



Catalyst Public Schools

COVID-19 Reopening Plan

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We have built this plan based off of a similar plan created by Zeta Charter Schools and Uncommon Schools in New York City and across the Northeast. We are deeply grateful for the lessons that we have learned from them as they offer remote, hybrid, and in person learning for their scholars.

1. Introduction and Reopening School Model

As we plan to open our schools for the 2020-2021 school year, Catalyst Public Schools is committed to fulfilling our promise to deliver a whole-child education that cultivates each scholar's mind, body, and soul in a safe and supportive environment.

Our planning to reopen our school buildings for the 2020-2021 school year is driven by our deep commitment to scholar and staff safety, combined with our urgent need to continue to provide an excellent education to our scholars, whether in a remote space, in person, or in a hybrid model. To that end, our planning is shaped by the following guiding principles:

- Provide excellent, engaging educational experiences for scholars, both in person and via remote learning
- Ensure that all scholars, especially those traditionally the farthest from educational justice, receive the supports they need to thrive.
- Dramatically reduce the chances of spreading COVID-19, while recognizing that risk is still present

Throughout the past several months, Catalyst Public Schools has studied medical and safety materials, scientific studies, guidance, and advice issued by the Centers for Disease Control ("CDC"), the Kitsap County Department of Public Health ("KDPH"), and the Washington Superintendent of Public Instruction ("OSPI"), and other national, state, and local experts.

We have also monitored the COVID-19 infections rates in Kitsap County and Bremerton and considered the approach that other states and nations have taken or plan to take with regard to school reopening, as well as reopening businesses. As part of our planning, we have sought feedback from, and continue to engage in extensive consultation with, our faculty, staff, and families regarding our plans to reopen our buildings for the 2020-2021 school year.

After our thorough review of available guidance and metrics, and taking into account the safety and preferences of our school community, we have determined that the best path to reopen our schools for the 2020-2021 school year is to commence with primarily remote instruction, and to phase in opportunities for in-person instruction over the first portion of the school year. Catalyst Public Schools is fully committed to providing for the continuity of education of our scholars throughout the process, and we plan to reopen for the 2020-2021 school year as follows:

- **All School Full Time Remote Start:** Catalyst Public Schools plans to launch its school year with scholars attending school remotely full time. We are also planning, to the extent possible, to offer a part-time or full-time in-person option for families during this time on an opt-in basis, prioritizing scholars with the highest need for in-person instruction.

- **Transition to Hybrid Model:** Catalyst Public Schools made an intentional decision this year to cap our enrollment so that when scholars could return to school we could do so serving all of our scholars for socially-distanced in person learning. Because of this, our hybrid model involves having all scholars who are ready to return to school participate in learning at the building for 4 days per week. One day per week scholars will learn remotely, at home, to allow for a deep cleaning of our school and to allow teachers and staff to have planning time that is needed so that they can serve scholars well.
- **Catalyst @ Home:** Beginning at the start of the school year, and in parallel with any of the models above, we will run a fully remote school (“Catalyst @ Home”) for scholars who cannot return to school due to health concerns or otherwise. We will also have an option for families to participate in 2 days of in person learning with 3 days of remote learning via Catalyst @ Home.

Catalyst Public Schools will provide all of our scholars with the technology, access, supplies, substantive teacher interaction, and academic and emotional support necessary to fully participate in Catalyst Public Schools’ academic program, as set forth in Catalyst Public Schools’ charter and adapted to the remote environment (to the extent necessary). Catalyst Public Schools will continue to ensure and fully document the provision of free appropriate public education to scholars with disabilities, provide meaningful engagement with parents in their preferred language, collaborate with the committee on preschool special education (“CPSE”) and committees on special education (“CSE”) as necessary, and ensure access to necessary accommodations, modifications, supplementary aids, and services to meet the needs of our scholars with disabilities. Catalyst Public Schools will continue to complete the English Language Learner (“ELL”) identification process in a timely manner, provide instruction to ELLs based on their most recent measured English language proficiency level, maintain regular communication with parents/guardians of ELLs to ensure that they are engaged in their children’s education, and provide all communications for parents/guardians of ELLs in their preferred language. Finally, Catalyst Public Schools will continue to ensure that our teachers and principals are evaluated pursuant to Catalyst Public Schools’ charter and that all Catalyst Public Schools teachers hold required certifications.

In order to safely reopen our school buildings for in-person instruction, Catalyst Public Schools is undertaking extensive safety measures, including reduced building capacity, health and safety upgrades to our facilities, and new school-wide health and safety procedures and protocols, to prevent the transmission of COVID-19 and ensure that our community will be as safe as possible inside our school buildings. In doing so, we have followed and are implementing guidelines from the Kitsap Health Department to the extent applicable to Catalyst Public Schools. Catalyst Public Schools’ COVID-19 Reopening Plan addresses each component of DOH’s Interim COVID-19 Guidance at pp. 3-6 (re-opening of in-person instruction, monitoring, containment, and closure) as well as each sub-component thereof, herein.

2. Reopening Catalyst Public Schools Leveraging Additional Classroom Spaces

During in-person instruction, Catalyst Public Schools school buildings will operate in a different operational capacity than we will during typical in person learning:

- **Scholar Capacity:** When Catalyst Public Schools returns to in person-instruction in our school buildings we will be able to accommodate up to 15 scholars per physical classroom. While our typical learning model is based on a ratio of 28 scholars two 2 teachers per room; our COVID learning model will spread those scholars and teachers across classrooms. Thus, we will leverage all 12 classrooms in our current school building so that teachers and scholars learn at a ratio of no more than 1:15. Doing this we can maintain social distancing of 6 feet between scholars.
- **Faculty and Staff Capacity:** Most of Catalyst Public Schools' academic team, teachers, and leaders will be working in Catalyst Public Schools school buildings on days scholars are in attendance, with the exception of some who may continue to work either on site or remotely via our Catalyst @ Home program.

Catalyst Public Schools staff and faculty will, when in the school buildings and on school grounds, maximize social distancing to the extent possible, wear face masks (provided they are medically able to do so), use other Personal Protective Equipment ("PPE") when appropriate, socially distance from scholars not in their groups when possible, and practice good hand hygiene (cover mouth and nose with a tissue when coughing or sneezing; use the nearest waste receptacle to dispose of the tissue after use) and hand hygiene (hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials and frequently throughout the day.

3. School-Wide Safety Precautions

Prior to reopening for in-person instruction, Catalyst Public Schools is implementing the following precautionary measures at its school buildings and in its classrooms to protect against the transmission of the COVID-19 virus, in accordance with all relevant facilities requirements in Kitsap Health Department's COVID-19 Reopening Guidance:

- Completely new and high quality HVAC system for our entire school building including a photohydroionization system which uses ionization to sanitize the air that comes into the building
- Installing touchless hand sanitizer stations outside each classroom and every shared space throughout the building

- Providing each scholar an individual set of scholar supplies that are not shared
- Placing disinfecting wipes in every classroom and every shared space throughout the building so high-touch surfaces can be frequently and conveniently wiped down and any shared items wiped between use
- Providing portable, clear desk dividers (for scholar meals in classrooms and for use at adult desks)
- Installing touchless faucets
- Installing touchless soap dispensers
- Installing conveniently located sinks or portable sinks for hand washing (including pre-existing but upgraded in-classroom sinks where available, and installing 3 portable sinks on per floor where classrooms sinks are not available)
- Installing sneeze guards at each school's Security desk and Main Office desk
- Installing touchless visitor sign-in system using iPads and sign-in apps
- Posting COVID-19-specific safety signage intended to help reduce the risk of the spread of COVID-19, in accordance with CDC and local health authority guidance, including regarding hand and respiratory hygiene, social distancing, and the use of PPE
- Placing hallway and classroom floor stickers to encourage 6 feet of separation between scholars and staff

Procurement and Signage

Catalyst Public Schools will purchase and/or acquire the following PPE for scholars, staff, visitors and volunteers:

PPE	Stakeholder	School Provided	Quantity	Rationale
Washable Face Masks 	Students	Yes	5/student	• We want to provide reusable masks so that students can continue to use them throughout the year, like a school uniform • 5/student means 1 per day of the week and they can be washed as need • Because we are requiring them, we should provide them
Washable Face Masks 	Staff	Yes	3/staff member	• We want to make sure that staff members have access to appropriate (cut, wear ability and design) face masks • Because we are requiring them, we should provide them
Disposable Face	All	Yes	200 stock	• To provide to students that for any reason did not bring

Masks 			on hand	their mask to school - To provide to staff that for any reason did not bring their mask to school - To provide in case of emergency for essential visitors* that may need a mask *Visitors are required to wear masks, we should not be offering masks to them, rather supplying in case of emergency.
Face Shields 	Staff	Yes	5-40/ school or office depending on size	Provided to a select group of staff that may need an additional layer of protection to perform certain activities: Nurse, School Leaders, Dean of Students, SPED teachers, 1:1 aides
Hand Sanitizer 	All	Yes	8-35/ school or office depending on size	- One-gallon pump should be available in each classroom and office - Extras should be used to refill automatic sanitizing dispensers
Automatic Hand Sanitizer Dispenser 	All	Yes	4-15/ school or office depending on size	Install hand sanitizer dispensers in specific, strategically determined spaces (e.g. entrances, hallways, open spaces, cafeteria, offices)
Paper Towel Rolls 	All	Yes	5-40 cases/ school or office depending on size	- To be distributed across all classrooms, offices and common spaces. - These should be in conjunction with the Sanitizing Spray to sanitize spaces as needed
Sanitizing Spray 	All	Yes	1-10 cases/ school or office depending on size	- To be distributed across all classrooms, offices and common spaces - These should be in conjunction with the paper towels to sanitize spaces as needed
Sanitizing Spray Gallon Refills	All	Yes	5-30/ school or	To be used to refill spray bottles as needed

			office depending on size	
Forehead Thermometer 	All	Yes	3-15/ school or office depending on size	• Use the thermometers for arrival to check temperatures • Use thermometer to check temperatures for any visitors as they walk in the building • One thermometer each for: Nurse, Principal, DOO, DoS, Main Office
Disposable Gloves (Nitrile) 	Staff	Yes	1-40/ school or office depending on size	• Keep in each of the separate spaces which may serve as room or a space to triage potentially sick students (e.g., Nurse's Office, Main Office, Principal's Office, Dean's Office)
Disposable Safety Gowns 	Staff	Yes	A box of 100 on hand	• Provided to select group of staff who may be triaging students and/or monitoring the isolation room: Nurse, School Leaders, Dean of Students, Ops Team

Building Signage

Prior to relaunching school in person we will design and print signage similar to the examples below. These signs will guide adults and scholars to better understand specific safety protocols that need to be in place in various spaces across the building.

Type of Sign & Description	Examples
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COVID Signage • These signs are branded by school and provide school-wide applicable signage • Potential placement: ○ Exterior and interior signage for the major parts of the day: ■ General signage re: COVID ■ Classroom signage ■ Teacher Workroom signage	
Occupancy Signs • These signs provide clear information on maximum occupancy and how to maintain social distancing inside communal spaces • Potential placement ○ Outside and inside of communal spaces such as: ■ Teacher Workroom ■ Main Office	
Stand Here Signs • These signs can be used to designate numbers for scholars and staff to stand on to ensure social distancing (in addition to or in lieu of social distancing stickers). The numbers on the signage could make it easier to direct scholars to a certain location. • Potential placement: ○ Areas where scholars may line up as a class, such as: ■ Hallway ■ Stairwells	

4. School Wide Safety Procedures & Protocols

Catalyst Public Schools has put in place the following health and safety procedures and protocols for scholars, faculty, staff, and visitors to protect against the transmission of the COVID-19. Catalyst Public Schools will train our community on, and enforce, these procedures and protocols:

Mandatory Health Screens Prior to School Building Admission

- Every scholar and any necessary visitor to a Catalyst Public Schools school will have his or her temperature taken prior to entering the building by a Catalyst Public Schools staff member, wearing a mask, face shield, and disposable gloves, with a no-touch thermometer, and if symptoms of COVID-19 or a temperature over 100.4 degrees are detected, they will not be admitted into the school building, and will instead be directed (or his or her guardian directed) to see a healthcare provider for assessment and testing
- Parents will be instructed not to send a scholar to school if the scholar exhibits any COVID-19 symptoms, including a temperature over 100.4 degrees
- Catalyst Public Schools staff will be required to complete a health questionnaire daily (and scholars periodically), prior to coming to the school building, that will determine whether the individual has any of the following (but will not record any health information):
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - tested positive through a diagnostic test for COVID-19 in the past 14 days;
 - experienced any symptoms of COVID-19, including a temperature over 100.0 degrees in the past 14 days: and/or
 - has traveled internationally or from a state with widespread community transmission of COVID-19
 - Each Catalyst Public Schools school will designate a staff member responsible for reviewing staff questionnaire responses each morning
 - If anyone provides a positive response to the health questionnaire, the individual will not be permitted to come to work in the building, and if he or she has symptoms of COVID-19 or a temperature over 100.0 degrees, he or she will instead be directed see a healthcare provider for assessment and testing

Revised Drop Off and Dismissal Procedures

- Scholar arrival and dismissal will occur based on a staggered schedule to allow for social distancing and to reduce the amount of time that scholars and families need to wait in line to come to school
- Anyone dropping off and/or picking up scholars must wear a mask or cloth face covering and maintain 6 feet of social distance
- Scholar pick-up and drop off procedures will take place outside the building, weather permitting
- In cases of severely inclement weather, we will utilize a dismissal procedure where scholars come outside to families as families arrive to a specific dismissal door

Additional Health Screening Details

Symptom Monitoring at Arrival
Non-Negotiable
- Schools must have a clear and comprehensive symptoms-monitoring plan implemented at arrival daily - Must include touchless temperature checks for all staff - Any staff member with a fever of 100.4 or higher should not enter the building - Ask staff the following questions: <i>Has anyone in your household or family been diagnosed with COVID?</i> <i>Have you experienced any of the following symptoms since you were last in the school building: fever, dry cough, rash, shortness of breath or chest pains?</i> - Office staff will enter any relevant data related to these attestations via Parent Square. The same app will be used for screening scholars as they arrive to school.

Sick Staff Member Protocol			
	Non-Negotiable		Flexible Implementation
Arrival	- Office staff will stand at the exterior door during arrival to screen staff members - Staff members with fevers or COVID symptoms may not enter the school building		If sick staff member needs item(s) from their classroom/desk, another staff member may bring this to the arrival team
Isolate	N/A--Screening will happen prior to entry to the building		N/A
Examine	- Take temperature using no-touch thermometer - Observe/ask about the following symptoms: - Dry cough - Flu-like symptoms: chills, muscle/body ache, lethargy, loss of taste and smell, headache, chest pain/difficulty breathing, etc		N/A
Determine Next Steps	COVID symptoms	Communicate COVID symptoms to Director of Operations and	COVID symptoms N/A

		Finance and School leaders School Leader sends staff member home immediately	Non- COVID symptoms Common examples may be: seasonal allergies, indigestion,dehydration
	Non- COVID symptoms	- Determine if staff member is well enough to return to classroom - Communicate update to School Leadership staff	
Send Home if applicable	If physically possible, staff member should leave the building immediately		
Care if unable to go home immediately	N/A		N/A
Post Send-Home Checklist	- Perform hand hygiene, remove and replace all PPE- take off gloves inside out, throw gloves away, replace mask, remove and replace gown, amd remove and clean goggles/face shield - Sanitize any surfaces the sick staff member touched, and all surfaces within 6 feet		
Monitoring Symptoms at Home			- Nurse*/School Leader follow-up on testing and daily symptom monitoring - Staff member may continue to work from home (determined by staff member/School Leader)
Return to Building	See Send Home/Return to work policy		Staff member may work from home, at School Leader discretion and if they are healthy enough to fulfill their duties

PPE Requirements and Considerations

- Catalyst Public Schools will require every individual who can medically tolerate a mask to wear a mask to enter our schools, while waiting to drop off and pick up his/her scholar, and otherwise while in school/on school grounds
- In the event a scholar, staff member, or visitor arrives to a school building without a mask, he or she will be provided a mask before entering the building
- Any individual who cannot medically tolerate a mask will be asked to use a face shield if possible, and maintain social distance from others to the extent possible
- Catalyst Public Schools staff, wearing a mask, face shield, and disposable gloves will be assigned to arrival posts, where scholars will be checked for masks, and provided a mask if needed
- Staff will be able to remove their masks while outside and/or standing six feet apart
- Scholars will be provided short mask breaks throughout the day

Social Distancing Requirements and Considerations

- Catalyst Public Schools will train scholars, families, and staff to maintain social distance whenever possible
- Masks or other appropriate face coverings will be used throughout the day
- Catalyst Public Schools staff will be present during all transitions to enforce social distancing in hallways, stairwells, etc.
- Each reduced-size group of scholars will stay in its main classroom throughout the day—instead of scholars moving to different rooms. Teachers will be assigned to serve a single cohort of scholars whenever feasibly possible.
- Classrooms will be set up to promote physical distancing
- Where possible, and in a majority of our classrooms, scholar seats/desks will all face in one direction
- Classrooms will have stickers on the floor for scholars to understand the distance needed for proper social distancing (when transitioning in and out of the classroom)
- Recess procedures will ensure scholars maintain social distancing to the maximum extent possible, and include a plan for disinfection of all materials and equipment after use
- Other Specialty classes will take place in the scholar's classroom instead of a shared classroom, or will be conducted remotely
- Our safety drill procedures will be designed to maintain social distancing
- Teachers will be provided with lapel microphones to limit the need for teachers to raise their voice for instruction

New Hygiene, Cleaning & Disinfection Procedures

- Staff will teach scholars proper hand washing procedures and to always wash their hands for at least 20 seconds
- Scholars will wash or sanitize their hands before and after lunch during routine breaks and between activities throughout the day
- Each scholar will be given his or her own individual set of supplies in the classroom to avoid the sharing of supplies throughout the day
- We will sanitize shared items after use (*e.g.*, a chess board)
- Adult-supervised trips to the bathroom to ensure safe physical distancing practices occur
- Dedicated cleaning and maintenance staff will perform regularly scheduled disinfecting throughout the day and each evening
- Catalyst Public Schools will custodial staff use of a disinfectant sprayer to disinfect buildings at the end of each day
- Catalyst Public Schools will rely on guidance from OSPI and the Kitsap Department of Health regarding additional necessary measures for the ongoing cleaning and disinfection of all classrooms, shared spaces, and outdoor facilities at any DOE buildings

Health and Safety Transportation Policies and Procedures

- We will not provide transportation to families until we reopen for fully in person learning without the need to practice social distancing.
- If families require transportation for their scholars to attend school Catalyst Public Schools' staff will work with families to make plans, as possible.

Procedures for on-site food services for scholars

- Catalyst Public Schools will continue to comply with all Child Nutrition Program Requirements
- Breakfast, lunch, and snacks will be individually packaged, and all meals will take place in the classroom and distributed by Catalyst Public Schools staff member wearing a mask, face shield, and gloves
- Scholars will eat at their desk with clear desk dividers up and masks off, instead of in the cafeteria
- Utensils will be disposable and will not be shared
- All scholars and staff will wash or sanitize hands before and after any meal or snack times
- We will encourage all families to send their children to school with reusable water bottles and will not allow use of the spigot on the water fountain (scholars will be able to use touchless filtered water dispenser on our water fountains)

- Catalyst Public Schools maintains a list of scholar allergies, and differentiated meals will be provided as needed
- All Catalyst Public Schools staff monitoring mealtimes have undergone food allergy training
- Catalyst Public Schools will continue to provide our families with information in English and Spanish about the time and location of meal availability at our schools and/or local schools during periods of remote instruction

Additional COVID-19 Health and Safety-related Operational Changes

- To the extent Catalyst Public Schools's school reopening model employs the use of scholar batches
- Catalyst Public Schools' will not offer any after school activities during the hybrid model
- Catalyst Public Schools will not host any external field trips (only virtual)
- Catalyst Public Schools will not host any in-person large-group family events (only virtual)
- Catalyst Public Schools will not provide school bus transportation during hybrid schooling
- Traditionally shared spaces (e.g., cafeteria) in Catalyst Public Schools's school buildings will not be used as shared spaces, as scholars will remain in their classrooms with teachers coming to them
- Catalyst Public Schools has designated our Director of Operations and Finance as our COVID-19 Safety coordinator as the liaison for all communications with local health authorities related to COVID-19

5. COVID-19 Procedures for Vulnerable Populations

Scholars

- Any scholars who cannot (for medical reasons) or do not feel comfortable returning to in-person instruction this Fall may choose to join Catalyst Public Schools's fully remote school (Catalyst @ Home) or may switch Catalyst @ Home at any point during the year. For any scholar who cannot medically tolerate a mask, Catalyst Public Schools will seek to maximize social distancing
- Catalyst Public Schools will provide clear masks to any teacher or scholar who requires it

Staff

- As required by applicable laws, including the Americans With Disabilities Act ("ADA"), Catalyst Public Schools intends to provide any employee who has a disability with

reasonable accommodations to allow such employee to perform the essential function of his or her job, absent undue hardship to Catalyst Public Schools. Such reasonable accommodations may include, for example additional/different PPE (face shields, clear masks, etc.), remote working to the extent feasible, use of appropriate barriers, and/or increased social distancing protocols to the extent feasible. Catalyst Public Schools has been appropriately discussing with staff whether any staff member has a disability for which accommodations are needed, and engaging in the required interactive process with such employees before making a final determination as to the requested accommodation(s).

- For employees who are not entitled to a reasonable accommodation but are requesting COVID-19-related accommodations, Catalyst Public Schools will consider such requests, and provide any accommodations to our staff members in a consistent, non-discriminatory manner.

