.

- **Students Leaving Seats/Instructional Space**

Students may leave their seats while masked. Teachers may also work with students closer than 6 feet when both are masked. It is suggested that teachers position themselves off the left or right shoulder of a student so that both the teacher's and student's head is facing forward and not at each other. It is recommended as we begin the school year that teachers do not remain in "close proximity" for longer than 8 min with any particular student as the Department of Health defines close proximity of a person being closer than 6 feet for 10 minutes or longer.

- **Student Interaction with SmartBoard**

To begin school students should not be interacting with the SmartBoard as it would then become a multi touch point surface and require cleaning after each student touches it. The SMART Board should be an instructional tool utilized by the teacher. If a teacher needs to use multiple rooms, a special cleaner will be provided for each classroom for the SmartBoard touch surface.

- **Special Area Supplies**

Special area teachers will be able to supply students with paper. Art supplies need to be individualized and kept with the students at the elementary level in ziploc bags. MS and HS protocols for supplies will be developed by the teachers and director of the department.

- **Isolation Rooms**

All isolation rooms will be within close proximity of the nurses office and an exit from the building. Providing students and staff with COVID-19 symptoms easy access to exit the building.

- **Fans in the Classroom**

Increased ventilation is important in reducing the spread of the virus. Therefore, open windows and fans help in circulating fresh outdoor air. fans, if used in the classroom, should be placed in an area to increase the fresh air coming in from the windows. It should be placed as to not to blow in anyone's face.

- **ZipLoc Bag Purchase**

The District will be purchasing gallon size ziploc bags.

- **Pencils**

Students would bring in their own supplies. Teachers should not collect extra supplies and use communal supplies. Extra supplies will be ordered for the teachers to keep on hand to disperse as necessary.

- **Materials/Supplies**

There are no shared materials or supplies to be used.

- **Teacher Materials**

Any materials that a teacher uses with a student that is being collected back needs to be sanitized by the teacher before replacing and used by another student. This would include materials from LLI, F & P, and other programs that have shared materials.

- **Teacher Access to Technology**

If teachers do not have their own personal devices to provide remote teaching a Chromebook can be supplied to them. Chromebooks have the same ability to provide synchronous and asynchronous instruction as any other device. Internet sources would need to be provided by the teacher if home, but the district will provide access to any resources we have that they are eligible for.

- **Positive Test Within a Classroom**

The DOH requires quarantining a person in close contact with a positive individual and becoming symptomatic for 10 days and if no symptoms develop for 14 days. It is important to know that close contact is defined as less than 6 feet for 10 min or longer.

- **The Need to Stay Home**

If a teacher should have to stay home due to mandatory quarantine or having COVID -19 they will not be required to utilize their sick time. Please review the Guidebook for additional information.

- **Small Group Instruction**

Student desks may not be moved from their assigned space. This space is designed to keep students 6 feet apart.

- **Testing Rooms**

There will be testing rooms as they are required as a part of students IEPs. While in the testing room students will need to stay socially distant and the staff within those rooms should not be closer than 6 feet for longer than 8 mins.

- **Parent Questionnaire**

The NYSED and DOH requirement for parent questionnaires is "periodic". We are asking the parents to fill out the questionnaire weekly.

- **AIS/Reading Teacher Assignments**

Elementary AIS and Reading teachers may be reassigned to be classroom teachers in our new reopening plan to ensure smaller class size cohorts. Every effort will be made to utilize dual certified teachers for this purpose. Additionally, whenever possible we will use a rotating schedule where a reading teacher teaches reading in multiple classrooms and a math AIS teacher teaches mathematics.

- **Teacher Personal Childcare**

Teachers should refer to the Federal Cares Act regarding provisions allowable for employees that have lost access to child care due to COVID or whose schools may not be on a full schedule. Further information and guidance can be provided through the personnel office.

- **Lab Minutes**

The State has waived hands on activity lab minutes. Labs may now be completed virtually or in paper format. Every effort will be made to provide opportunities for our students to participate in labs when materials do not need to be shared.

- **Student Chromebooks**

There will be a 1:1 Chromebook implementation K-12. A determination will be made regarding what age it is appropriate for those devices to come back and forth to school each day.

- **Classroom Libraries**

Students should not peruse the books by touching them. They may borrow books from classroom libraries. When they finish using the book it should be stored in a cardboard box for 72 hours and then wiped with a cleaning wipe prior to it being returned to the library.

- **Teacher Lunch Periods**

Available spaces within a building will be identified so teachers know where they may take their lunch. Teachers may leave the building for lunch. No one should be closer than 6 feet from another person when eating as it is a time when masks are not being worn.

- **Deep Cleaning Sanitization**

Rooms will be cleaned every night as previously done. They will be "deep cleaned" twice weekly.

- **Almost Home**

There will be before care and after care at each of the elementary schools and at the middle school for 6th grade students. Before and after care will be done at each individual home school and they will be required to follow the same safety guidelines as the school district.

- **Physical Contact for Teaching Purposes**

Teachers will be provided gloves to be used whenever physical contact is required to instruct students. Proper PPE training will be provided prior to the start of school.

- **Elementary Teachers Spaces to Prep**

Designated areas within the building will be provided for teachers to utilize during their prep periods.

- **Maximum Elementary Class Size**

Class sizes are being determined by the space of the physical classroom. There are a variety of class sizes that will exist. The average class size will be 18 students. Kindergarten classrooms are much larger and can fit as many as 24 students. We are trying to keep those class sizes lower than the 24 that fit in the classroom, but all will be dependent upon enrollment and parents opting for a virtual option.

- **Emergency Drills**

Emergency drills are defined in the reopening plan and the staff handbook. Please refer to those resources for information regarding our emergency drills. As drills are practice times, it will be during these practices that we modify and adjust how they are done to ensure the safety of our students and staff.

- **Counseling/Small Group Pullouts**

Students and staff are permitted to travel the hallways to other areas within the building. Therefore, when space is available counseling and support services can occur in separate locations socially distant and masked.

- **Small Group Instruction**

There is no directive as to how instruction should look in your classroom. The directive is that students must be socially distant while in school. Therefore, desks may not be moved to accommodate a cluster of students.