6. Mental Health, Behavioral, and Emotional Support Services & Programs

Catalyst Public Schools' commitment to whole-child and social-emotional learning is more important than ever as scholars return to school following a challenging half year of COVID-19, which may have persistent traumatic effects on the communities we serve, and during which scholars attended no in-person schooling. Catalyst Public Schools will place immense focus on scholars' social, emotional, and physical wellbeing, as well as the wellbeing of their families. Our commitment to the whole child underlies everything we do at Catalyst Public Schools and continues through this next stage of hybrid/remote learning because we know that children need us to orient around their needs and that they are ready to learn when they are and feel safe, supported, loved, seen and heard, and validated as unique and important individuals. Catalyst Public Schools therefore plans to:

- Have teachers manage school culture, academic outcomes, and all remote assignments, and social-emotional learning ("SEL") for the scholars in their group
- Ensure all school staff are trained on how to both identify indicators of trauma, and implement appropriate supports.
- Ensure our school design fully contemplates scholars' social-emotional needs
- Fulfill our promises to scholars and families to continue to deliver a world-class education that supports the whole child
- Provide resources and referrals to address mental health, behavioral, and emotional support services and programs
- Incorporate SEL into our hybrid and in person school as follows:
 - Sunrise will be held every morning virtually and/or in person
 - Social emotional learning lessons will be broken up into 5-15 min segments and integrated daily into both in person/virtual morning meeting and read alouds

- Catalyst Public Schools's social emotional circle practice will be conducted virtually or in person (Sunset)
- Incorporate SEL in our fully remote school (Catalyst @ Home) as follows:
 - Virtual morning meetings (Sunrise) will be held every morning
 - **K-1:** Lessons will be broken up into 5-15 min segments and integrated daily into the virtual morning meeting and weekly into the virtual read alouds
 - SEL lessons during read alouds will be live and may also recorded and posted on YouTube/Seesaw
 - Catalyst Public Schools's social emotional circle practice will be conducted virtually

Catalyst Public Schools will continue to engage families in regular, remote wellness checks, at higher frequency with scholars we know to be at higher risk, including scholars living in shelters or foster care, scholars whose families suffered loss as a result of COVID-19, scholars with open or past child protective services cases, and scholars who have exhibited increased levels of anxiety or depression in the past Catalyst Public Schools will continue to train our staff on how to talk with, and support, scholars during and after the ongoing COVID-19 public health emergency and provide supports for developing coping and resilience skills for scholars, faculty, and staff

7. Procedures Regarding Symptomatic Individuals

Referral of Symptomatic Individuals to School Nurse:

- Catalyst Public Schools staff will be trained on observing for and detecting the symptoms of COVID-19 and Multisystem Inflammatory Syndrome in Children ("MIS-C")
- Any scholar or staff exhibiting symptoms of COVID-19 during the school day with no explanation will be sent to the school nurse to be assessed, cared for, isolated, and, as determined by the school nurse, dismissed and sent home with instructions to visit a healthcare provider for assessment and/or testing
- If for any reason the school nurse is not available, the scholar or staff member will be isolated (at least 6 feet away from others) and dismissed for assessment by a healthcare provider
- Catalyst Public Schools will follow KDPH guidance regarding identification of COVID-19 symptomatic individuals, testing of COVID-19 symptomatic individuals, close contacts of COVID-19 confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19
- The school nurse will use appropriate PPE (face mask, and gloves or gown if indicated by the symptoms), as per KDPH guidance
- If a scholar exhibits any symptoms of MIS-C:
 - Catalyst Public Schools staff will notify the family and recommend the child be referred for immediate follow up with a healthcare provider

- Catalyst Public Schools staff will call emergency transport for any scholar showing emergency warning sign of MIS-C or other concerning signs (*e.g.*, trouble breathing, pain or pressure in chest, new confusion, inability to stay awake, bluish lips or face, severe abdominal pain)

Isolation of Symptomatic Individuals at School:

- Any persons suspected of having COVID-19 will be kept at least a 6-foot distance from all other scholars and staff, and supervised by an adult wearing a face mask, face shield, and disposable latex or non-latex gloves
- Any person suspected of having COVID-19 who is for any reason not wearing a face mask will be instructed to wear a face mask if he or she can medically tolerate it, as well as a face shield
- Scholars suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE and maintaining appropriate social distance
- Catalyst Public Schools will allow multiple scholars suspected of COVID-19 to be in this isolation room if they can be separated by at least 6 feet
- Catalyst Public Schools will provide face masks, face shields, and disposable latex or non-latex gloves for those caring for symptomatic individuals

Return of Symptomatic and Infected Individuals to School:

- Catalyst Public Schools will follow the DOH COVID-19 Interim Guidance for return to school of COVID-19 symptomatic individuals:
 - If a symptomatic individual is tested by a healthcare provider (physician, nurse practitioner, or physician assistant) and is found **NOT to have COVID-19**, he or she can return to school in person:
 - Once there is no fever, without the use of fever reducing medicines, and he or she has felt well for 24 hours; **or**
 - If he or she has been diagnosed with another condition and has a healthcare provider written note stating he or she is clear to return to school.
- If a person **is diagnosed with COVID-19** by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, he or she may not be present at school and will be instructed to stay at home until:
 - It has been at least ten days since the individual first had symptoms;
 - With a doctor's written note, a person in this situation may return if it has been at least three days since the individual has had a fever (without using fever reducing medicine); **and**
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Hygiene, Cleaning, and Disinfection following Incident of Symptomatic Individual:

- Catalyst Public Schools staff will close off any areas used by a symptomatic person until cleaning and disinfection of the area has occurred.
- Where possible, Catalyst Public Schools staff will open outside doors and windows to increase air circulation in an area used by a sick individual.
- Catalyst Public Schools will instruct its contracted janitorial provider to wait at least 24 hours before cleaning and disinfecting an area used by a symptomatic individual, or, if not possible, will wait as long as is practical.
- Catalyst Public Schools will instruct its contracted janitorial provider to clean and disinfect all areas used by the person suspected or confirmed to have COVID-19 following CDC Guidance on cleaning and disinfecting:[GUIDANCE FOR CLEANING AND DISINFECTING](#)

8. Responding to Positive COVID-19 Test(s) in a Catalyst Public School**Reporting of Positive COVID-19 Tests**

- Catalyst Public Schools has designated our Director of Operations and Finance as our COVID-19 Safety Coordinator and main point of contact upon the identification of any positive COVID-19 cases and to be responsible for subsequent communication, including answering questions from scholars, faculty, staff, and parents or legal guardians of scholars regarding the COVID-19 public health emergency and plans implemented by the school
- If a scholar or staff member reports having tested positive for COVID-19, Catalyst Public Schools will notify KDPH and follow our closure protocols (see below)

Exposed Individuals

- Catalyst Public Schools will follow [CDC recommendations](#) of 14-days of quarantine after exposure to a COVID-19 positive individual.
- Catalyst Public Schools will follow the KDPH definition of exposure as 15 minutes or more of time spent within 6-feet of one another (either with or without mask wearing), and consult with KDPH in the event of any questions regarding exposed individuals.

Contact Tracing

- Catalyst Public Schools will, as appropriate, assist local health departments in tracing all contacts of any individual at our schools in accordance with the protocol, training, and tools provided through the Kitsap Department of Health.
- In addition, Catalyst Public Schools will:

- Maintain accurate attendance records of all scholars, and accurately record whether a scholar attended school remotely or from his or her Catalyst Public Schools school building
- Ensure that all scholar schedules are up to date
- Maintain a log of all staff who enter each of its school buildings each day, and where he or she worked
- Maintain a log of all visitors that includes date, time, and where in the school he or she visited

Early Warning Signs, Modification of Operations, and Closure

- Catalyst Public Schools will follow KDPH guidance regarding early warning signs (increased absenteeism or increased illness in our community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level
 - In the event of a rise in cases, Catalyst Public Schools will consider modifying its operations to help mitigate the spread of the disease
 - Catalyst Public Schools will consider closing a school if absentee rates or a rise in cases impact the ability of the school to operate safely
 - If Catalyst Public Schools scholars and staff need access to large-scale testing, the school will coordinate with the KDPH regarding where testing should happen and communication to the school community
 - Catalyst Public Schools will follow applicable guidelines regarding full or partial school building closure, including working with the KDPH, as appropriate, to determine what conditions (*i.e.*, number of positive COVID-19 cases in the building) would trigger a group, or full school building, closure and the amount of time of the building closure
-

Sick Scholar Protocol

Before SoY: Sick Child Protocol Prep															
	Non-Negotiable		Flexible Implementation												
Satellite Nursing Room (Sensory Room)	- Dedicated space for students with COVID symptoms. - No students with non-COVID symptoms should enter this room. - Room must be supervised by an adult when there are students inside		- Ideal room specifications: Minimum 6’ x 6’. Private, with door. Chair(s)/medical cot(s) for students as needed. No extra furniture or items. - There may be more than one student in this room at a time. - Students should continue to follow social distancing policies when in this room.												
Nurse’s Office (Main Office Area)	- Separate space to care for and treat students with injuries or non-COVID related illnesses (significant cuts and scrapes, vomiting, etc) - Schools prepare Main Office to triage minor, non-COVID medical issues		- Nurse’s Office may be Main Office Appendix A: List of supplies to be kept in Main Office and classrooms - Schools may send home a daily/weekly autodialer reminding families to do health checks of their children Appendix B: Script for health checks autodialer												
PPE for Nurse or Office Manager if Nurse Not Present*	<table><tr><td>At all times</td><td>Mask</td></tr><tr><td>When assessing COVID symptoms</td><td>Gloves, gown, face shield (in addition to mask) or goggles</td></tr><tr><td>Between cases of COVID symptoms</td><td>Remove and dispose of gloves, perform hand hygiene, replace gloves when needed</td></tr></table>		At all times	Mask	When assessing COVID symptoms	Gloves, gown, face shield (in addition to mask) or goggles	Between cases of COVID symptoms	Remove and dispose of gloves, perform hand hygiene, replace gloves when needed	<table><tr><td>At all times</td><td>Face shield (in addition to mask) or goggles</td></tr><tr><td>When assessing COVID symptoms</td><td>n/a</td></tr><tr><td>Between cases of COVID symptoms</td><td>Sanitize/ disinfect face shield/goggles, remove/change gown</td></tr></table>	At all times	Face shield (in addition to mask) or goggles	When assessing COVID symptoms	n/a	Between cases of COVID symptoms	Sanitize/ disinfect face shield/goggles, remove/change gown
At all times	Mask														
When assessing COVID symptoms	Gloves, gown, face shield (in addition to mask) or goggles														
Between cases of COVID symptoms	Remove and dispose of gloves, perform hand hygiene, replace gloves when needed														
At all times	Face shield (in addition to mask) or goggles														
When assessing COVID symptoms	n/a														
Between cases of COVID symptoms	Sanitize/ disinfect face shield/goggles, remove/change gown														

Symptom Monitoring at Arrival
Non-Negotiable
- Scholars will arrive at school in a staggered fashion between the hours of 8:00 and 9:00 a.m. according to the following schedule. Scholars who have siblings will arrive together, at the later of the time slots for the family: 8:00-8:15 a.m. Pitt and WGU Scholars; Scholars of staff 8:15-8:30 a.m. Lafayette and Virginia Tech scholars

- 8:30-8:45 a.m. CCU and UCLA scholars
- Scholars who arrive by car will enter through the pick up line and will drive up to the play yard area, following the directional signs available. Before exiting the car, they will complete their attestation by flipping up their card to show the Green “COVID Clear” sign. This indicates that the family has not experienced any COVID-like symptoms.
- Ops staff will then take the temperature of the scholar(s) before they exit their car (through open window). If the scholar has a temperature they will be sent immediately home and must remain home, learning remotely, until they have been fever and symptom free for 72 hours. If additional COVID symptoms are present the scholar will need to have a negative COVID test and doctor’s note before returning to school.
- Schools must have a clear and comprehensive symptoms-monitoring plan implemented at arrival daily
 - Must include touchless temperature checks for all staff and students
 - Any student with a fever of 100.4 or higher should not enter the building
- Staff will utilize the app DeanList to enter daily information related to COVID attestation.

Sick Child Protocol							
	Non-Negotiable		Flexible Implementation				
Arrival	Students with fevers may not enter the school building		If parent/guardian is not present with sick child at arrival, Nurse* accompanies student to entry closest to Satellite Nursing Room to call home and wait for pick-up				
Isolate	- If teacher observes COVID symptoms or student reports COVID symptoms, student goes immediately to Satellite Nursing Room - Nurse* and student perform hand hygiene and don appropriate PPE		Staff member brings student in person to Satellite Nursing Room depending on grade span and room location				
Examine	- Take temperature using no-touch thermometer - Observe/ask about the following symptoms: - Rash appearing on skin - Dry cough - Flu-like symptoms: chills, muscle/body ache, lethargy, loss of taste and smell, headache, chest pain/difficulty breathing, etc.						
Determine Next Steps	<table><tr><td>COVID symptoms</td><td> - Send home if: - Fever over 100.4 degrees 2 COVID-like symptoms (dry </td></tr></table>		COVID symptoms	- Send home if: - Fever over 100.4 degrees 2 COVID-like symptoms (dry	<table><tr><td>COVID symptoms</td><td> Care for student until they are released. </td></tr></table>	COVID symptoms	Care for student until they are released.
COVID symptoms	- Send home if: - Fever over 100.4 degrees 2 COVID-like symptoms (dry						
COVID symptoms	Care for student until they are released.						

	<table><tr><td></td><td>cough + headache)– even if no fever - Communicate COVID symptoms to DOF </td></tr><tr><td>Non- COVID symptoms</td><td> - Determine if student should be sent home or go back to class. - If student is being sent home but does not have COVID symptoms, student should not wait with students being sent home with COVID symptoms. </td></tr></table>		cough + headache)– even if no fever Communicate COVID symptoms to DOF	Non- COVID symptoms	- Determine if student should be sent home or go back to class. - If student is being sent home but does not have COVID symptoms, student should not wait with students being sent home with COVID symptoms.	<table><tr><td>Non- COVID symptoms</td><td> - Common examples: seasonal allergies (not send-home) and pink eye (send home) </td></tr></table> - Nurse*, OM and School Leaders communicate with families about sick student - Teachers should not communicate to families directly about sick students	Non- COVID symptoms	Common examples: seasonal allergies (not send-home) and pink eye (send home)
	cough + headache)– even if no fever Communicate COVID symptoms to DOF							
Non- COVID symptoms	- Determine if student should be sent home or go back to class. - If student is being sent home but does not have COVID symptoms, student should not wait with students being sent home with COVID symptoms.							
Non- COVID symptoms	Common examples: seasonal allergies (not send-home) and pink eye (send home)							
Send Home if applicable	- Make phone call to family informing them of the decision to send the student home. - Appendix C for send-home call script. - Update send-home letter stating reason for send-home and conditions for building re-entry. - Appendix D: send home letter - Adult picking up student must sign letter. School keeps one copy, and family keeps another copy.							
Care if unable to go home immediately	- Provide care: allow student to rest, give water, provide comfort as possible/needed - If student is not picked up within two hours, reassess/examine (take temperature, assess cough, etc.) every two hours to monitor symptoms and communicate updates to family	- Follow standing medical orders from regional School Physician to provide care if applicable. - Medication - Office staff can provide Tylenol or similar medication with authorization form on file in office.						
Post Send-Home Checklist	- Perform hand hygiene, remove and replace all PPE- take off gloves inside out, throw gloves away, replace mask, remove and replace gown, remove and clean goggles/face shield - File signed student send home letter in student health file. - Sanitize any surfaces the sick student touched, and all surfaces within 6 feet							
Monitoring Symptoms at Home	- Monitor symptoms through daily family communication - Email daily communication about sick students - Arrival staff: List of students who require doctor’s note for re-entry	- Appendix F: symptom monitoring call script - Email daily communication about sick students						

		Attendance Staff: List of students whose absence should be excused
Return to School	A student presenting symptoms of COVID in schools must either have a doctor's note clearing them of any symptoms, whether they are diagnosed with COVID-19 or not, or quarantine for 14 days before they can return to school.	- School may do additional symptom monitoring upon return to school as staffing/numbers of students allow: - Take student temperature 4-6 hours after arrival

Flexible Implementation: Immunocompromised/Medically Fragile Students

For any students that have increased risks associated with COVID-19, schools should create individualized plans to support them. Individualized plans should consider, but not be limited to the following support strategies

- Additional preventative measures:
 - Preferential seating in classroom (close to door/window, nearest to air vent for circulation, etc.)
 - Supplemental sanitizing of desk and chair
 - Extra opportunities to wash/sanitize hands
 - Phone calls to monitor and educate family on social distancing, hand hygiene, etc.
- Additional symptom monitoring:
 - Temperature monitoring throughout day (past arrival)
 - Daily check-ins with Nurse* for observation
- Alternate arrival/dismissal location(s)/time(s) to avoid crowds
- Reduce time in the building:
 - Zoom in to classroom to 'participate' in in-person learning from home (this would require setting up a iPad and ZOOM in the classroom)
 - Reduced time spent in building, with supplemental work sent home/opportunities for remote learning

9. Appendices

Appendices

Appendix A:

*Medical Supplies
for Classrooms and
Main Office*

	Non-Negotiable	Flexible Implementation
Main Office	● PPE: Disposable gloves, Hand sanitizer, sanitizing wipes, Lysol spray ● Injuries: Band-aids, Gauze and tape, antibacterial ointment, disposable ice pack, cotton q-tips	● Personal hygiene: Sanitary napkins, disposable underwear, spare clothes for students, toothbrush and toothpaste, petroleum jelly, lost tooth boxes (elementary) ● Adult dose Tylenol or Advil (not for student use) ● Absorbent Powder/saw dust for urine and vomit accident
Classrooms	● PPE: Hand sanitizer, sanitizing wipes, Lysol spray	● Injuries: Band-aids, antibacterial ointment, cotton q-tips ● Personal hygiene: Petroleum jelly, lost tooth boxes (elementary) ● Adult dose Tylenol or Advil (not for student use)

Appendix B:

*Script for student
health checks
autodial*

Flexible implementation:

"Hello (campus) families,

Thank you for your daily efforts to help keep our school community safe and healthy.

We want to reduce and minimize any interruptions in your student's daily learning, so it is important that you keep your scholar home if you notice any of the following symptoms: fever, cough, rash, shortness of breath, body aches, chills, nausea, vomiting.

If a member of your household tests positive for COVID, we ask that your students observe a 14-day quarantine and do not come to school.

Please call your student's primary doctor for care instructions and evaluation if you notice any of these symptoms.

You can also reach the school nurse at (insert phone number and extension) for further guidance. Thank you for your continued efforts to keep our community here at (campus) safe and healthy."

Appendix C:

*Send home call
script*

Flexible implementation:

Good Day Family,

	<i>Your scholar came to our office and has been complaining of COVID-like symptoms. We determined that he/she has (fever, additional symptoms).</i> <i>As stated in our send-home policy that we shared at the start of the school year, someone will need to come to pick your scholar within two hours. Your child cannot return to school without a dated doctor's note clearing them to return to school.</i> <i>We want to support you and will check in daily with you to see how (scholar name) is doing.</i>				
Appendix D: <i>Send home letter</i>	Letter located here: https://docs.google.com/document/d/19LhuHyLPoE0GBx1sZoT54Yw0MVB2UnKYq3Kppul7Oqk/edit?usp=sharing <table><tr><th>Non-Negotiable</th><th>Flexible Implementation</th></tr><tr><td> ● Send home letter must be personalized for 100% of scholars sent home. ● Adult should be asked to sign this before student goes home. ● School keeps one copy of this letter and family receives one copy of the letter </td><td> ● If adult refuses to sign, DOO should write 'refused to sign' ● School should file signed letter in student health file, or with other COVID/attendance -related documentation. </td></tr></table>	Non-Negotiable	Flexible Implementation	● Send home letter must be personalized for 100% of scholars sent home. ● Adult should be asked to sign this before student goes home. ● School keeps one copy of this letter and family receives one copy of the letter	● If adult refuses to sign, DOO should write 'refused to sign' ● School should file signed letter in student health file, or with other COVID/attendance -related documentation.
Non-Negotiable	Flexible Implementation				
● Send home letter must be personalized for 100% of scholars sent home. ● Adult should be asked to sign this before student goes home. ● School keeps one copy of this letter and family receives one copy of the letter	● If adult refuses to sign, DOO should write 'refused to sign' ● School should file signed letter in student health file, or with other COVID/attendance -related documentation.				
Appendix E: <i>Script for daily calls to monitor symptoms</i>	<table><tr><th>Non-Negotiable</th><th>Flexible Implementation</th></tr><tr><td> ● Daily wellness calls for any immunocompromised or severely ill students ● Follow steps in send-home letter: dated doctor's note required for re-entry, and fever free for 72 hours without medication. </td><td> ● Modify script for individual student/family needs ● DOO determines call list and call executor ● If there is an active COVID case in the home or exposure to a positive case, student should quarantine for 14 days ● Provide ongoing support to the family: ● Guidance on how to treat sick child ● Information on local testing centers- location, hours, etc. ● Educate about quarantining within the home </td></tr></table> Phone call script <i>Good Morning,</i> <i>How are you today? How is X?</i> <i>Were you able to have X seen by a doctor? Did they test for COVID? When will the results come in?</i>	Non-Negotiable	Flexible Implementation	● Daily wellness calls for any immunocompromised or severely ill students ● Follow steps in send-home letter: dated doctor's note required for re-entry, and fever free for 72 hours without medication.	● Modify script for individual student/family needs ● DOO determines call list and call executor ● If there is an active COVID case in the home or exposure to a positive case, student should quarantine for 14 days ● Provide ongoing support to the family: ● Guidance on how to treat sick child ● Information on local testing centers- location, hours, etc. ● Educate about quarantining within the home
Non-Negotiable	Flexible Implementation				
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	<i>Are they still complaining of the same symptoms from yesterday?</i> <i>Do you own a thermometer in the home?</i> <i>• If yes: Does X have a fever? How high is the fever? Did you give medicine? What time was the last dose?</i> <i>• If no: Are you able to get access to one? We can help you find a location to purchase one.</i> <i>Do you have any questions for me?</i>
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10. Cleaning Protocols

CLEANING NON-NEGOTIABLES

- ✓ All buildings must be sanitized before allowing any occupants to return
- ✓ All building must be sanitized each between student/staff shifts (ie. at night if there is only one shift of students)
- ✓ All buildings must implement a day-time sanitizing schedule for high-risk areas (doorknobs, bathrooms, water fountains, phones, etc.)
- ✓ All building must implement day-time classroom sanitizing protocols

In-session Cleaning Checklists

Cleaning that takes place daily and ongoing while students are in buildings

HIGH-TOUCH SPACES: Doorknobs, Water Fountains, Elevator Buttons, Hand Railings, Kitchen Surfaces, etc.		
Task/Scope	Supplies needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses. ✓ Microfiber Cloth / Sponges ✓ Spray Bottle ✓ Dusters ✓ Clean rags or paper towel	✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect) ✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner) ✓ Paper Towels
1. Wipe clean surfaces with duster and clean rag		
COVID-19 Specific Expectations		
2. Sanitize surfaces with EPA Approved disinfectant and EPA Approved Glass Cleaner		
Rationale: According to CDC guidance, sanitization using EPA-approved disinfectants against COVID-19 can help reduce the risk. Frequent sanitization of surfaces and objects touched by multiple people is important.		
CLASSROOM & OFFICE SPACES: All Classrooms, Main Office, Teacher Work Rooms, Conference Rooms, etc.		
Task/Scope	Supplies needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses. ✓ 18” or 24” Dust Mop ✓ Mop / Bucket and wringer ✓ Broom & Dustpan ✓ Microfiber Cloth / Sponges ✓ Spray Bottle ✓ Dusters ✓ Clean rags or paper towel ✓ Garbage Liners	✓ EPA Approved Floor Cleaner (ex. DIN20 pH Neutral Floor Cleaner) ✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect) ✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner) ✓ Toilet Paper ✓ Paper Towels ✓ Liquid Hand Soap ✓ DIN1 All Purpose Cleaner
1. Empty and remove trash in waste receptacles		
2. Damp wipe waste receptacles inside and out to remove soil		
3. Replace plastic trash liners		
4. Clean glass in doors and partitions and on the inside of windows to remove smudges		
5. Sweep and dust mop floors		
6. Wet Mop smooth floors		
7. (if applicable) Clean bathrooms (See specifications for bathroom cleaning and sanitizing)		
COVID-19 Specific Expectations		
8. Wipe and sanitize students and teachers’ desks, tables, and chairs		
9. Wipe down and sanitize classroom doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)		
10. Clean and sanitize trash cans		

11. Clean and sanitize counter tops		
12. Clean and disinfect soap and paper towel dispensers / refill		
Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants against COVID-19 are an important part of reducing the risk of exposure to COVID-19.		
RESTROOMS: Staff and Student		
Task / Scope	Supplies Needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses. ✓ Toilet Brush and EPA Approved Toilet Bowl Cleaner (ex. IN8 Clinging bowl cleaner) ✓ Mop / Bucket and wringer ✓ Clean rags or paper towel ✓ Microfiber Cloth / Sponges ✓ Spray Bottle ✓ EPA Approved Floor Cleaner (ex. DIN20 pH Neutral Floor Cleaner) ✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect) ✓ Dusters ✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner) ✓ EPA Approved Stainless Steel Cleaner (ex. DIC11 Stainless Steel Cleaner) ✓ Toilet Paper ✓ Paper Towels ✓ Liquid Hand Soap ✓ Garbage Liners	
1. Test all dispensers to ensure all are in working order (paper towel, soap, etc.) (Report any damaged)		
2. Empty and remove trash in waste receptacles		
3. Damp wipe waste receptacles inside and out to remove soil		
4. Clean mirrors; chrome and glass		
5. Dust / sweep floor		
6. Wash doors completely; (frame jams, top, sides, glass inside and out, hinges, knobs)		
7. Clean glass interior doors, etc.		
8. Spot clean walls		
9. Sweep and mop all hard floor surfaces		
COVID-19 Specific Expectations		
10. Clean and sanitize toilets & urinals; valves		
11. Clean and sanitize sanitary dispensers / Refill with Brown Sanitary Bags		
12. Clean and sanitize counter tops sink / faucet		
13. Clean and sanitize soap, paper towel and toilet paper dispensers		
14. Clean and sanitize trash cans		
15. Clean and sanitize partition doors		
16. (if applicable) Clean and sanitize rubber matts		

Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants against COVID-19](#) are an important part of reducing the risk of exposure to COVID-19.

COMMON SPACES: *Hallways, Gym, Commons, Elevators, etc.*

Task / Scope	Supplies Needed	
Standard Cleaning Expectations	✓ PPE - Rubber Gloves, Masks, & Safety Glasses. ✓ Broom & Dustpan ✓ Mop / Bucket and wringer ✓ Clean rags or paper towel ✓ Microfiber Cloth / Sponges ✓ Spray Bottle ✓ EPA Approved Floor Cleaner (ex. DIN20 pH Neutral Floor Cleaner)	✓ EPA Approved Disinfectant (ex. DIC – 1 Spray Disinfect) ✓ Dusters ✓ EPA Approved Glass Cleaner (ex. DIN13 Glass Cleaner) ✓ EPA Approved Stainless Steel Cleaner (ex. DIC11 Stainless Steel Cleaner) ✓ Paper Towels ✓ Garbage Liners ✓ Electrostatic Gun
1. Empty and remove trash in waste receptacles		
2. Move trash to collection point and dispose of in proper disposal container or dumpster.		
3. Damp wipe waste receptacles inside and out to remove soil.		
4. Clean glass in doors and partitions and on the inside of windows to remove smudges		
5. Dust mop smooth floors with a treated dust mop.		
6. Wet mop floors		
7. Thoroughly vacuum and spot clean all stains on all carpeted areas		
8. Dust and clean all windows and ledges by stairwells		
9. Sweep and mop all hard floor surfaces		
10. Wipe down & Clean with Stainless steel all Elevators		
COVID-19 Specific Expectations		
11. Wipe and sanitize all tables, chairs, flat surfaces		
12. Clean and sanitize trash cans		
13. Wipe and sanitize all doors/entrances		

Rationale: Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants against COVID-19](#) are an important part of reducing the risk of exposure to COVID-19.

Between Student & Staff Shifts Cleaning Checklists

Cleaning that takes place daily while students/staff are not in the building (after students/staff leave and before they return)

CLASSROOM & OFFICES: <i>All Classrooms, Main Office, Teacher Work Rooms, Conference Rooms, etc.</i>	
Task/Scope	Additional Supplies needed
Standard Cleaning Expectations	✓ Vacuum Cleaner ✓ Electrostatic Gun
1. Perform all standard contract negotiated cleaning	
COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	
3. Vacuum rugs daily (if not already in regular contract)	
Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse Source: Commercial Cleaning Corps	
RESTROOMS: <i>Staff and Student</i>	
Task / Scope	Additional Supplies Needed
Standard Cleaning Expectations	✓ Electrostatic Gun
1. Perform all standard contract negotiated cleaning	
COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	
Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse Source: Commercial Cleaning Corps	
COMMON SPACES: <i>Hallways, Gym, Commons, etc.</i>	
Task / Scope	Additional Supplies Needed
Standard Cleaning Expectations	✓ Electrostatic Gun
1. Perform all standard contract negotiated cleaning	

COVID-19 Specific Expectations	
2. Spray disinfectant DIC – 1 with the electrostatic sprayer	
Rationale: Electrostatic disinfection reduces the time it takes to cover and sanitize all surfaces and hard-to-reach places by 50% compared to conventional methods; improves infection control and the spread of viruses such as influenza, MRSA, HIV and many others; applies chemicals in a more efficient, controlled manner, eliminating the dangers of overuse Source: Commercial Cleaning Corps	

11. DAILY SYSTEMS

Staff Arrival Guidelines

NON-NEGOTIABLES:

Health & Safety Guidance	Arrival Non-Negotiables
PPE & Transmission Control	✓ All designated staff entrances must have a temperature check station available with the following materials: - o Hand Sanitizer - o No Touch Thermometer(s) - o Gloves - o Spare Masks - o Trash Can - o Tracker to record; Date, Time, Staff Name, Staff Temperature, Mask Check, Symptoms Check ▪ Must be owned by one school leader or OPs team member and checked before student entry. ▪ Two weeks of temperature logs must be kept at a time ✓ If creating a self service temperature check station, stations must also meet the following criteria: - o Wall Mounted No Touch Thermometers OR a self service station that allows for sanitizing of hand held no touch thermometer between each use. - o There are weekly audits of staff temperature by Nurse to ensure self reporting is accurate ✓ Schools cannot implement a self reporting system in which staff can take their own temperatures from home. <i>This policy will be revisited after Quarter 1 once we have established systems and routines.</i> ✓ Temperature check must occur immediately upon entering the campus, and before interacting with students. ✓ All schools must have spare masks available for staff members in cases of faulty masks or forgotten masks.

Social Distancing	✓ Staff should have no physical contact except for health or safety emergencies (e.g., no handshakes or fist bumps).
Hygiene Practices	✓ Hand sanitizing/hand washing should happen upon entry ✓ Hand held no touch thermometers must be sanitized after each use for self service stations ✓ Wall mounted thermometers must be sanitized daily ✓ Gloves must be worn while taking temperature checks of other staff members. ✓ Staff should keep personal belongings in designated areas OR travel with personal belongings throughout the day.

*Please see [Health & Safety Guidelines](#)

SPACE REQUIREMENTS:

- ✓ Staff entry for temperature check station should include markings to indicate six feet of spacing to socially distance while waiting in line.
- ✓ The following directions and reminders for staff members must be posted in staff entry way for easy access and reference:
 - o How to wear a mask
 - o How to use and read thermometer
 - o Socially distance 6 feet
 - o Directions for how to report temperature (through online form or paper tracker)

COMMON CHALLENGES & RECOMMENDATIONS:

Challenge	Recommendation	Example
Tracker Creation/Tracker Options	We will use the DeansList app to track COVID symptoms and temperature checks for staff and scholars.	N/A
Maintaining social distancing in small entryway	Option 1: Separate and split stations into a “Sanitation Station” and “Temperature Check Station” in order to reduce congestion. Option 2: Designate teachers to more than one entryway to reduce congestion.	Ex: Hand sanitizer dispenser and spare masks within entry way while temperature checks are taken in main hallway where staff can safely socially distance.
Staffing for Temperature Checks	See daily schedule documents for staffing	
Location of Temperature Check Station cannot be at entryway	Option 1: Ensure that if temperature check cannot take place at entry way, that it can be taken within 3-5 minutes - a designated space near entryway within 2-3 minutes walking.	Example: If co-located on a different floor, temperature check station should happen immediately after entering the designated campus space.

Outside temperature impacts fever reading	Option 1: Ensure there is a designated space (e.g. satellite nursing office) where staff members can: a. Sit in an air conditioned space for approx. 10 mins to allow your body cool down from external heat factor and then retake your temperature OR b. Ask the school nurse (or other staff member) to use a secondary method of temp screening, preferably an under-the-tongue thermometer If second temp screening under more precise conditions continues to read above the 100.4 threshold, staff members should be sent home as per H&S protocols.	
Location of Temperature Check Station must be moved during regular school hours	Option 1: Ensure that staff reports directly to the Main Office for temperature check. Option 2: Temperature Check station is located in a place all staff can access during the day.	

Related Resources

[Example Tracker & Google Drive](#)

[Health & Safety Guidelines](#)

Example NO TOUCH thermometer, wall mounted:

<https://www.amazon.com/Wall-Mounted-THERMOMETER-Factories-Restaurants-High-Density/dp/B087QXB9YJ>



Student Arrival Guidelines

NON-NEGOTIABLES:

Health & Safety Guidance	Arrival Non-Negotiables
PPE & Transmission Control	✓ Arrival must be staggered so that no more than 15 students are in one space at any given time, including but not limited to: - o Hallways - o Classrooms - o Stairwells - o Auditoriums - o Common Spaces - o Multi-Purpose Rooms - o Cafeterias - o Sidewalks ✓ Students may not congregate on the sidewalk or on school grounds. ✓ Mask check must take place prior to students entering the building ✓ Symptom monitoring and temperature checks must occur prior to students entering the building ✓ Schools should not have uniform checks during outside arrival to avoid bottlenecks outside (Uniform checks in classrooms are recommended). ✓ Students transition directly to homerooms/classrooms instead of common spaces. ✓ Morning Circles and Morning Meetings should not be held in common spaces with groups of students more than 50
Social Distancing	✓ Staff and students should have no physical contact except for health or safety emergencies (e.g., no handshakes or fist bumps). ✓ Staff should be positioned along arrival pathway to ensure social distancing both in and outside of the building. ✓ Students may not use lockers/cubbies in hallways or other common spaces. Students should keep coats and backpacks in classrooms.
Hygiene Practices	✓ Hand sanitizing/hand washing should happen during arrival window ✓ Cellphones should not be collected centrally at the arrival door to avoid overcrowding

SPACE REQUIREMENTS:

- ✓ Arrival outside and inside should include markings to indicate six feet of spacing between each student in line for common spaces.
- ✓ Markings should be made throughout hallways and the length of the school property outside if possible to indicate six feet of distance for student lines.
- ✓ Designated bussing drop-off and pick-up areas should be marked off
- ✓ Designate sidewalk threshold for where families must wait outside of for scholar drop off

COMMON CHALLENGES & RECOMMENDATIONS:

Challenge	Recommendation	Example
Maintaining social distancing in hallways	Option 1: (recommended): Change all hallways to one-way Option 2: (if option one isn't possible): Ensure that two-way traffic is six feet apart	Please see Transition Guidelines .
Defining and recording "tardy" students	Option 1: Create two-fold "tardy" system. Option 2: Assign staff to redirect tardies to a different line or a different entrance.	Example 1: Must be in line by 7:40 AND in the door by 8:00. Example 2: Everyone not in line by 7:40 AM should go to "Tardy Arrival Door"
Staggering of arrival needed (ex. co-location)	Option 1: (recommended) Use all doors of the building for arrival to limit crowding in lines outside and inside.	See Related Resources: Sample Systems Documentation
	Option 2: Arrival times can be staggered between schools or between grade levels to limit crowding in lines.	School 1 Arrival Window: 7:00 - 7:45 AM School 2 Arrival Window: 7:45 - 8:30 AM
Family Congestion	Families have the option to drop off scholars at the school door but schools can also set up: Option 1: Family drop-off area at the end of the street to reduce congregation near school building with staffing along the pathway towards the school Option 2: Use stanchions or tapelines to demarcate family drop-off for specific grade level or grade span.	See Related Resources: Sample Systems Documentation
Collecting cellphones in a hygienic ways, while also preventing loss	Option 1: Do not collect cellphones. Option 2: Students should place cellphones in opaque ziploc bags OR pencil pouch (provided by school) and place the cellphones at the top of their desk. This avoids collection by teachers but can eliminate student distraction. Option 3: Plan for in class collection which should adhere to the following guidelines: • Phones need to be locked and secured in safe storage. • Phones cannot be stored in the same compartment. • Phones will need to be sanitized before collection and after distribution.	Please reference tech guidelines for further guidance.

Temperature Checks	Option 1: Designate an area outside for temperature checks to occur Option 1: Designate an area in the arrival lobby for temperature checks to occur (for inclement weather only).	See sample Systems Documentation
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Related Resources

[Sample Systems Documentation](#)

Dismissal Guidelines

Students exit the building in a calm, safe, and orderly fashion and are socially distanced at all times. The release of students is intentionally staggered to ensure that there is no overcrowding or grouping of students inside or outside the building. **The implications are that dismissal will take longer than usual, and more staff duties will be required.**

These guidelines are written to take into account Health and Safety Protocols that advise:

- No activity can be done with less than 6 ft of distance between bodies.
- Batch students to the extent possible by grade span

NON-NEGOTIABLES

Health & Safety Guidance	Dismissal Non-Negotiables
No more than 50 students are in one space at any given time	✓ Co-Located Schools may not have overlapping dismissal times. The higher grade level must dismiss first so that older siblings may pick up younger siblings. ✓ Schools should use as many exits as are available to them in order to limit crowding and speed dismissal time. ✓ No groups of more than 50 students are permitted inside or outside, so, dismissal will need to be staggered. ✓ Staff must be assigned dismissal posts outside the building to ensure students maintain social distance and safely dismiss. The entire leadership team should be on deck to support with dismissal and should not schedule other conflicting meetings. ✓ Late Pickup Plan must be adjusted to ensure that no more than 50 students in any space at any given time. ✓ Transition to afterschool programs should happen after full dismissal. See transition guidelines for instructions and guidelines.
Social Distancing	✓ Students should maintain 6 ft of social distance in hallways, stairwells and sidewalks. ✓ Two-way movement in the hallway is allowed only if 6 feet of distance is maintained ✓ Students may not use lockers/cubbies in hallways or other common spaces. ✓ Family members who are picking up should maintain distance from an area designated for a student cohort and must maintain 6 feet of distance from students and staff. ✓ Parents/Visitors are not permitted to enter the school building during the dismissal time window. ✓ Transition to afterschool programs should happen after full dismissal. See transition guidelines for instructions and guidelines.

Time constraints	✓ Afterschool Detention or staff-led afterschool activities should be limited due to the amount of time required by dismissal and staffing level required to supervise dismissal,. For external-providers, see the afterschool guidelines. ✓ Transition to afterschool programs should happen after full dismissal. See transition guidelines for instructions and guidelines.
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SPACE REQUIREMENTS:

- ✓ If entire cohorts will be dismissed from the sidewalk, **36 sq ft** per student in the cohort needs to be reserved for each cohort (see diagram) on the sidewalk.
- ✓ If dismissing outside, sidewalk must be marked to provide each student with 36 sq feet
- ✓ Family Pickup area must be six feet away from each cohort and clearly marked on the sidewalk.
- ✓ Schools should determine best pickup location and exit for bus pickup, which may be different than normal dismissal location.
- ✓ If families are forming a line to pickup their students, sidewalk must be marked with six feet of social distance for family lineups. Use same sidewalk markings as arrival, when possible.

CALCULATING TIME FOR DISMISSAL

- See above for example calculations

Scenario 3 Time Estimate		Scenario 4 Time Estimate	
Method	Time Estimate	Method	Time Estimate
Bus Dismissal	4 minutes per bus.	Bus Dismissal	3 minutes per bus.
Self-Dismissal	4 minutes per cohort, per exit.	Self-Dismissal	3 minutes per cohort, per exit.
Supervised Dismissal - Indoors	4 minutes per cohort, per exit	Supervised Dismissal - Indoors	3 minutes per cohort, per exit
Supervised Dismissal - Outdoors	3 minutes per cohort, per exit +dismissal time outside.	Supervised Dismissal - Outdoors	3 minutes per cohort, per exit +dismissal time outside.
*Times vary based on which method schools use primarily and should account more time for grade-level specific plans & method of dismissal.		*Times vary based on which method schools use primarily and should account more time for grade-level specific plans & method of dismissal.	

POSSIBLE OPTIONS:

Elementary School Dismissal Options		
Dismissal Options	Recommendation	Hypothetical Example Schedule

Indoor Dismissal: School does not have adequate outdoor space to have all cohorts wait outside in cohorts for dismissal.	- Dismissal is staggered by <i>method of dismissal</i>. - Students Riding School Bus Meet bus captain inside and transition as a “bus cohort” to their bus. - Students who require supervised dismissal dismiss in ten minute pickup windows. Siblings will be assigned a window that corresponds with their family members, and families will wait on the sidewalk for staff to radio dismiss students outside individually. *We expect that 90% of families will arrive within their pickup windows. Schools have discretion to be flexible with the 10% of families who miss their window. - Late Pickup Students remain in their cohort room and classroom teachers are responsible for late pickup.	<table><tr><th>Time</th><th>Dismissal</th></tr><tr><td>3:00-3:20</td><td>Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.</td></tr><tr><td colspan="2">Buffer Time</td></tr><tr><td>3:25-4:00</td><td>Supervised dismissal students are dismissed by family grouping.</td></tr></table> <table><tr><th>Family Last Name</th><th></th></tr><tr><td>A-D</td><td>3:25-3:30</td></tr><tr><td>E-J</td><td>3:30-3:35</td></tr><tr><td>H-L</td><td>3:35-3:40</td></tr><tr><td>M-Q</td><td>3:45-3:50</td></tr><tr><td>S-Z</td><td>3:50-3:55</td></tr></table>	Time	Dismissal	3:00-3:20	Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.	Buffer Time		3:25-4:00	Supervised dismissal students are dismissed by family grouping.	Family Last Name		A-D	3:25-3:30	E-J	3:30-3:35	H-L	3:35-3:40	M-Q	3:45-3:50	S-Z	3:50-3:55
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Outdoor Dismissal: School does have adequate outdoor space to have all cohorts wait outside in cohorts for dismissal. *Requires 9 to 36 sq ft per student.	- Dismissal is staggered by <i>method of dismissal</i>. - Students Riding School Bus. - Students who self-dismiss (car, walking, public transportation). The subsequent cohort may only dismiss when the previous cohort has left school grounds, as communicated by staff with two-way radios. - Remaining Cohorts Transition to Sidewalk, grouped by cohort, and one cohort at a time, to their designated cohort area. Once a previous cohort has reached outside, the subsequent cohort may be	<table><tr><th>Time</th><th>Dismissal</th></tr><tr><td>3:00-3:20</td><td>Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.</td></tr><tr><td colspan="2">Buffer Time</td></tr><tr><td>3:30-4:00</td><td>Supervised dismissal students transition to outdoor</td></tr></table>	Time	Dismissal	3:00-3:20	Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.	Buffer Time		3:30-4:00	Supervised dismissal students transition to outdoor												
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Middle School Dismissal Options													
Dismissal Options		Recommendation		Hypothetical Example Schedule									
Indoor Dismissal: School does not have adequate outdoor space to have all cohorts wait outside in cohorts for dismissal.		- Dismissal is staggered by <i>method of dismissal</i>. - Students Riding School Bus Meet bus captain inside and transition as a “bus cohort” to their bus. - Students who self-dismiss (car, walking, public transportation). The subsequent cohort may only dismiss when the previous cohort has left school grounds, as communicated by staff with two-way radios. - Students who require supervised dismissal dismiss in ten minute pickup windows. Siblings will be assigned a window that corresponds with their family members, and families will wait on the sidewalk for staff to radio dismiss students outside											
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	individually. ○ Late Pickup Students remain in their cohort room. If a school has a large enough common space for students to consolidate into one room with six feet of social distancing they may. If not, the classroom teacher is responsible for late pickup. A school leader remains outside with a radio and communicates via two-way radio when families arrive (see indoor plan).	<table><tr><td></td><td>family grouping.</td></tr></table> *Time Approximate. Each cohort must be dismissed by leader on sidewalk with a two-way radio <table><tr><th>Time</th><th>Exit 1</th><th>Exit 2</th></tr><tr><td>3:20</td><td>Cohort A</td><td>Cohort B</td></tr><tr><td>3:25</td><td>Cohort C</td><td>Cohort D</td></tr><tr><td>3:30</td><td>Cohort E</td><td>Cohort F</td></tr></table> <table><tr><th>Family Last Name</th><td></td></tr><tr><td>A-G</td><td>4:00-4:07</td></tr><tr><td>G-P</td><td>4:07-4:13</td></tr><tr><td>Q-Z</td><td>4:13-4:20</td></tr></table>		family grouping.	Time	Exit 1	Exit 2	3:20	Cohort A	Cohort B	3:25	Cohort C	Cohort D	3:30	Cohort E	Cohort F	Family Last Name		A-G	4:00-4:07	G-P	4:07-4:13	Q-Z	4:13-4:20
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Outdoor Dismissal: ● School does have adequate outdoor space to have all cohorts wait outside in cohorts for dismissal. *Requires 36 sq ft per student	● Dismissal is staggered by <i>method of dismissal</i>. 1) Students Riding School Bus. 2) Students who self-dismiss (car, walking, public transportation). The subsequent cohort may only dismiss when the previous cohort has left school grounds, as communicated by staff with two-way radios. 3) Remaining Cohorts Transition to Sidewalk, grouped by cohort, and one cohort at a time, to their designated cohort area. Once a previous cohort has reached outside, the subsequent cohort may be dismissed. *We expect that 90% of families will arrive within their pickup windows. Schools have discretion to be flexible with the 10% of families who miss their window & use current systems to enforce	<table><tr><th>Time</th><th>Dismissal</th></tr><tr><td>3:00-3:20</td><td>Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.</td></tr><tr><td>3:20-4:00</td><td>Self-Dismissing Students dismiss one cohort at a time, per exit.</td></tr><tr><td>4:00-4:20</td><td>Supervised dismissal students are dismissed by cohort and escorted</td></tr></table>	Time	Dismissal	3:00-3:20	Bus Captains assemble bus cohorts, one-at-a-time, and transition outside to bus.	3:20-4:00	Self-Dismissing Students dismiss one cohort at a time, per exit.	4:00-4:20	Supervised dismissal students are dismissed by cohort and escorted														
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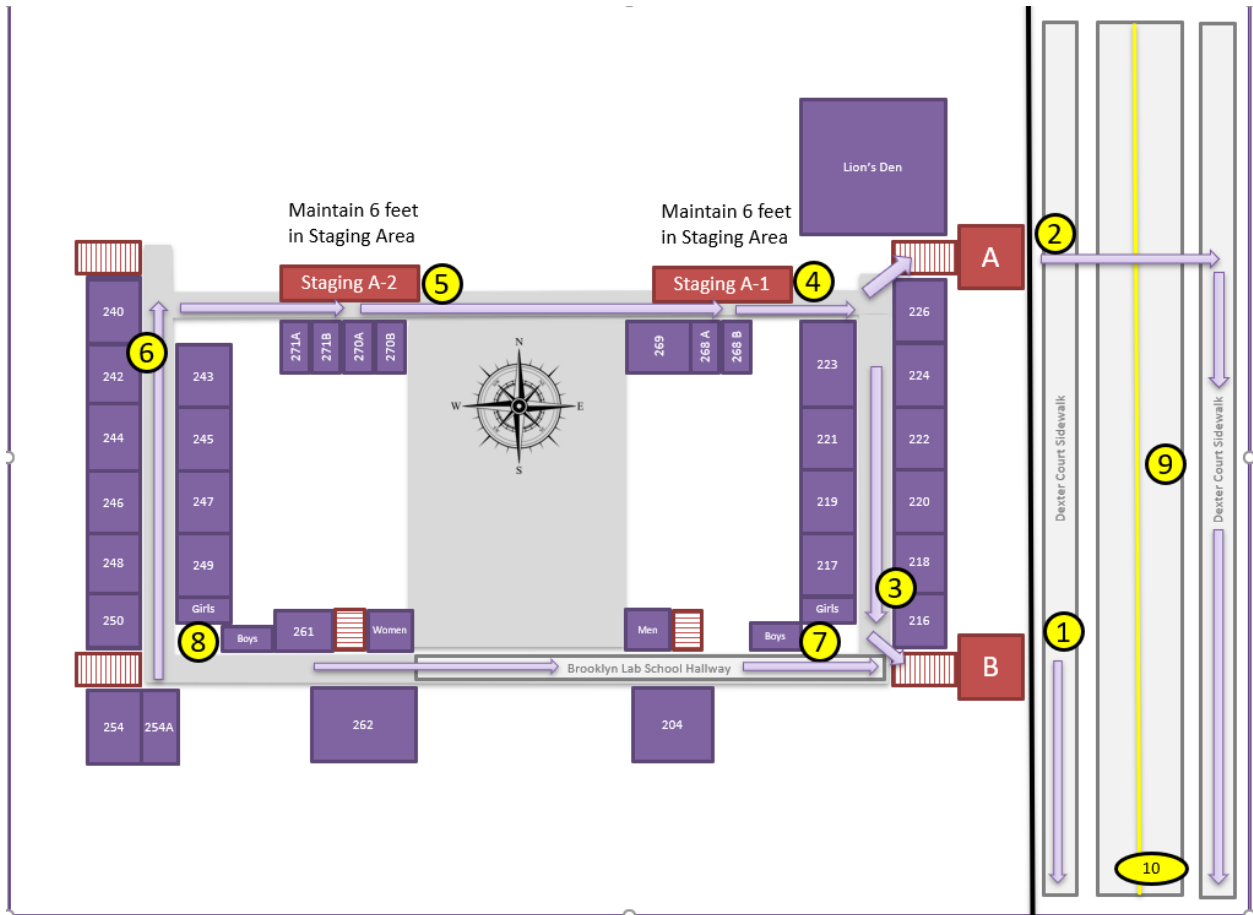
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High School School Dismissal Options																				
Dismissal Options	Recommendation	Hypothetical Example Schedule																		
Staggered Cohort Dismissal	● Dismissal is staggered by cohort. ○ School Leader is outside and uses radio to communicate inside once the previous cohort has left school grounds. ○ Where possible, High Schools should prioritize dismissing students who pickup younger siblings in co-located schools first.	*Time Approximate. Each cohort must be dismissed by leader on sidewalk with a two-way radio <table> <tr> <th>Time</th><th>Exit 1</th><th>Exit 2</th></tr> <tr> <td>3:00</td><td>Cohort A</td><td>Cohort B</td></tr> <tr> <td>3:05</td><td>Cohort C</td><td>Cohort D</td></tr> <tr> <td>3:10</td><td>Cohort E</td><td>Cohort F</td></tr> <tr> <td>3:15</td><td>Cohort G</td><td>Cohort H</td></tr> <tr> <td>3:20</td><td>Cohort I</td><td>Cohort J</td></tr> </table>	Time	Exit 1	Exit 2	3:00	Cohort A	Cohort B	3:05	Cohort C	Cohort D	3:10	Cohort E	Cohort F	3:15	Cohort G	Cohort H	3:20	Cohort I	Cohort J
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Related Resources

[Sample Systems Documentation](#)

Sample Systems Diagram:



Staff Assignments (indicated in yellow)	1. Stairwell B Sidewalk Monitor 2. Stairwell A Sidewalk Monitor 3. East Hallway Dismissal Lead 4. Staging Area Monitor A-1 5. Staging Area Monitor A-2 6. West Hallway Dismissal Lead 7. East Hallway Bathroom Monitor 8. West Hallway Bathroom Monitor 9. Dean of Students – Sidewalk Monitor 10. Associate Dean of Students – Sidewalk Monitor
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Bathroom System Guidelines

NON-NEGOTIABLES:

Health & Safety Guidance	ALL SCHOOLS
No more than 50 students are in one space at any given time	✓ Students and staff must remain 6 ft apart at all times ○ Note: cohort movement limitation will vary based on hallway/space of school. ✓ Bathroom stalls should be empty prior to individual student transition to stall ✓ Bathroom monitors should limit the number of students in bathrooms to the number of stalls available. ○ Note: the bathroom monitor should be stationed outside of the bathrooms to monitor student entry/volume into the bathrooms.
Hygiene Practices	✓ Students must wash hands after bathroom use. ✓ Masks are required for transition to the bathroom ✓ Sanitation measures need to be put in place (e.g. handwashing). Reference Health & Safety Guidelines. ✓ Shared/ reusable bathroom passes cannot be used
	ELEMENTARY
Social Distancing	✓ Limited to 1 class/cohort transitioning to bathrooms at any given time
	MIDDLE/HIGH SCHOOL
Social Distancing	✓ Classrooms should only let one student to bathrooms at a time based on school system for tracking bathroom trips in order to support social distancing in hallways and bathrooms. ✓ Discourage bathrooms during the following times to avoid overcrowding in the bathrooms and hallways: ○ Dismissal ○ Class Transitions

SPACE REQUIREMENTS:

- ✓ **The following signs are needed inside and outside of bathrooms:**
 - Please wash your hands
 - Please remain 6 feet apart for social distancing
- ✓ Signs and tapelines should be placed into bathrooms to remind students of social distancing
- ✓ Close every other stall to reduce overcrowding in the bathrooms and ensure social distancing
- ✓ Partitions between sinks needed if sinks are not at least three feet apart.
- ✓ Bathroom floor markings are needed inside and outside bathrooms to indicate six feet of spacing between each student.
- ✓ Additional hand sanitizer dispensers are needed outside of bathrooms

POTENTIAL OPTIONS:

Roadblock	Recommendation	Example
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Limited to 1 class/cohort transitioning to bathrooms at any given time.	Stagger bathroom transitions across the schedule.	See sample schedule for bathroom times.
Emergency bathroom usage during dismissal and class transitions	Option 1: Bathroom monitor needed for bathrooms during these periods. Traffic patterns need to be set for one way traffic in hallways by bathrooms. Option 2: Designated bathroom for use during this period of time.	
Limited number of bathrooms	Option 1: Designate which bathrooms each classroom can send their students to. Limiting it to one student out at a time and to a specific bathroom. This can minimize the maximum number of students in line at any given point. Option 2: Design central google doc tracker to send students out of the room. Bathroom monitors needed to update tracker.	EX: Classrooms A, B, and C can send one student at a time to Bathroom 1. Classrooms D, E and F can send one students at a time to Bathroom 2. Designated bathrooms might NOT be the closest bathroom to the classroom. EX: GoogleDoc Tracker that teachers can reference to see which bathrooms are available.
Sinks are too close together to maintain social distancing	Option 1: Set up barriers between sink stalls to partition sinks Option 2: Install handwashing machines in bathrooms..	
Not enough hallways space for line outside of bathrooms	Option 1: Utilize RED/GREEN indicator outside of space in order to indicate if bathroom is available. Option 2: Use walkie talkies and station bathroom monitor to manage traffic coming into the bathroom.	
Handwashing requirements with limited sinks	Option 1: Sinks in bathrooms should be prioritized for student use after the bathroom. For other hand cleansing needs, hand sanitizer usage is encouraged to reduce crowding in bathrooms. Option 2: Open staff bathrooms to student handwashing that wouldn't have otherwise been open to students. For ES, order step stools to allow for easy access to sinks.	

	Option 3: Stagger lunch periods and or high traffic periods in bathrooms.	
Maintaining social distancing	Option 1: Bathroom monitors should limit the number of students in bathrooms to the number of stalls available. There should never be more students in the bathroom than stalls available to ensure social distancing. Option 2: A bathroom monitor may not be necessary if: - Only one student per class uses the bathroom at a time; and - The clustering of classrooms to a given bathroom means there would never be too many students in the bathroom at a time	

Transition Guidelines

These guidelines are written to take into account Health and Safety Protocols that advise:

- No activity can be done with less than 6 ft of distance between bodies.
- “Batch” students to the extent possible as grade span allows

According to Health and Safety guidance, schools should keep students as cohorted/ batched as possible (e.g. the same students are in the same classroom throughout the day and the teachers transition as needed). Based on this, transitions should be limited throughout the school day, and when they do NEED to occur, they must follow the non-negotiables outlined below.

For guidance on student transitions during [arrival](#), [dismissal](#), or [lunch](#), please reference those guidelines.

If students do need to transition, the number of students/ cohorts in hallways needs to be limited and social distancing needs to be maintained and they should be transitioning to rooms that have been sanitized, based on the health and safety guidelines. There are also times where small groups of students may need to transition:

- Pull-out SPED services
- Specials
- One-off student transitions to Nurse, Dean, or Social Worker
- Recess as required by state guidance

Please see below for non-negotiables and guidance.

	In person learning with social distancing
Duties Needed	Hallway/Bathroom monitors who ensure social distancing.
Time Estimate	12-17 min [X Number of cohorts x ~1 min] + 2 minute buffer = Transition Window

	(i.e. 10 cohorts transitioning x 1 min + 2 min buffer = ~12 minutes)
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NON-NEGOTIABLES:

Health & Safety Guidance	Transitions Non-Negotiables
No more than 50 students are in one space at any given time	✓ Limited to 1 class/cohort transitioning in a hallway at any given time - o Note: More than 1 class can transition if both of the following are met: ▪ There are never more than 50 people in the hallway ▪ Everyone maintains 6ft of social distancing at all times
Social Distancing	✓ Students and staff must remain 6 ft apart at all times - o Note: cohort movement limitation will vary based on hallway/space of school. 6 ft x # of students in class = space required for 1 cohort to move in hallway. Repeat if desired to have 2+ classes. ✓ During a transition, two-way hallway movement should not occur unless 6ft of spacing can be maintained at all times ✓ Students must remain at 6 ft intervals when traveling with their cohort ✓ Destination room must be empty prior to transition starting so students can transition directly into classroom ✓ Transitions do not need to be in single file line. Students must remain 6ft apart. ✓ Cohorts should be maintained throughout the day. ✓ One-off hallway movement (ie- Deans Office, Nurse): Students walk 6ft apart, as indicated by hallway tape markings - o Hallway monitors are required to ensure one-off student movement follows proper protocol
Hygiene Practices	✓ If students are touching common spaces like door knobs or stair rails, sanitation measures need to be put in place (hand sanitizer before and after transition, wiping spaces between transitions)

SPACE REQUIREMENTS:

- ✓ Hallway markings to indicate 6 feet of spacing between each student
- ✓ Minimum 1 staff required for each hallway transition to ensure distancing requirements and 50 person capacity expectations are upheld
- ✓ Transition destination must be empty and sanitized prior to transition beginning so students can move directly into classroom

ADDITIONAL CONSIDERATIONS & RECOMMENDATIONS:

K-12 Additional Considerations	Recommendation	Example

No open classroom available prior to transition	Option 1: Do not transition cohort. If there is not an empty classroom, transition will require 2 cohorts in hallway/common area at same time, which is prohibited as the hallway gathering size would be more than 50. Option 2: Use a common space as a holding space to complete a 2-part transition, while always maintaining 50 person limit and social distancing. Spaces will need to be sanitized before new cohort of students enter.	
Sanitizing common spaces	1. Students and staff sanitize hands prior to beginning transition and directly after transition is complete. 2. Custodian cleans hand rails after each transitions 3. Rooms (all desks and surfaces) should be sanitized in between use of different cohorts	
Specials Transitions	Option 1: Specials take place in cohort classroom with no transition. Option 2: If transition must occur, following criteria must be met: - Time needed both to and from special is taken from specials time, not core instructional time - Class is transitioning into open space/classroom for special - Sanitization of both classroom cohort is leaving from and is moving into takes place before and after transition - If in a common space, no more than 50 people present	

Attendance

Student Attendance

Weeks 3+ (Synchronous Remote Learning & Hybrid Learning)

	In-person days	Remote days
"Present" Definition	In the building on their assigned in-person learning day*	ES & MS: Student/family has logged into Google Classrooms/Seesaw, or Zoom
"Tardy"	Arrived after instruction begins (exact time	<i>N/A - Students will not be marked tardy on</i>

Definition	school-dependent)	<i>remote learning days</i>
DeansList Attendance Entry Deadline	Within 1 hour of end of arrival window (exact time school-dependent)	ES & MS: 4PM day of HS: Preliminary entry by 9:15am day of; final entry by 4:00pm day of
Follow-Up Call Deadline	Within 90 min of end of arrival window (exact time school-dependent)	ES & MS: By 6:00pm day of HS: By 6:00pm day of

**A scholar may opt to participate in remote learning on their assigned in-person day, and get marked present. However, a scholar may not participate in person on their assigned remote day.*

***In follow-up calls, if a family member says their student experienced technical issues so they did alternative learning (e.g. read their IR book, worked on a packet/notebook but did not upload), the staff member should mark Present, and contact Social Worker.*

Related Questions

- **What are the expectations for students backfilled after Day 1?** Any students enrolled after Day 1 should receive a remote learning orientation call before their first day. They should be entered into PowerSchool and marked Present on their first day of learning (whether in-person or remote).
- **When should the school intervene due to chronic absence?** Please refer to state-specific criteria for days of chronic absenteeism. The expectation is DOOs/Office Managers share absence data on at least a weekly basis with Social Workers, so that if a student is nearing the chronic absenteeism threshold, Social Workers/School Leaders can conduct at least three school interventions (e.g. phone call, Zoom conference) before contacting child welfare services.
- **What counts as an “excused absence?”** – Students may be marked as “excused absence” if the student is sick, experiencing COVID-related or other health-related disruptions at home, or religious observance.

Food Service

NON-NEGOTIABLES:

Health & Safety Guidance	Food Service Non-Negotiables
No more than 15 students are in single space at a given time	✓ Meal service should take place in classrooms for both breakfast and lunch
Social distancing	✓ Service systems must prioritize “batching” and limit cross-cohort interaction ✓ Students must be seated at least 6 feet apart while wearing a mask
Food safety	✓ Schools should work with DOE/Food Service Vendor to provide unitized meals (all food items packaged together), to the extent possible ✓ If campuses are distributing hot meals, safety regulations must be followed to ensure that meals and milk do not fall below health and safety guidelines (See below). ✓ Establish a clean, sanitized surface/table that is designated for meal service where meals can be placed. ✓ Staff members handling food should: - o Wash hands, following that handwashing protocol by the CDC, prior to contact with any food or materials - o Wear gloves ✓ Any food item or utensil that is touched by a student during meal must be thrown away
Hygiene & Transmission Control	✓ Students must: - o Wash hands / sanitize before and after meals - o Wear face mask at all times, except when eating - o Refrain from sharing food or utensils ✓ Students who are eating and not wearing a mask must be at least 6 feet apart from other unmasked students ✓ Students should not be seated facing each other ✓ All eating surfaces must be sanitized before and after meals ✓ Limit the amount of staff members delivering and touching food - o Ex. If custodian delivers meals in crates, only one classroom teacher should touch food - o For ES students, teachers may open packaging for students but only while wearing gloves. ✓ Food should be handed out to students by staff members only. To minimize the risk of spread, students should not touch any packaged meals being distributed. ✓ Water fountains should be used with refillable water bottles only; no student should be drinking directly from the water fountain

GUIDELINES FOR SYSTEM DESIGN

Using these non-negotiables, the following system guidance is divided into the following sections:

- A. Serving Location
- B. Meal Service Procedures to ensure food safety
- C. Point of Service/Meal Tracking
- D. Student seating
- E. Water Fountain usage
- F. Recess

A: SERVICE LOCATION

In order to adhere to social distancing, batching, and crowd capacity restrictions, schools have two options for food service.

Option	Considerations
Meals served in classrooms	Recommended option
Meals served in common spaces (i.e. cafeterias), only if <u>all of the following criteria</u> are met: ✓ Kitsap County has moved to a phase where at least 40-50 people can meet ✓ Students are seated by cohort ✓ Students are seated at least 6 ft apart (since they will be eating without masks on) ✓ Service lines maintain social distance and are separate by cohort ✓ There is at least a 10 minute buffer in between lunch periods to ensure that all surfaces are fully cleaned and sanitized before and after each cohort ✓ Transitions to / from the common spaces adhere to transition guidelines (and prevent more than 50 students being in any hallway or space at the same time)	Not recommended due to complexity and time requirements for reduced capacity lunch periods • In Scenario 3, will require at least two lunch periods per grade level (since no more than 50 students can be in the common space at the same time) • In Scenario 4, will require one lunch period per grade level • Additional cleaning time will also need to be built into the schedule to enable thorough cleaning and sanitization in between periods

B: SERVICE PROCEDURES FOR FOOD SAFETY

	Before	During	After
Food Handling	Staff members wash hands prior to start of service	Per pre-COVID guidance, staff members must wear food service gloves at all times while handling food. Any food item that is touched by students during meals should be thrown away	Staff members wash hands after service has completed

Cleaning Procedures	Food service surfaces are cleaned and disinfected		Food service surfaces are cleaned and disinfected Trash is removed promptly while maintaining a social distance (likely will require additional garbage cans / milk collection buckets)
Health & Hygiene	All student eating surfaces are sanitized Students wash or sanitize hands	Limit the amount of staff members delivering and/or touching food	All student eating surfaces are sanitized Students wash or sanitize hands

C: POINT OF SERVICE PROCEDURES

At the point of service, schools must observe social distance and adhere to crowd size limitations. Additionally, it is critical that schools still track meals at POS to ensure reimbursements and overall compliance. Schools should implement tracking systems that avoid the need for student contact with keypads, etc., and during tracking, staff should manage all aspects to ensure contact between students is avoided.

	Before	During	After
Line Set Up	Food is delivered to service location	If meals are eaten in classrooms: ● Option 1: Meals are delivered to classrooms and teachers distribute meals to students ● Option 2: Tables are set up in one way hallways, cohorts are sent to pick up meals and return to classrooms (maintaining social distance between cohorts to limit contact) ● Option 3: While upholding all transition and student movement non-negotiables, campuses may also consider utilizing cafeteria solely for food distribution. Cohorts transition one at a time to the cafeteria to pick up meals and return to classrooms. If meals are eaten in common space: ● Option 1: Students transition, one cohort at a time, from their tables to the food service	All food surplus is collected and disposed of or stored appropriately.

		area while maintaining social distance of at least 6 feet ● Option 2: Meals are delivered to lunch tables and teachers distribute meals to students at their table	
Meal tracking	Ops Team creates and distributes tracking materials (e.g., daily/weekly tracking sheets or online tracking options)	Teachers/ staff do not contact student desks or food during POS to track meals. Option 1: Teachers track reimbursements after all food has been handed to students using paper trackers or electronic systems (e.g., barcode scanners) Option 2: Teacher is stationed at the end of the meal service table to track student meals using electronic systems (e.g., Kickboard, Google Sheets)	Ops Teams enter meal reimbursements into a tracking program.

D: SEATING DURING MEALS

Student Seating in classrooms	Students remain seated at their desks while they eat their lunch Students should be seated 6 ft apart (since masks will not be worn during eating) For Bathroom use, see bathroom system guidance
Student Seating in common spaces	Students should be seated by cohorts Students should be seated 6 ft apart (since masks will not be worn during eating) Students should not be seated directly facing each other ● Consider staggered seating or seating at only one side of the table

E: WATER FOUNTAIN USAGE

The following guidelines should guide water fountains used during mealtimes and throughout the day (e.g, during Fitness class).

- ✓ In order to prevent transmission, students should not drink directly from water fountains
- ✓ Students should only use water fountains to refill clear plastic water bottles that they bring from home
- ✓ If possible, schools should install touchless water bottle filling attachments.
- ✓ Students should bring a reusable, clear water bottle to school with a label marking their name
 - o If budget allows, schools can provide a water bottle to families at the start of the year
- ✓ If a student forgets their reusable water bottle, schools may choose to provide small disposable water bottles (if budget allows)

F: Recess

Lunch Recess systems should adhere to crowd size limitations (i.e. no more than 15 students in a space) and enable social distance. Shared equipment should not be used, consistent with transmission control guidelines. The following options should be considered.

Outdoor Recess	Students remain in cohorts Stagger schedule and location to ensure small group size and maintain cohorting/batching model
Indoor Recess	Students remain in cohorts in classrooms Students play socially-distant games or structured activities, or can play computer games

Sample Lunch Resources:

Sample ES Lunch Block Schedule

Pre-Lunch	Bathroom & hand washing
0-3 minutes	Desk preparation/cleaning
Minute 4-5	Dispose of cleaning trash
Minute 5-10	Distribute meals
Minute 10-25	Scholars eat meals
Minute 25-26	Trash disposal by teacher assigned
Minute 26-30	Hand hygiene

Sample ES DoL for teacher/co-teacher

<i>Teacher #1</i>	<i>Teacher #2</i>
Give scholar directives to pack up materials in advance of lunch	Distribute lysol wipes to scholars to wipe down desks
Give directions about what to do with lysol wipe once done	Collects used lysol wipes as scholars finish
Monitor the class to ensure safety	With gloves and mask on, distribute student meals
Narrate key timestamps (e.g. 5 minutes remaining, 3 minutes remaining, last bites) as well as expectations for where to put trash	At the conclusion of lunch, pick up trash for scholars

Initiate reminders around talking when masks are off.	Dispose of trash outside classroom in classroom specific trash cans
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Sample MS / HS Lunch Block Schedule

Minutes 0-5	Dispenses hand sanitizer and hands out Lysol wipe. Monitors kids cleaning desks and throwing out used Lysol wipes
Minutes 5-10	Teacher passes out meals to students & tracks meals
Minutes 10-20	Students eat meals
Minutes 20-25	Teacher begins meal clean up (rolls around garbage can)
Minutes 25-35	Hand hygiene

COMMON CHALLENGES & RECOMMENDATIONS:

Roadblock	Recommendation	Example
Classroom set up does not enable all students to be 6 feet apart with their mask off while eating	Option 1: Stagger eating time within the classroom / cohort so that only half of the students are eating at a given time (and the other students have masks on). Option 2: If space allows, push desks further apart during meal time to enable 6 feet distancing.	Option 1 example: Column 1 and 3 eats for 15 minutes with masks off, while Column 2 and 4 have IR time or Recess. After 15 mins, the groups switch, and Column 2 & 4 eat, while Column 1 & 3 has IR or Recess with masks back on Option 1 example: Half of the class goes to the bathroom, while the other half stays and eats lunch with masks off. Option 2 example: Leverage extra space in front of the whiteboard to enable greater distancing
Staffing requires teacher to be on deck all day	Update duty and teaching schedule to provide breaks between lunch duty Schedule a float to support teachers and provide breaks for anyone on deck back to back. Along with: • Co-teachers and leads rotate • Specials teachers • Deans of Students • SPED teachers	Example 1. : PA teacher rotates between 5th-6th and PE between 7th-8th
Food transfer for campuses on high floors without	Option 1: Stagger meal times to make the distribution process easier and avoid	

elevator	having to transport all meals at once. Option 2: Campuses place student meal refrigerators on their floors to limit time required to transfer food Option 3: Students transition to cafeteria for meal pick up (masks and 6 ft apart) and return to classroom to eat	
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Recommendations for Vendor Partnership

This document is intended to help campus based food services owners and regional food service owners with guidelines on managing food vendor relationships. This checklist provides food service owners with guidance on key considerations for maintaining a safe and compliant food service program regardless of our return scenario.

WORK & RECOMMENDED DIVISION OF LABOR

Regional Food Service Owner (DOO, RSD)

Workstream	Actions
Meal Service & Delivery	☐ Ensure meals components will be packaged to meet CDC recommendations ☐ Confirm vendor's ability to unitize all meals (i.e. all items in one package with milk as the only separate item) ☐ Confirm vendor's protocol to safeguard student allergies when packaging unitized meals and labeling system ☐ Determine packaging and delivery system for vendor to follow for pre-pickup for days days are not in school (Scenario 4) ☐ Establish temperature control system for unitized and pre-packaged foods and any additional steps schools will need to follow ☐ Ensure any fruit/vegetable items that are not unitized will be packaged separately ☐ Request disposable plastic utensil and napkin kits for all meals ☐ Coordinate delivery logistics (if applicable) ☐ Create delivery logistics document to provide to food service vendor in the event of extended absence of delivery driver(s) ☐ Request timely communication regarding any delivery staffing changes ☐ Request information on sanitation of delivery vehicles/reusable trays or racks/other reusable materials (before, during, after delivery) ☐ Establish protocol for vendor signing off on cleaning (i.e. creating a signature log similar to delivery or temperature logs) ☐ Provide school PPE requirements for any staff member in the building

Health & Safety	☐ Determine protocol if an outbreak occurs (student or vended service) ☐ Work with food service vendor to align with Uncommon-wide health and safety protocols ☐ Define an outbreak - for example, is this a symptom of COVID-19 or a confirmed test, if someone living in the home of a student or driver tests positive, does this qualify? ☐ Work with the food service vendor to determine communication protocol around suspected and confirmed cases (e.g. point of contact, expected timeline of communication). ☐ Determine response in the event of both a positive or suspected case (e.g. will there be other drivers/food service handler available, what will the cleaning process look like) ☐ If food is prepared off-site ☐ Determine vendor's food safety measures that are in place in kitchen
Health & Safety: Student Allergies	☐ Provide vendors with a list of all food allergies (without student names) to ensure that all dietary restrictions can be accommodated. ☐ Ensure that all meals are unitized to limit allergen exposure by increased touches.
Communication with schools	☐ Create regional food service communication to be shared with families regarding changes in place to promote food safety ☐ Provide schedule updates to school staff and food service plans for the different scenarios ☐ Create communication plan for when system changes occur ☐ Determine who will receive the updates and what information will need to be included ☐ Communicate any policy changes to school staff
Misc.	☐ Training: Create a training plan for school-based teams.

School-Based Food Service Owner (OM, SPC)

Workstream	Actions
Meal Service & Delivery	☐ Update school-based food service system based on changes to food service procedures ☐ Ensure cafeteria/kitchen is properly set up for delivery, food prep, and new cleaning procedures ☐ Order masks, gloves, and cleaning supplies to be on hand for all food handlers ☐ Ensure delivery driver is following established PPE requirements ☐ Create meal tracking templates to be used by teachers ☐ Maintain food allergies and dietary restrictions list
Communication	☐ Work with DOO to communicate system changes to families

	❑ Communicate with region if any issues present regarding delivery or vendor food safety concerns ❑ Communicate aily systems changes with vendor and RSD ❑ DOO trains Ops Team and teachers on new meal set up, service procedures, and POS system
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Potential Challenges and Proposed Solutions:

Challenges	Notes & Solutions
Liaising with vendor to relaunch after closure and move between scenarios	● Prioritize relationship with district liaison ○ Proactively schedule weekly touchpoint ○ Discuss preferred modes of communication ○ Discuss any issues with food safety or delivery accuracy

Food Service Requirements for New Schedules

Considerations	Guidelines
Food Service Distribution	Option 1: Students who are in session will receive unitized breakfast and lunch as they depart for the following day. - Ex. Students attending on Monday and Wednesday schedule receive meals at the end of day on Monday or Wednesday for their day off on Tuesday and Thursday. Option 2: Schools providing meals will create an alternative food distribution area in building lobby or outside for Grab and Go breakfast and lunch - School must offer a time that limits exposure to cohorts in session. Ex. School day begins at 8:00am, alternative serving schedule may begin at 10:00am
Point of Service (POS) Guideline	It is critical that schools still track meals at POS to ensure reimbursements and general compliance. Option 1: School Ops teams will utilize paper meal tracking to avoid potential POS exposure. Option 2: Meal tracking can be done via Kickboard or other non-touch keypad system
Vendor Management	Vendor to provide grab and go cold meals for students not in session.

Technology

Scholar Tech Inventory One Pager

Goal:

100% of schools have the tech supplies they need on a daily basis to support e-learning initiatives and no schools have exhausted their tech inventories.

Vision:

1. Schools know which items they should have on hand and at what level they should repurchase items.
2. Schools are responsible for distributing additional tech needs on an as need basis
3. These items remained stocked according to the “reorder threshold” guidelines below

Additional Tech Ordering Guide:

These items schools should plan to have on-hand to support all students with remote learning

Item	Notes	<u>Suggested On Hand</u> Quantity	<u>Suggested Reorder</u> threshold	Order from
<i>Loaner iPads</i>	<i>Model depends on school</i>	<i>10% of student enrollment,</i> <i>(Ex. you have 400 students, you have 40 loaners)</i>	<i>Half of your inventory remains</i> <i>(Ex. with 400 students you reorder when you have 20 loaners left)</i>	<i>MindSHIFT Account Manager during monthly call and/or as needed</i>
<i>Loaner Hotspots</i>	<i>Given hotspots are not needed for in-building instruction & due to associated costs, these are only being stored in VA for student home-use and distributed on an as need basis.</i>	<i>0</i>	<i>0</i>	<i>MindSHIFT Account Manager during monthly call and/or as needed</i>
<i>iPad chargers</i>	<i>(Charger make depends on CB model) Info added here as available</i>	<i>50 extra chargers per 100 devices</i>	<i>25 extra chargers per 100 devices</i>	<i>Amazon</i>
<i>Mice- <u>Optional</u></i>	Provided for students with OT needs/physical limitations	<i>1 per SPED Student Enrolled + 10%</i>	<i>5</i>	<i>Amazon</i>
<i>Noise Cancelling Headsets- <u>Optional</u></i>	Families should procure their own headsets on an as need basis, school should be prepared to provide headsets for students with mandated read aloud components of their IEP and/or other OT/physical needs	<i>1 per SPED Student Enrolled + 10%</i>	<i>5</i>	<i>Amazon</i>
<i>iPad Stand</i>	Provided for students with OT needs/physical limitations	<i>1 per SPED Student Enrolled + 10%</i>	<i>5</i>	<i>Amazon</i>

<i>Keyboard</i>	Provided for students with OT needs/physical limitations	<i>1 per SPED Student Enrolled + 10%</i>	<i>5</i>	<i>Amazon</i>
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Related Resources

CBT tech assumptions can be found [here](#).

Guidance for Collecting and Sanitizing Student Tech

Vision

- All tenets of health & safety guidelines are accounted for
- Students & schools are able to wipe down devices every day before learning begins
- # of people from multiple households who are touching/sanitizing devices is limited
- Sanitation spray is managed by an adult wearing gloves- this is sprayed onto a paper towel and then used to sanitize the device
- Devices stay with the same student- no sharing/trading devices
- Sanitation processes minimally impact instruction/building operations

Assumptions

- 1:1 student/tech ratio; 100% of students use Uncommon devices (Dist. plan here)
- 100% of student devices are sanitized each day
- Students are expected to bring the charged device to the building every day
- Students bring charged CB devices only to building (suggested: using school chargers if needed)
- Devices need to be brought to school every day for in-building learning
- Devices are labeled (on the exterior) with student name, ID Number, and school

Student Process

- Sanitation time(s) & owner(s) should be written into daily systems and schedules depending on school parameters.
- If a student does not bring a iPad to school or forgets the iPad at school please follow the policies [here](#) in the daily tech checklist.
- If a student brings a device that is not charged- that device should be first wiped down following start of day processes and charged in a low traffic area of the classroom until needed.

Start of day	
K-2	3-12
1. Student takes CB out of backpack 2. Student places device in “needs to be sanitized” bin 3. Teacher sprays paper towel and wipes down device 4. Teacher moves device to “ready to go” bin 5. Teacher distributes devices when needed for instruction	1. Teacher prepares sanitized paper towels before arrival (enough for students in building/classroom that day) and places in an easy to grab area (ex table at front of room) 2. Student takes CB out of backpack 3. Student enters classroom & grabs wipe 4. Student walks to desk and wipes down devices & desktop 5. Student places device under desk/keeps closed until needed for instruction 6. Student disposes of paper towel.
After Lunch	
1. Student moves device to “needs to be sanitized” bin 2. Teacher sprays paper towel and wipes down device 3. Teachers move device to “ready to go” bin 4. Teacher distributes devices when needed for instruction	1. Teacher distributes sanitized paper towel to sanitize devices to each student 2. Students wipe down device 3. Student disposes of paper towel
End of day	
<i>End of day sanitation is highly encouraged before dismissal; this is up to ACOO,ASUP and school leader discretion based on staff capacity.</i> 1. Teachers distribute wipes to students 2. Students wipe down devices 3. Students put in backpack/prepare for dismissal procedures	

Materials Needed

*Notes on ordering: COVID has caused significant supply chain issues and many sanitation supplies are in short supply; products & quantities listed below are suggested- as based on school/regional need may be hard to acquire the specific products below, or at the specific quantities below. As a best practice, schools should identify the product(s) for their campus and arrange for bi-weekly autoships of these devices until you have a healthy surplus in your building. These are provided here as a “nice to have” but the **bottom line is you will need to plan for there to be sanitation supplies in stock at all times** to ensure we are able to properly sanitize items each day.*

<u>Suggested Product</u>	Quantity Suggested @ Initial Stock	Notes
Sanitizing solution	10 bottles/classroom, 50 bottles in storage	Clorox wipes are an alternative solution, however the anticipated daily product use and available stocks made it less viable

C-Fold Paper Towels	2 packs of 250/classroom, 4 boxes in storage	
iPad sanitation bin	1/classroom	A plastic bin (with lid) to hold paper towels & sanitizing spray- as well as any laptops left by students at EOD
Restock amounts poster	1/classroom, laminated	Can be placed in bottom of bin as clear WTD to restock
"Needs to be sanitized" bin	Elementary only, 1/classroom	Large bin, locking top recommended
"Ready to go" bin	1/classroom (dependent on classroom chairs)	Large bin, locking top recommended

Materials stocking process:

- ☐ OTMs stock classroom sanitation stations with above materials
- ☐ Teachers alert Ops when they have <2 bottles of sanitation spray and/or one sleeve of paper towels remaining in classroom
- ☐ Ops restocks classroom supplies based on available stock as quickly as possible and proactively communicates any supply shortages

Daily Technology Management Checklist

This document is meant to help DOOs ensure that every student has access to a iPad to complete their work both in and out of school on a daily basis; and provides best practices to effectively steward technology resources in school.

Checklist as of:	6/5/2020
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Assumptions

- 1:1 Student to iPad ratio
- All students bring iPads to school daily and take home at end of day
- Schools are open intermittently, but at 100% capacity
- Schools maintain an additional CB stockpile of 10% of total student enrollment to be used as loaners

Goals

- Through effective communication and norming, 90% of students bring iPads to school every day
- All students have uninterrupted access to the technology they need to complete digital learning both in the classroom and at home at all times
- Eliminate sharing of devices between students and minimize contact points to protect student and staff health and safety

Action Items

Pre-Opening Communications

- ☐ DOOs share and review this document with OTMs & Teachers
- ☐ In reopening communication with families, DOOs include expectation that all students will bring iPads to school and back home daily
- ☐ DOOs ensure that all families have signed Online Learning Consent and Release forms and work towards 100% completion of forms within 2 weeks of reopening
- ☐ Ensure iPad pack-up procedures are included in PM advisory process documents

Daily Processes

When	Action	Owner
On first day of in-person instruction (all grades)	Students label CB with their name and homeroom on exterior of lid	OTM/Classroom Teachers
Daily: Upon arrival	Students follow Guidance for collecting & sanitizing student tech Tardy students complete this process in the Main Office after signing in	Classroom Teachers/OTMs
Daily	Teachers send students who have forgotten their CB to main office to receive a loaner for the day	Classroom Teachers/OTMs

Daily: Before dismissal	Students follow Guidance for collecting & sanitizing student tech before placing CBs in backpacks	Classroom Teachers
Daily: After dismissal	Teachers scan classrooms for forgotten CBs and return to secure location in student's homeroom	Classroom Teachers
Weekly	OTM audits quantity of CBs on hand and if school stockpile falls below 10% of total enrollment, informs ACOO and consults Tech Acquisition Plan	OTM
In the event of a school closure	Teachers scan classrooms for forgotten CBs and turn in to Main Office	Classroom Teachers
In the event of a school closure	OTMs follow regional guidance for distributing CBs back to students	OTM

If a student forgets their iPad at home:

Action	Owner
A loaner laptop is assigned to student for one day and serial number is tracked to their name	OTM
Family is notified of forgotten CB; consequences are administered as determined by individual schools	OTM
After end of the day sanitation procedure, student returns CB to main office, CB is returned to loaner stockpile list, and serial number is removed from student's record	OTM

If student's iPad stops working:

Action	Owner
Proceed through Technology Support/Escalation Plan procedures (LINK) to determine next steps If loaner laptop is required per escalation plan:	Teacher/OTM
A replacement laptop is assigned to student and serial number is tracked to their name	OTM
Replacement laptop is removed from loaner stockpile list	OTM

15. Enrollment Checklists

Hybrid Enrollment Checklist

If a new student enrolling selects the Hybrid model once school has already launched in hybrid, the school should follow the steps in the checklist below to orient the student and ensure they are set up for successful enrollment in the hybrid model:

- Students may elect to opt into remote learning at any point. However, any students who elect to opt into remote-only learning will not be able to re-enter the hybrid model until Jan 2021.

Actions Required During Enrollment in Hybrid

Function	Category	Actions
Pre-Enrollment <i>These items should be done prior to the students' first day back</i>	Planning	☐ Validate cohort assignment (double-check for sibling overlap and social distancing) ☐ Add to arrival and dismissal planning (if needed) ☐ Ensure student desk, labels, etc. are all set up in person ☐ Ensure student has been accounted for in specials planning ☐ Arrange for distribution of PPE to student ☐ Update lunch distribution #s to account for student being in person
	Communication & Orientation	☐ Hold family call to review: ☐ Health & safety procedures ☐ Arrival, dismissal details ☐ Cohort assignment ☐ Answer any other family questions ☐ Double check that family wants to enroll in hybrid model ☐ Uniform requirements ☐ Lunch on non-remote days ☐ Materials, technology needs for remote and in person days ☐ Inform teachers that student will be joining class in person
	Tracking	☐ Note in PS that student is in hybrid learning
First Day <i>These items should be completed the first day the student comes to in person school</i>	Orientation	☐ Give student orientation to in person procedures he/she would have missed on first days back ☐ Check in with student at end of day to see if he or she needs anything
	Communication	☐ Contact parents after dismissal to see if they have any questions or concerns

EMERGENCY PROCEDURES

Emergency Procedure Guidelines

The guidance shared here is based on our best assumptions. Before executing on any of the information outlined below, schools must confirm they are executing emergency procedures in accordance to guidelines from the state.

Non Negotiables for All Emergency Procedure

- **Maintain Social Distancing & PPE Requirements::** During drills, we will maintain any and all social distancing and PPE requirements as outlined by the Health & Safety team at all times.
 - **Note:** While social distancing is of great importance, in the event of an actual emergency, student safety should be prioritized
- **Follow State and Local Guidelines:** Uncommon regions will adapt to new state guidelines for conducting emergency procedures and frequency of practice.
- **Training:** Each school will conduct an emergency procedure training with all staff prior to students being in the building.
- **Alignment Across Co-Located Schools:** Schools must be aligned with their co-located partner - whether an Uncommon-school or otherwise - around emergency response to evacuation, lockdown and shelter-in-place.

Procedure Quick Reference

Procedure	Definition	Pre-COVID Non-Negotiables	COVID Considerations for <u>Drills only</u>
Evacuation	Triggered by fire alarm or PA instructions. This is used to move everyone inside a school building to a location outside the school building.	Students must be trained in the following: ● Form a line ● Leave belongings behind, unless jackets required in cold weather. ● Exit the building as quickly as possible Teachers must be trained in the following: ● Take evacuation clipboard ● Lead students to evacuation location ● Remain alert to new directions ● Take attendance and account for all students	● Prioritize social distancing during evacuation and at point of reunification ● Add additional points of reunification outside the building in order to maintain social distancing at all times. ● Additional hand washing and sanitizing protocol upon return to the building. Potential Impacts of Change: ● Speed of time to exit the building will change if social

		Report missing students, injuries to other staff	distancing guidelines are maintained.
Lockdown	Secure students and staff inside classrooms. Danger is present in the building. Initiated by PA message..	Teachers must be trained in the following: - Check hallway outside classroom for students and allow any inside - Lock classroom door - Turn off lights - Move away from sight - Maintain silence - Wait for all clear message - Follow attendance procedures	Same procedure as pre-COVID, except that students should maintain social distance while in lockdown spaces.
Shelter-in-Place	This is used when a hazard is present outside the building. All students and staff outside the building come inside. Lock all school doors Secure the perimeter of the building. No one is allowed in or out of the building	Students must be trained to do the following: - Remain inside the building - Respond to specific staff directions Teachers must be trained to do the following: - Increase situational awareness - Follow directions from staff personnel	- Students must maintain social distance while sheltering-in-place. (Regionally Specific) If shelter-in-place drills are required to take place away from exterior windows and this is not possible while maintaining social distance, develop alternative method for practicing drill.

FACILITIES

Physical Adjustments to Facilities

Facilities Expectations

Based on daily systems and health and safety guidance, the list below outlines expectations for the reopening of any Uncommon School building regardless of scenario:

1. Clear and prominent signage remind students, staff and visitors to wear masks.
2. Clear and prominent social distancing guidance (floor stickers, signs, floor tape etc.)
3. Clear and prominent hygiene signage (hand wash signs, hygiene station).
4. Clear and prominent signage for all closed-off or unused spaces.
5. Hand sanitizer and hygiene stations are available for all students and staff in all classrooms, entrances, and common spaces.
6. Unused furniture due to reduced capacity is stored and not left in occupied classrooms or offices.
7. School must ensure that windows and doors (except external doors) are open whenever possible
8. Schools must ensure that all HVAC units are properly maintained, and filters are cleaned/changed according to manufacturer's specifications

Materials List and Explanation

The following materials are required in order to execute the action steps outlined below:

1. Facilities Signage

- Review the action steps below, complete a building walkthrough to inventory your spaces, and create a list of signage required.
 - i. The marketing team is working to create the signage listed below. When electronic files are available, this document will be updated.
 - ii. Signage will be printed (poster and regular-size) by school or building. Signage will **not** be mailed to campuses.
- In the checklist below “hang” is used to indicate something that is on a wall and “place” is used to indicate something that is on the floor.
- All lines (e.g. line at arrival entrance for students to enter the building, spots for students to line-up in classrooms) should have a minimum of three (3) markings 6’ apart to indicate required social distancing. More markings should be placed, space permitting. See diagram in notes for reference.

2. Sanitation Station: Throughout this document we will refer to a “Sanitation Station.” Each sanitation station must contain the following items, which will need to be ordered by campus.

- Two or more (one open, one in reserve) of the following and be replenished ongoing:
 - i. Paper towels and sanitizer spray
 - ii. Hand sanitizer dispenser

- One “Please Wash Hands” sign
- One no-touch trash can

Facilities Action Items

Space	Category	Actions
Classrooms	Signage	☐ Place numbered dots on floor to indicate where to stand and line up ☐ Place footprints to indicate spacing for all in-classroom transitions ☐ Put down tape lines to indicate correct desk placement ☐ Hang maximum occupancy sign ☐ (Optional) Hang poster indicating required layout for each classroom. ☐ <i>Note: We’ve created examples of room diagrams based on the most common classroom layouts. Ops team members can adapt these diagrams or take a picture of the final set-up to post in the classroom, similar to the photos in Uncommon meeting spaces.</i>
	Layout	☐ Reconfigure the layout of each classroom to meet required 3’ to 6’ between student desks. ☐ Identify spaces to convert to additional classrooms needed for instructional model (i.e. TWR, enrichment rooms, offices in classrooms)
	Furniture	☐ Confirm all teachers have a personal storage unit (e.g. cabinet or desk) to store belongings. ☐ Remove any extraneous furniture (e.g. U-tables, rugs, extra teacher and student desks and chairs) to maximize the number of desks 3’ to 6’ apart. ☐ Create and implement furniture storage plan. See storage options below. ☐ Set-up one (1) sanitation station per classroom
Student Bathrooms	Signage	☐ Hang maximum occupancy sign ☐ Hang “Please Wash Hands” sign ☐ Hang “Count to 20” sign ☐ Place footprints to reinforce social distancing inside and immediately outside bathroom ☐ Hanging “Keep 6’ apart for social distancing” sign
	Layout	☐ Close every other stall/urinal to reduce capacity, if not single use. Hang signage to indicate closure. ☐ Close off sinks so that, at minimum, sinks are 3 ft’ apart or install partitions between sinks ☐ Set-up one (1) sanitation station outside each bathroom
Staff Bathrooms	Signage	☐ Hang maximum occupancy sign, if not single stall ☐ Hang “Please Wash Hands” sign ☐ Hang “Count to 20” sign ☐ Hang “Closed” signs on closed bathroom stalls ☐ Hang “Keep 6’ apart for social distancing” sign ☐ Place footprints or tape lines to reinforce social distancing
	Layout	☐ Close every other stall or urinal to reduce capacity. Hang signage to indicate closure.

		☐ Close off sinks so that, at minimum, sinks are 3 ft' apart or install partitions between sinks ☐ Set-up one (1) sanitation station outside each bathroom ☐ Remove extra supplies that may increase risk of virus spread (i.e. contact solution, shared mouthwash, communal lotion)
Hallways & Stairwells	Signage	☐ Place "arrows" to indicate the direction of all hallways ☐ Hang "one way" signs to indicate hallway direction ☐ Place footprints 6' apart to indicate line positioning for transitions ☐ Hang "Masks required at all times" signs in hallways ☐ Set-up one (1) sanitation station in each hallway
Elevator	Signage	☐ Hang maximum occupancy sign outside elevator at each floor ☐ Hang maximum occupancy sign inside elevator
Dean's Office	Signage	☐ Hang maximum occupancy sign
	Layout	☐ Reconfigure the layout so all desks and study carols are 6' apart
	Furniture	☐ Remove and store all extra desks, chairs and study carols ☐ Set-up one (1) sanitation station in the Dean's Office ☐ Procure and install barriers in spaces if maintaining distance may be difficult, but only as absolutely necessary
Arrival Entrance	Signage	☐ Hang "Staff and Students Only Beyond this Point" sign ☐ Hang "Sanitation Station" sign ☐ Hang "Masks Must be Used While In Line and Inside" sign ☐ Place footprints to indicate line positioning for students ☐ Placement Notes: ☐ Students and families must be 6' away from each other at all times ☐ Start of line must be 6' away from the entrance door ☐ No families permitted within 6' of the building ☐ To extent possible, students and families must be 6' away from road ☐ Minimum of three markings at the start of lines, more if possible ☐ ES Only: Hang "Scholar Hand Off Station" sign
	Sanitation Stations	☐ Set-up two (2) sanitation stations, at minimum, near school entrance and 6' apart.
	Other	☐ Storage for additional PPE for students who arrive without required PPE
Building Exterior	Signage	☐ Hang "Bus Stop Here" sign, if applicable ☐ Hang "Do Not Enter if You Have a Cough or Fever" sign ☐ Hang "Do Not Enter Without a Face Mask" sign ☐ Hang "One Way Stairs" or "One Person at a Time [on Stairs]," in the event of an exterior staircase ☐ Place footprints to indicate line position, if additional entrance used for tardy arrival

SLT/ILT/SWOFF ices	Signage	☐ Hang maximum occupancy sign
	Layout	☐ Reconfigure the layout so all guest seating is 6' from desk and/or all desks are 6' apart - if desks cannot be 6' apart office capacity must be reduced ☐ Reconfigure any additional adult and student seating to maintain required 6' of social distance at all times.
	Furniture	☐ Remove and store all extra desks and chairs ☐ Procure and install barriers in spaces if maintaining distance may be difficult, but only as absolutely necessary
PPE Storage	Signage	<i>Adult Spaces in Schools guidance on Storage Spaces (Closets, Furniture, Pantries, Custodial):</i> ☐ Post signage to indicate access: "Access Restricted to _____. For assistance, please contact _____." ☐ Label all drawers and storage units clearly to minimize touching multiple surfaces
	Layout	☐ Establish secure storage with restricted access (one owner on Operations or Facilities) to store regionally procured PPE supplies and equipment ☐ Establish inventory process in accordance with regional guidelines for reimbursement
All Closed or Unused Spaces	Signage	☐ Hang "Closed" sign at all entrances to unused space , where possible lock doors
Ventilation Systems (HVAC)	Layout	☐ Classroom set up should include keeping doors (except external) and windows open whenever possible ☐ For spaces that have poor ventilation and don't have access to outside air, consider closing until further notice
	Furniture	☐ For spaces that have poor ventilation, procure fans to circulate outside air
	Other	☐ Confirm central HVAC units and/or individual AC window units have received annual maintenance check and filters have been changed or replaced as needed

Related Resources

- [Library of Facilities Signage](#): Outlines the full list of signage, signage purpose, signage size and suggested location.
- [Health and Safety Protocols](#): Outlines the protocols schools and offices should implement to ensure the health and safety of all students and staff in buildings following a return to work.
- [Adult Spaces in Schools](#)

Notes

A few notes regarding the content of this document.

- **Scope of Document:** This document is not intended to cover facilities changes for the Main Office, TWR or Ops-team storage spaces (e.g. custodial closet, supply closet). Information on these spaces can be found in the “Adult Spaces in Schools” resource linked above. Please note that PPE storage will need to be stored on site in a secured location.

- **Storage Solutions:** We realize that storage looks different across our schools. In order to maximize social distancing in classrooms (and desks 3’ to 6’ apart), we recommend exploring the following four (4) storage options:
 - **Option 1:** Store additional furniture in the gym, cafeteria or other storage areas in the building.
 - **Option 2:** Store additional furniture in empty classrooms.
 - **Option 3:** Price out off-site storage or storage pods, if feasible, and confirm with A/COO.jdawg
 - **Option 4 (Not recommended):** Keep extra desks in classrooms and demarcate they shouldn’t be used by taping off the area and hanging signage (Please Note: All surfaces in a classroom will need to be sanitized in between classroom use; in addition, DOOs would need systems to ensure that unused desks are not used and social distancing is maintained within the classroom).

- **Social Distancing Markers:** Guidance mandates that all lines have a minimum of three (3) markings 6’ apart to indicate social distancing and more if possible.

- **Additional Health & Safety Measures:** At the time of this document creation, Health and Safety teams were not providing additional guidelines around air circulation like opening windows or using fans that would require additional facilities set-up work by Ops teams.

Classroom Diagrams

Original diagrams found [here](#).

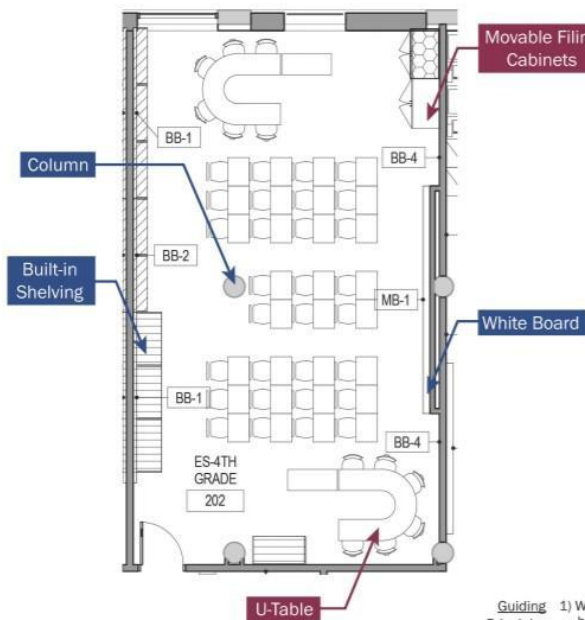
REMOVE from classroom

KEEP in classroom

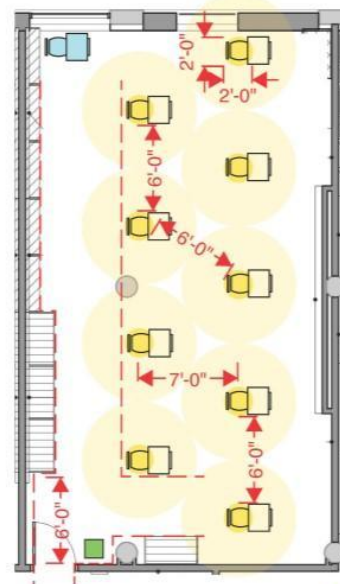
Classroom Layout #1 ELEMENTARY SCHOOL - 6' SOCIAL DISTANCE <12 desks (8-12 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



COVID CLASSROOM LAYOUT



- Guiding Principles:**
- 1) While each individual student desk footprint is represented by a 2'x2' circle, a 6' distance between each 2'x2' circle should be maintained.
 - 2) Where possible, maintain a 6' circulation path around the perimeter to the door, for students to exit/enter the classroom during instruction.
 - 3) Stagger desks to maximize the placement of desks and open space to circulate.
 - 4) Intentionally line desks to one wall to reduce footprint and maximize space.
 - 5) Where possible, leave circulation space in front of the white board for teachers.
 - 6) Place teacher workspace(s) as much out of the way as possible.
 - 7) At the door, ensure there's a minimum 6' clearance.
 - 8) Place a sanitization station inside the classroom, near the door, within or close to the 6' clearance.

REMOVE from classroom

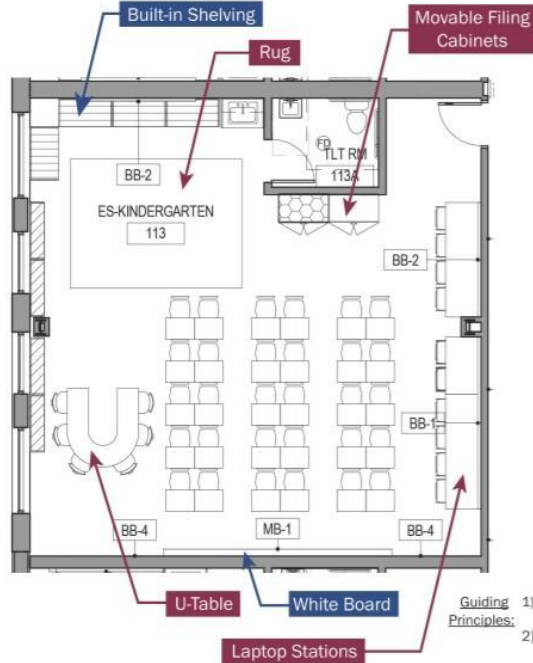
KEEP in classroom

Classroom Layout #2

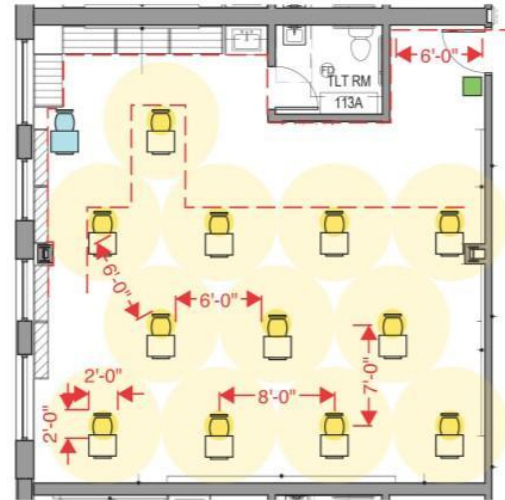
ELEMENTARY SCHOOL - 6' SOCIAL DISTANCE
~12 desks (10-14 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



COVID CLASSROOM LAYOUT



Guiding Principles:

- 1) While each individual student desk footprint is represented by a 2'x2' circle, a 6' distance between each 2'x2' circle should be maintained.
- 2) Where possible, maintain a 6' circulation path --- around the perimeter to the door, for students to exit/enter the classroom during instruction.
- 3) Stagger desks to maximize the placement of desks and open space to circulate.
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- 6) Place teacher workspace(s) as much out of the way as possible.
- 7) At the door, ensure there's a minimum 6' clearance.
- 8) Place a sanitization station inside the classroom, near the door, within or close to the 6' clearance.

REMOVE from classroom

KEEP in classroom

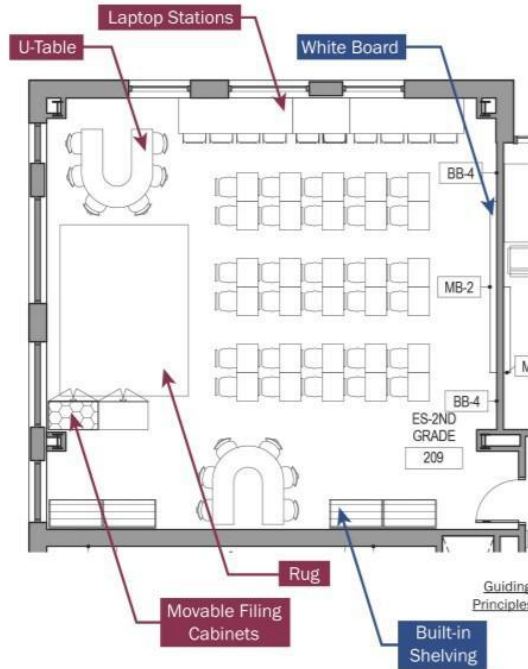
Classroom Layout #3

ELEMENTARY SCHOOL - 6' SOCIAL DISTANCE

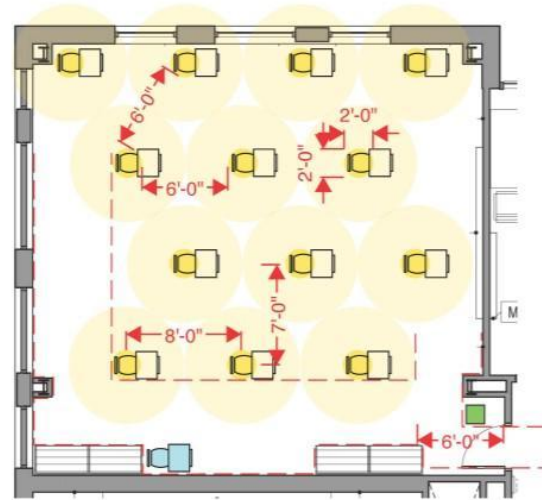
>12 desks (12-16 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



COVID CLASSROOM LAYOUT



Guiding Principles:

- 1) While each individual student desk footprint is represented by a 2'x2' circle , a 6' distance between each 2'x2' circle should be maintained.
- 2) Where possible, maintain a 6' circulation path  around the perimeter to the door, for students to exit/enter the classroom during instruction.
- 3) Stagger desks to maximize the placement of desks and open space to circulate.
- 4) Intentionally line desks to one wall to reduce footprint and maximize space.
- 5) Where possible, leave circulation space in front of the white board for teachers.
- 6) Place teacher workspace(s)  as much out of the way as possible.
- 7) At the door, ensure there's a minimum 6' clearance.
- 8) Place a sanitization station  inside the classroom, near the door, within or close to the 6' clearance.

REMOVE from classroom

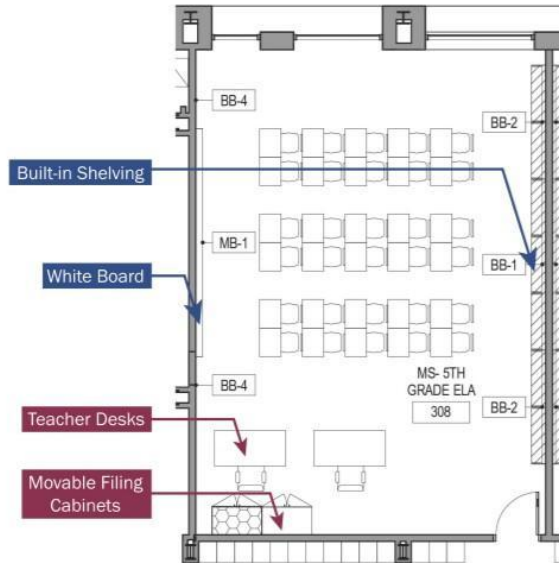
KEEP in classroom

Classroom Layout #4

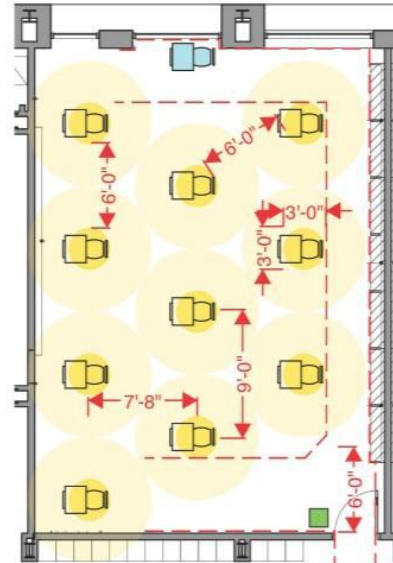
MIDDLE/HIGH SCHOOL - 6' SOCIAL DISTANCE
<12 desks (8-12 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



COVID CLASSROOM LAYOUT



Guiding Principles:

- 1) While each individual student desk footprint is represented by a 3'x3' circle , a 6' distance between each 3'x3' circle should be maintained.
- 2) Where possible, maintain a 6' circulation path  around the perimeter to the door, for students to exit/enter the classroom during instruction.
- 3) Stagger desks to maximize the placement of desks and open space to circulate.
- 4) Intentionally line desks to one wall to reduce footprint and maximize space.
- 5) Where possible, leave circulation space in front of the white board for teachers.
- 6) Place teacher workspace(s)  as much out of the way as possible.
- 7) At the door, ensure there's a minimum 6' clearance.
- 8) Place a sanitization station  inside the classroom, near the door, within or close to the 6' clearance.

REMOVE from classroom

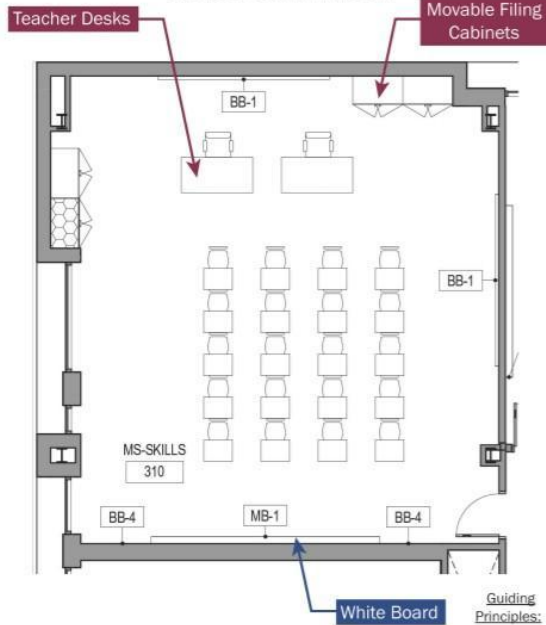
KEEP in classroom

Classroom Layout #5

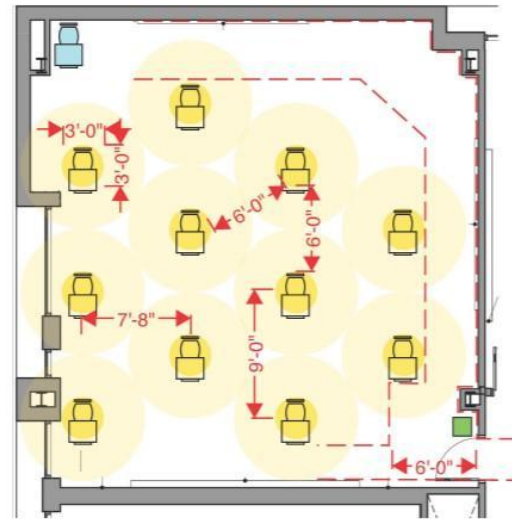
MIDDLE/HIGH SCHOOL - 6' SOCIAL DISTANCE
~12 desks (10-14 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



COVID CLASSROOM LAYOUT



Guiding Principles:

- 1) While each individual student desk footprint is represented by a 3'x3' circle, a 6' distance between each 3'x3' circle should be maintained.
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- 6) Place teacher workspace(s) as much out of the way as possible.
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- 8) Place a sanitization station inside the classroom, near the door, within or close to the 6' clearance.

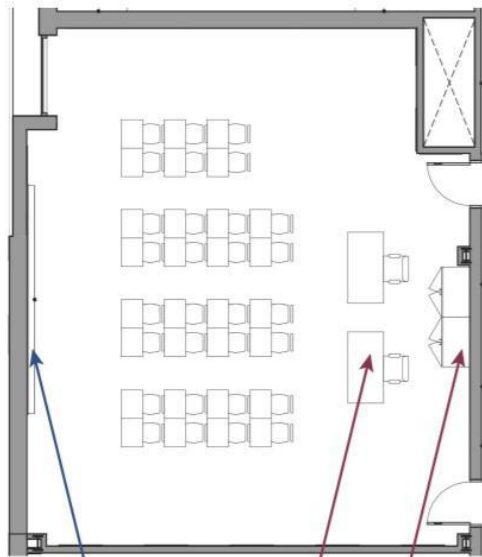
REMOVE from classroom

Classroom Layout #6

MIDDLE/HIGH SCHOOL - 6' SOCIAL DISTANCE
>12 desks (12-16 desks)

Facilities Comeback Team
June 2020

NON-COVID CLASSROOM LAYOUT



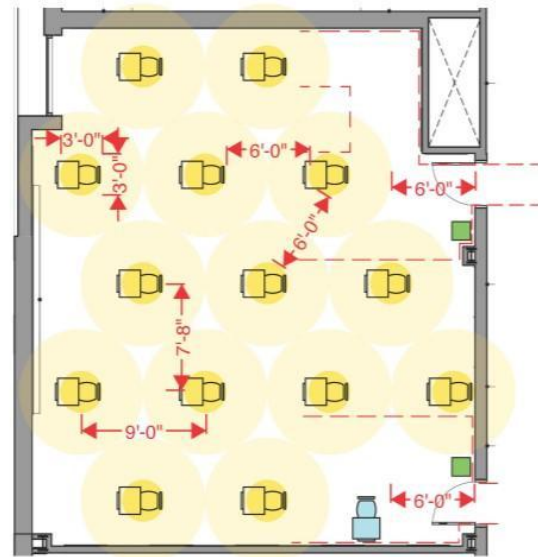
White Board

Teacher Desks

Movable Filing
Cabinets

Uncommon
Schools | Change History.

CLASSROOM LAYOUT



Guiding Principles:

- 1) While each individual student desk footprint is represented by a 3'x3' circle, a 6' distance between each 3'x3' circle should be maintained.
- 2) Where possible, maintain a 6' circulation path around the perimeter to the door, for students to exit/enter the classroom during instruction.
- 3) Stagger desks to maximize the placement of desks and open space to circulate.
- 4) Intentionally line desks to one wall to reduce footprint and maximize space.
- 5) Where possible, leave circulation space in front of the white board for teachers.
- 6) Place teacher workspace(s) as much out of the way as possible.
- 7) At the door, ensure there's a minimum 6' clearance.
- 8) Place a sanitization station inside the classroom, near the door, within or close to the 6' clearance.

Adult Spaces in Schools

Checklist as of:	7/22/2020
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Non-Negotiables for Adult Spaces

- All employees and approved onsite vendors who enter a school facility should adhere to the non-negotiables below.

Health & Safety Guidance	Non-Negotiables for Adult Spaces Includes: Main Offices, TWRs, meeting rooms, offices, kitchenettes, copy/printing stations, supply closets, self-serve storage areas
PPE & Transmission Control	✓ Supply sharing should be limited to essential circumstances only ✓ Shared food and beverages are not permitted ✓ Staff should wear face coverings in shared spaces at all times, with the exception of eating. ✓ Students are not permitted in adult spaces at any time, with the exception of students permitted into the Main Office for critical systems, such as nurse protocols and early dismissal ✓ Schools should create and display room capacity requirements based on how many people can feasibly maintain social distance while using the space or amenity
Social Distancing	✓ Staff should maintain social distance at all times. Uncommon will abide by all state and local requirements. When guidance is not available, follow a minimum of 6 feet of distance ✓ All workstations, appliances and amenities, including copiers, printers, refrigerators, should be a minimum of 6 feet away from other furniture and all entrances
Hygiene Practices	✓ After touching any shared supplies, staff and students should wash or sanitize hands ✓ Staff should disinfect surfaces, including workstations and other shared surfaces, before and after use

Actions Required for Shared Spaces

Function	Category	Actions
Work Stations	Layout	☐ All workstations should be a minimum of 6-feet apart from other workstations or seating and all entrances
	Signage	☐ Post "Please Keep 6 Feet Distance" on workstation ☐ Post protocols below on workstations

		☐ Assign desks to staff members; clearly indicate with labels
	Protocols	☐ Workstations should be individually assigned to minimize transmission ☐ Staff should disinfectant all surfaces before and after use ☐ Staff should wear masks when seated at their workstation ☐ All items in a staff member's workstation are assigned for their personal use. See here for more information on supplies management. ☐ Whenever possible, limit the use of phones to an assigned person. When sharing is unavoidable, use speaker phone to avoid shared handsets and sanitize before and after use ☐ Staff members should not provide shared supplies or food (e.g., candy) at their workstation
Copier/ Printing Stations	Signage	☐ Post "Please Keep 6 Feet Distance" ☐ Post "1 User at a Time" sign ☐ Post copier/printer protocols below on copy/printer stations
	Protocols	☐ Schools should create systems to minimize crowding at the copier (i.e., distribution system for completed print jobs) ☐ Staff should disinfect surfaces (copier, printer, table) before beginning a print or copy job ☐ When paper needs to be re-loaded, the staff member using the copier or printer at that time should wash hands or use hand sanitizer after ☐ If a jam or regular copier/printer maintenance issue arises, staff should also wash their hands or use hand sanitizer afterwards.
Storage Spaces (Closets, Furniture, Pantries, Custodial)	Signage	☐ Post signage to indicate access: e.g., Access Restricted to _____. For assistance, please contact _____. ☐ Label all drawers and storage units clearly to minimize touching multiple surfaces
	Protocols	☐ When possible, storage closets should be locked, with restricted access to one owner on Operations or Facilities ☐ When staff access storage closets, they should wash or sanitize hands before entry.
Shared Supply Closets	Signage	☐ Post "1 User at a Time" sign ☐ Post "Staff Only" sign ☐ Post protocols below
	Protocols	☐ When staff access storage closets, they should wash or sanitize hands before entry. ☐ Staff should only retrieve supplies from a shared supply closet for their own personal use
Reception Areas (Lobby, Main Office)	Signage	☐ Post "Please Keep 6 Feet Distance" from signage bank ☐ Post sign for students: "Please wait at the entrance for an Ops team member."
	Furniture	☐ Waiting area furniture, such as chairs and tables, should be arranged or removed to maintain social distance ☐ All amenities, such as shared food, candy, coffee or beverage stations, should be removed until further notice

Exteriors	Signage	☐ Post sign outside Main Offices for students: "Please wait at the entrance/for an Ops team member." ☐ Put social distancing markers on the floor outside of main office, indicating spaces to wait to enter main office at least 6 feet apart ☐ Post signs outside of all other adult only spaces: "Staff Only".
Kitchenettes	Signage	☐ Post "Please Keep 6 Feet Distance" ☐ Post "1 User at a Time" sign ☐ Post "Staff Only" sign ☐ Post "Label ALL food and containers with NAME and DATE"
	Protocols	☐ Schools may only provide individually packaged food items (e.g., boxed lunches for catered meals and individual snacks) ☐ Staff should disinfect surfaces, including refrigerator handles, appliances and countertops, before and after use ☐ Only 1 person should use an appliance at a time, while maintaining 6 feet distance ☐ Replace any shared dishes and utensils with disposable options ☐ All non-essential appliances, such as vending machines, coffee machines, ice makers, should be used by one person at a time while maintaining social distance. Staff should wipe down the appliance and wash their hands after use ☐ If the criteria above cannot be met, schools should remove non-essential appliances
	Appliances	☐ Refrigerators: Use of shared refrigerators should be minimized. ☐ One refrigerator should be reserved for medications and breast milk only ☐ Any food or drinks in the refrigerator should be sealed and should not go back in once unsealed (i.e., no left overs, no open containers) ☐ Sink: No personal dishes or tupperware should remain in the sink at any time ☐ Schools should minimize sink use by providing only disposable plates and utensils. ☐ Microwave: ☐ Food should not be left unattended ☐ Microwave should be cleaned and disinfected after use ☐ Water Coolers: ☐ Water coolers should not be used as fountains and should only be used as refilling stations for individual bottles ☐ Water coolers should be used by one staff member at a time, while maintaining social distance ☐ Staff members should wash their hands before and after touching water cooler ☐ Staff members should not share bottles
Meeting Spaces	Signage	☐ Post "Please Keep 6 Feet Distance" sign ☐ Post "Staff Only" sign ☐ Post capacity restrictions for the meeting space ☐ Post protocols below

	Protocols	☐ Staff should maintain at 6 feet of distance at all times ☐ Schools should use a reservation system (e.g., Outlook, Google Docs) for all meeting spaces. This system should serve as a record to support contact tracing. ☐ Meetings should be scheduled with ten-minute buffers in between to enable cleaning ☐ No food or beverages should be consumed during meetings ☐ Staff should disinfect surfaces in meeting spaces before and after meetings
	Furniture	☐ Furniture, such as chairs and tables, should be arranged or removed to maintain social distance ☐ All amenities, such as shared food, candy, coffee or beverage stations, should be removed until further notice
Health & Lactation	Signage	☐ Post "Please Keep 6 Feet Distance" ☐ Post "1 User at a Time" sign ☐ Post "Health & Lactation Room - Staff Only" ☐ Available inside: "Room in use - Do Not Enter" ☐ Post protocols below
	Protocols	☐ Schools should use a reservation system for the Health & Lactation room. Consider using Outlook or a Google Doc; post reservation schedule daily outside of the door. ☐ Room bookings should be scheduled with a <i>minimum</i> of 15 minute buffers in between ☐ Post "Room in use- Do Not Enter" sign outside door ☐ Staff should disinfect chair and table/flat surface and wash hands before and after use ☐ Food/eating is not permitted in the lactation space ☐ Personal items should not be left/stored in the space
	Supplies & Appliances	☐ Dedicated chair (1) ☐ Dedicated table or flat surface (1) ☐ No-touch trash can (1) ☐ Sanitation Station (1; see School Ops Guidelines) ☐ Paper towels (1 roll/box) ☐ Refrigerator (1; recommended, see Kitchenette requirements above) ☐ Fan (1, recommended, see "Ventilation in small spaces" below) ☐ Electrical outlet (1)

Common Challenges and Recommendations for Shared Spaces

Because of the variety of sizes and set ups of adult spaces at our schools, implementation will need to be tailored to each school. See recommended solutions to anticipated challenges below.

Challenge	Recommendations
Insufficient space to keep	✓ Remove and store furniture to create more space for social distancing in adult

workstations, appliances and amenities at least 6 feet apart	spaces ✓ If workstations that meet these criteria cannot be provided for all, consider alternatives such as using student desks, carts, standing desks ✓ Minimize the number of functions provided in one space: ○ Spread out copy/printing stations and assign them to grade teams, departments or other small batches ○ Relocate teacher desks to classrooms ✓ Install barriers in spaces where maintaining distance may be difficult, but only as absolutely necessary ○ Main Offices between the OM/Receptionist and entrance ○ Dean's office at his/her desk ○ Nurse's office at his/her desk
High demand for use of shared spaces and shared amenities	✓ Adjust systems to support staff to maintain social distance ✓ Employ scheduling solutions to limit access to shared spaces ○ Stagger access to the Teacher Work Room (TWR) based on non-teaching time. Consider coverage implications. ○ Allow only the same "batches" (grade team, department, etc.) into TWR at assigned times ✓ Update school systems to limit functionality of shared spaces ○ Assign a copy/printing rotation to minimize shared access to surfaces ○ Allow staff to reserve copiers/printers for set amounts of time to ensure they can plan ahead for access ○ Minimize use of shared refrigerators by installing multiple mini-fridges or coolers assigned to smaller groups of staff or encouraging staff to bring their own cooler bags ✓ Clearly indicate traffic flow in room (e.g., clockwise movement around room) with Xs or other floor signage ○ Post signage on entrances, visible walls to reinforce traffic patterns (link to sign) ○ When possible (i.e. if 2 doors), assign entry door and exit door
Ventilation in small spaces	✓ Open windows and doors to increase ventilation when possible ✓ Implement capacity restrictions to ensure social distancing ✓ Schedule buffer time between use of small spaces
Limited space for staff to eat without masks	✓ Share guidance that teachers should eat in classrooms when not in use ✓ Repurpose other large communal space (gym, cafeteria, PD room, auditorium, outdoor space) for staff to eat ✓ Create sign-up schedules for meeting rooms or unused spaces for eating
Systems require students to access the Main Office	✓ Transition any communication required by systems to electronic whenever possible ✓ Use signage to clearly communicate expectations to students and staff ✓ Additional recommendations for specific Main Office systems below

Systems Recommendations for Main Office

For the following additional systems, see recommendations for DOOs to ensure student and staff safety for systems that require students to access the Main Office.

Systems	Recommendations
Attendance	✓ All attendance reporting systems should continue to be electronic ✓ Any reminders to complete attendance should not be in person (i.e., over PA or email)
Tardy Arrival (for significantly late students)	✓ Students who arrive outside of the arrival window should wait on a floor sticker outside of the main office for a member of the Ops team ✓ All tardy reporting should be electronic and operated by Ops (e.g., no paper sign in sheets) ✓ Avoid distributing paper late passes; send an email or use PA system to call the teacher of the class where the student is heading
Early Dismissal Pick Up	✓ Family members should call the main office when they have arrived and wait outside ✓ Ops team member to pick up student from classroom and walk downstairs to family member waiting outside
Front Desk Coverage	✓ During coverage, no one should sit at another teammates' workstation ✓ If this is unavoidable, take all health and safety precautions ✓ Set up OM 2 or SPC desk in line of sight of main office door so that coverage can occur at their own workstation
Send Home Letters	✓ Continue electronic communication with families as much as possible

Policies and Procedures for Adult Spaces in Schools

Policies as of:	7/22/2020
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This document addresses:

1. [Management of Mail and Deliveries](#)
2. [Guidance on Meetings and Check-ins](#)
3. [Shared Food Policy](#)
4. [Supplies Management](#)

Please use this document in conjunction with [Adult Spaces in Schools](#), where you can find additional guidance on non-negotiables and actions required to prepare adult spaces for use.

Mail and Deliveries

Non-negotiables	☒ Systems to receive and distribute mail, packages and deliveries to staff should minimize contact between staff members and common surfaces
Protocols	☐ Staff should wash hands before and after handling mail ☐ Staff should discard of packaging in a sealed trash bag ☐ All vendors delivering packages should adhere to school health and safety and social distancing protocols

Common Challenges and Recommendations

Challenge	Recommendations
Limited space to store mail	☒ Leverage supply closets to store mail, particularly if access restricted to Ops only ☒ Leverage storage furniture or large, sealable bins for mail storage
Managing the delivery of large or heavy packages	☒ Use posted and floor signage to identify protocols for couriers, such as UPS and FedEx, delivering packages to higher floors
High volume of delivery items	☒ Set up electronic mailing with vendors, agencies to replace physical mail (i.e., continue electronic billing, use portals to access notices) ☒ Restrict personal deliveries to school and office buildings ☒ Restrict contactless delivery of food to school buildings

Meetings and Check-ins

- Please note that meetings of 25+ people should adhere to the “Transmission Control” guidelines within the [health & safety guidelines](#).

Non-negotiables	✓ To limit exposure, no students should be present ✓ Social distance should be maintained between all attendees ✓ Masks should be worn during the entirety of the meeting ✓ Shared surfaces in meeting space should be disinfected before and after use ✓ Meeting spaces should follow requirements here
Protocols	☐ If any of the requirements listed above cannot be met, the meeting should be held remotely.

Common Challenges and Recommendations

Challenges	Recommendations
Limited space for meetings	✓ Meeting organizers should consider using Zoom whenever possible to allow for other meetings that should take place in-person ✓ Create a system to determine how limited space is used when there are competing needs
Staff have varying levels of comfort with in-person meetings	✓ Whenever possible, provide option for remote participation
Barriers to impromptu or informal meetings/gatherings	✓ Create Zoom channels for specific subgroups (e.g. grade-level teams)

Shared Food Policy

Non-negotiables	✓ Health and Safety guidelines pertaining to social distancing, PPE, and hygiene practices should be followed ✓ Schools may only provide individually packaged food items (e.g., boxed lunches for catered meals and individually packaged snacks)
Protocols	Catering ☐ Disinfect space where food will be served ☐ Staff members who are setting up food should wear gloves ☐ Provide disposable plates, utensils, and cups ☐ Post signage to remind staff to maintain social distance during food service ☐ Do not save or store leftovers Snacks ☐ Staff members should wash their hands before and after getting snacks

Common Challenges and Recommendations

Challenges	Recommendations
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Maintaining social distance during catered meals	✓ Create multiple places for staff to pick up boxed food in different rooms or sides of a room ✓ Stagger catering for groups (by time or day) to prevent overcrowding of space ✓ Use signs to direct people where to eat (e.g., "Please take your food to your classroom to make room for others.")
Concerns about safety of shared snacks	✓ Consider eliminating snacks until further notice ✓ Store snacks in open containers

Supplies Management

Non-negotiables	✓ Systems to store and pick up supplies should minimize contact between staff members and with common surfaces ✓ There should be minimal use of shared supplies to decrease the risk of transmission
Protocols	Individual Supplies ☐ Provide individual supplies to each staff member for commonly used office and instructional supplies, including but not limited to: pens, pencils, expo markers, staplers, staples, paper clips, chart paper, markers, timers, clipboards, post-its, scissors ☐ Staff are expected to use their individually provided supplies Supplies in Common Areas ☐ Provide only supplies not available on an individual level (e.g., copy paper, three hole punch at copy station) ☐ Staff should wash hands before and after using a shared supply item and disinfect the item after use, where applicable

Common Challenges and Recommendations

Challenges	Recommendations
Cultural shift to individual supplies in common areas	✓ Post signage in common areas about which supplies are and are not provided ✓ Label individually provided supplies to prevent confusion ✓ Provide staff with swag to easily carry their individual supplies (e.g., fanny pack, canvas bag, lanyard for pens, timers, keys)

18. After School

AFTER SCHOOL

After School Enrichment Guidance

	Scenario 3 - 50 Person Limit	Scenario 4 - 50% Capacity
Additional Staffing Needed	Staffing needed to guarantee social distancing.	Staffing needed to guarantee social distancing.
Time Estimate	Students should transition AFTER regular dismissal students have transitioned. $[X \text{ Number of Cohort Classrooms} \times \sim 5 \text{ minutes}] / \# \text{ of Hallways} =$ Transition to After School <i>(i.e. 15 Cohort Classroom $\times$ 3 minutes / 3 Hallways = ~15 minutes)</i>	Students should transition AFTER regular dismissal students have transitioned. $[X \text{ Number of Cohort Classrooms} \times \sim 5 \text{ minutes}] / \# \text{ of Hallways} =$ Transition to After School <i>(i.e. 15 Cohort Classroom $\times$ 2 minutes / 3 Hallways = ~10 minutes)</i>

NON-NEGOTIABLES

Health & Safety Guidance	After School Enrichment Non-Negotiables
PPE & Transmission Control	- After School transitions must be staggered so that students always maintain 6 feet of social distancing. - Transition to After School must be staggered so that no more than 50 students are in one space at any given time, including but not limited to: - Hallways - Classrooms - Stairwells - Auditoriums - Common Spaces - Multi-Purpose Rooms - Cafeterias - Sidewalks - Students transition directly to designated After School Enrichment location. - After School Enrichment track enrollment should guarantee that there are less than 25 people (staff and students) in a given space for an activity. This assumes that After School Enrichment will take more than 45 minutes. - If programming is not grouped by cohort, After School must be held in spaces that allows for six feet of social distancing while adhering to the Health and Safety Guidelines for all group gatherings.

	• If programming is grouped by cohort, After School should be held in classrooms with that cohort OR a commonspace with no more than 25 persons in one space where all students are at least 3 feet apart. • External After School contractors must be trained on Uncommon health and safety protocols
Social Distancing	• Staff and students should have no physical contact and should remain at least 6 feet apart for all activities. • Students may not use lockers/cubbies in hallways or other common spaces. K-8 students should keep coats and backpacks in classrooms. 9-12 students should travel with their personal belongings.
Hygiene Practices	• Designated After School spaces must be sanitized prior to students transitioning into given space. • Sanitization of After School Enrichment materials and/or equipment must take place before student or staff contact. Please reference K-8 Athletic guidelines for more details. • Masks must be on for the entire duration of After School Enrichment • Hand sanitizing/hand washing should happen during the After School transition window and before starting activities (before After School Snack distribution as applicable). • ES ONLY (AS APPLICABLE): Students should be given snacks in their classroom before transitioning to ASE and trackers should be kept in classrooms.

- ✓ Budget and staffing for After School must adhere to FY21 budget constraints.
- ✓ **TRACKS TO ELIMINATE:** Please reference After School Offerings Guide.
- ✓ All After School Enrichment Tracks must adhere to the [K-8 Athletic Guidelines](#) if the activity is physical or requires equipment.

SPACE REQUIREMENTS:

- ✓ After School enrichment locations should include markings to indicate six feet of spacing between each student in a common space.
- ✓ After School enrichment dismissal should reflect [Dismissal Guidelines](#).

POTENTIAL OPTIONS:

Roadblock	Recommendation	Example
Not grouped by cohort	Spaces must be sanitized before programming begins. Designated After School spaces must have markings to indicate 6 feet of spacing between each student. And there is a maximum of 50 students allowed in afterschool.	Final facility diagram forthcoming
Grouping by cohort	Option 1: Keep students in their classrooms and change tracks that can be held in instructional spaces.	Option 1: Book club, chess club, board game club, arts & crafts.

	Option 2: Allow students to partake in a variety of activities based on rotation of activities.	Option 2: ● Monday - Dance ● Tuesday - Arts & Crafts ● Wednesday - No-contact sports activities ● Thursday - Chess ● Friday - Coding
Transition to After School	Option 1: No transitions. Remain in classroom (recommended). Option 2: Ensure that two way traffic is six feet apart in hallways Option 3: Limit the number of cohorts transitioning at any given time.	Please see Transition Guidelines .
Ensure social distancing in lines	Option 1: Transition times can be staggered Option 2: Multiple hallways used and staffing placed strategically for after school enrichment.	Please see Transition Guidelines .
Budget constraints	Option 1: Reduce the number of students that can actually enroll. Option 2: Increase the cost of After School to families.	Option 2: If After School originally cost \$100 per quarter, increase the cost to \$120 a quarter.

RECLOSURE

RECLOSURE POLICY AND PROCEDURE

Reclosure Policy

This document serves to guide the decision-making and procedures regarding classroom, school facility, or region-wide facility reclosures for various lengths of time, and subsequent reopenings. It includes an overview of the metrics that will be monitored to influence reclosure decisions, escalation factors and procedures, the decision-making process, the communication process for reclosure decisions, and the checklist of steps schools and/or offices must take to implement. It also includes criteria and procedures for reopening to classrooms, school facilities, or regions after they have been closed.

Table of Contents:

1. [Reclosure Policy: Vision & Definitions](#)
2. [Reclosure Process Overview](#)
3. [Reclosure Data Monitoring](#)
4. [Reclosure Escalation Criteria](#)
5. [Reclosure Decision-Making Process & Roles \(RAPID\)](#)
6. [Reclosure Communications Procedure](#)
7. [Reopening Criteria](#)
8. [Related Resources](#)
9. [Appendix 1: Glossary of Terms](#)

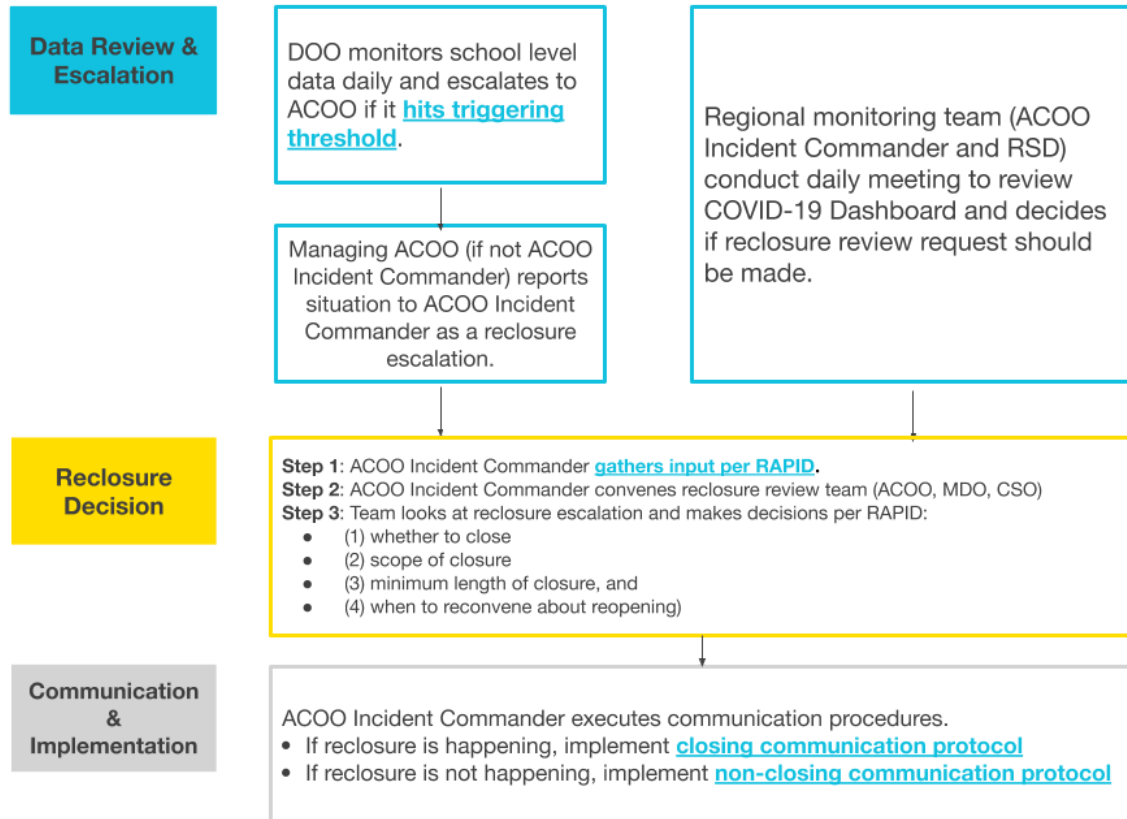
1. Reclosure Policy Vision

Reclosure will be a likely part of operations in SY 20-21 as a mechanism to protect the health and safety of our school communities and organization. Clear, efficient, action-oriented policy and procedure that is grounded in data is necessary to guide our decision-making. The below policies and procedures thus adhere to the following priorities:

- **Grounded in Data:** A COVID-19 dashboard with key internal and external metrics will be monitored on a daily basis. While decisions will be made based on factors unique to each situation, school leaders will be given guidance on factors they need to escalate to their ACOO Incident Commander. This guidance will allow for speedy and consistent escalation across schools.
- **Efficiency:** Decision-making must occur within **two hours of a reclosure escalation**. It is vital that schools experiencing a potential outbreak have the ability to protect their school community as quickly as possible. Prioritizing health and safety in this way comes with the potential tradeoff that closure decisions may not be entirely consistent across regions, but as noted above, we believe these decisions will be highly specific to local context.
- **Scope/Specificity:** Based on the situation, a facility or in-person learning closure may happen at each of the following levels:

- o **Classroom:** this may be a single classroom, a grade level, or some other subset of community members within a school building
- o **School/Facility (including Office Space)**

2. [Reclosure Process Overview](#)



3. **Reclosure Data Monitoring**

Given the contagious nature of COVID-19, we need to assess internal factors and external levels of community spread when making decisions. The COVID-19 Dashboard will track the following internal metrics, which will be monitored on a daily basis and used to inform reclosure decisions:

INTERNAL

- **Current Open/Close Status and Total Closures YTD:** For each individual school and a roll-up at the regional level
- **Confirmed Positives:** Confirmed positive cases in students or staff at that school and as a regional roll-up.
- **Qualifying Symptoms:** Number of students or staff in a school and at the regional level showing qualifying symptoms.

In addition, the following external metrics will be monitored by each region's RSD to further inform reclosure decisions:

EXTERNAL

- **Current Open/Close Status for Co-Located School or Business**
- **Community Cases/infection rates:** Confirmed positive cases and/or infection rates within local community
- **Note:** Current state and district/city policy from the DOE or DOH will not be in the COVID-19 Dashboard, but will continue to be monitored by RSDs and the External Affairs team, as it will also guide reclosures.

MONITORING DIVISION OF LABOR:

- The COVID-19 Dashboard will be monitored by the School co-Founders
- These two individuals will hold a daily scheduled meeting to review the COVID-19 Dashboard metrics and new external information.
- They will look at metrics compared to our Reclosure Escalation Factors, and decide if a reclosure decision is warranted. If so, the ACOO Incident Commander will kick off a Reclosure Escalation and convene the reclosure review team.
- School leaders will also have access to the COVID-19 Dashboard and can use information from the dashboard as well as individualized school information to recommend a Reclosure Escalation.

4. **Reclosure Escalation Criteria**

ESCALATION ROLES AND PROCEDURES

COVID-19 cases and qualifying symptoms will be monitored in two ways: via the regional monitoring team in the daily meetings, and by school DOOs who will need to watch the metrics specific to their school. If school leaders see their data reach a triggering threshold, they will escalate to their ACOO, who may kick off a reclosure review.

The thresholds that should trigger an escalation are summarized below, including recommended minimum closure length for each criteria. The first table includes closures based on confirmed positive COVID-19 cases and staffing limitations; the second addresses presumed (pre-test) COVID-19 cases as well as accumulated direct contact with positive cases.

Please note: as COVID-19 testing capacity and diagnostic testing timelines continue to improve in our regions, our Reclosure policies will likely rely more exclusively on confirmed positive results.

Reclosure Escalation/Closure Criteria: Confirmed COVID-19 Cases + Staffing Limitations		
Trigger Type	Scenario	Recommended Minimum Closure
Mandatory Local, Regional, or State Thresholds	Mandated state or local metrics exceed key thresholds for school closure. • Example: WA State schools must close and return to remote learning if the regional infection rate is greater than 9%, using a 7-day rolling average.	TBD per local/state guidance [ADD LINKS HERE AS AVAILABLE]
Confirmed Positive COVID-19 Case	COVID-19 Confirmed Positive Case • Any positive case triggers an escalation and immediate closure of either classroom or school pending investigation	14 calendar days (can be superseded by any mandated

	<table><tr><th>Conclusion of Investigation</th><th>During Investigation</th><th>Post Investigation</th></tr><tr><td>1 confirmed case</td><td>Close Classroom</td><td>Classroom remains closed for 14 days; sts and staffin close contact with positive case self-quarantine for 14 days</td></tr><tr><td>At least 2 cases linked together in school, same classroom</td><td>Close classroom</td><td>Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days</td></tr><tr><td>At least 3 cases linked together in school, different classrooms</td><td>Close school</td><td>Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school</td></tr><tr><td>At least 2 cases linked together outside school</td><td>Close school</td><td>School opens post investigation, classroom(s) remain closed for 14 days</td></tr><tr><td>At least 2 cases not linked but exposure confirmed for each one outside of school setting</td><td>Close school</td><td>School opens post investigation, classroom(s) remain closed for 14 days</td></tr><tr><td>Link unable to be determined</td><td>Close school</td><td>Close school for 14 days</td></tr></table>	Conclusion of Investigation	During Investigation	Post Investigation	1 confirmed case	Close Classroom	Classroom remains closed for 14 days; sts and staffin close contact with positive case self-quarantine for 14 days	At least 2 cases linked together in school, same classroom	Close classroom	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days	At least 3 cases linked together in school, different classrooms	Close school	Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school	At least 2 cases linked together outside school	Close school	School opens post investigation, classroom(s) remain closed for 14 days	At least 2 cases not linked but exposure confirmed for each one outside of school setting	Close school	School opens post investigation, classroom(s) remain closed for 14 days	Link unable to be determined	Close school	Close school for 14 days	DOH closure length)
	Conclusion of Investigation	During Investigation	Post Investigation																				
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Link unable to be determined	Close school	Close school for 14 days																					
School Staffing Limitations	Due to staff illness, leave, accommodation, or other absence reasons, school leaders identify that they do not have the necessary staffing coverage to operate school safely.	TBD - depends on staffing levels																					

Reclosure Escalation/Closure Criteria: Symptom/Contact		
Trigger Type	Scenario	Recommended Minimum Closure

Accumulated COVID-19 Symptoms: Schoolwide	Within (7) calendar days: • 20+ school community members • Across school (i.e. regardless of cohort) ...report qualifying COVID-19 symptoms	14 calendar days
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QUALIFYING/PRESUMED SYMPTOMS “PROXY”

Although decisions for reclosure will need to be made on a case-by-case basis given the unique circumstances of that situation, school leaders will have clear triggers on what they need to escalate to their ACOO.

Given ongoing variability in the return time for diagnostic testing, we will use a series of symptom proxies that will help us determine how to take proactive steps to protect our community's health and safety.

Students and staff will be defined as having qualifying symptoms if they display any combination of the following for 72+ hours:
• Loss of taste and/or smell, OR • Fever + 1 of the below, OR ○ Shortness of breath or difficulty breathing ○ Cough ○ Fatigue ○ Muscle or body aches ○ Headache ○ Sore throat ○ Congestion or runny nose ○ Nausea or vomiting ○ Diarrhea • Any 3 of the symptoms below: ○ Shortness of breath or difficulty breathing ○ Cough ○ Fatigue ○ Muscle or body aches ○ Headache ○ Sore throat ○ Congestion or runny nose ○ Nausea or vomiting ○ Diarrhea

5. Reclosure Decision-Making Procedures and Roles (RAPID)

- **Initiating a Reclosure Escalation:** Review can be initiated
 - a. **Directly by ACOO Incident Commander** based on monitoring of COVID-19 Dashboard
 - b. **By a DOO**, by relaying information to their managing ACOO, who will in turn contact the ACOO Incident Commander for the region. If triggered by DOO:
 - i. DOO requesting review communicates directly (via phone or zoom) with the ACOO for that school, then
 - ii. DOO requesting review sends a follow-up email to school ACOO and ACOO Incident Commander confirming the classroom or school to be considered for closure and pertinent factors for consideration.

- iii. If managing ACOO is not ACOO Incident Commander, he/she immediately contacts ACOO Incident Commander to kick off the process.

c. **By the RSD**, if an external threshold is met

- **Information Gathering:** The ACOO Incident Commander drives the RAPID Protocol below, contacts input-providers, and schedules a call to present the information for review.
- **Decision Scope:** The Agree-Decide-Perform roles must determine the following when considering a reclosure. Please note that for these decisions, any Department of Health guidance will supersede internal decision making, e.g. if a DOH requires reclosure of a school, we must follow that guidance.

Decision Type	Guidance
Whether to close	● Review of data/email confirms that criteria for closure has been met AND ● Confirmation that there are no other mitigating factors
Scope of closure (classroom, school/facility, or region)	● To prioritize community health and safety, classroom closure should be reserved for cases with demonstrably limited community exposure, e.g. confirmed or suspected case(s) are limited to one cohort. ● Exposure in this context, in general, can be defined as a person spending >10 minutes in a space with a confirmed or suspected case.
Minimum length of closure	● Recommended minimum closure length is 14 calendar days to allow for the CDC-recommended quarantine period for potentially exposed community members. ● Initial closure can be longer or indefinite if circumstances warrant.
When to reconvene to consider reopening	● See Reopening Criteria and checklist - the Agree-Decide-Perform roles must reconvene prior to the conclusion of the closure period. ACOO Incident Commander (P) provides progress monitoring updates during the closure period.

●

- **Decision Timeline:** On request of the ACOO Incident Commander, the reclosure review team is contacted via the RAPID Protocol. The MDO for the region provides a decision within 2 hours of the request whenever possible.

Pod, School, or Regional Level Reclosure			
RAPID Role	Who	Contacted by	Details
Recommend	ACOO (any)	DOO, Office Ops Lead, or RSD	
Input	ASUP (Academic/cultural considerations)	ACOO	• In regional closures, all ACOOs/ASUPs
	RSD	ACOO	• External considerations, other district/charter closures
	School Leaders (Principal/DOO)	ACOO	• Input on classroom vs. school closure, based on suspected exposure levels
	Other ACOOs and regional Ops leaders, as needed • ACOO Incident Commander (if not the R) • Other regional ACOOs • Office Ops Leads	ACOO	• Operational considerations, e.g. should we close co-located school simultaneously? • Office Ops Lead: if individual or accumulated exposure levels in one of our office spaces exceeds above escalation factors.
	Dept. of Health Official	ACOO	
	CEO	ACOO	
Agree	CSO (at MDO discretion)	MDO	
Decide	MDO		
Perform	ACOO Incident Commander		• Triggers communications plan for both closures and non-closures (see below)

6. Reclosure Communications Procedure

Whether or not a classroom, school/facility, or region is reclosing, communications should go out whenever a Reclosure Escalation occurs.

COMMUNICATIONS AND IMPLEMENTATION FOR RECLOSURES

- **Communications Plan:** ACOO Incident Commander will drive reclosure communications according to the [communications plans](#) for classroom, school/facility, and regional reclosures.
 - a. If the reclosure review team decides not to close the classroom, school/facility, or region under review, the ACOO Incident Commander is responsible for communicating the decision back to school leaders, ACOO/ASUP managers, and all RAPID input givers.
- **School Prep Checklist:** DOOs for any schools reclosing all or part of their facility should follow the steps in this [reclosure prep checklist](#).

COMMUNICATIONS AND IMPLEMENTATIONS FOR NON-CLOSURES

To maintain trust with all community members and provide information for community members to make informed decisions for the safety of themselves and families, it is important that we regularly communicate status with families, even if a reclosure does not happen.

- The Routine and Non-Closure Comms tab of the [Communications Protocol](#) lists the communications that schools should send with regular health updates

7. Reopening Criteria and Procedures

After a reclosure, the ACOO Incident Commander will recommend reopening once the following criteria have been met, using the same RAPID named above for Reclosure.

Criteria Type	Reopening Criteria	Details
External	Department of Health approves reopening date	As applicable
External	Department of Education approves reopening date	As applicable
External	Community spread is flat or decreasing	Community spread is not approaching state/local guidelines for school closure
Internal	Building sanitization is complete	To be scheduled and completed as soon as feasible after Reclosure
Internal	Community quarantine period (as determined by Reclosure Review) has been completed	
Internal	Sufficient staffing is available to reopen building safety	

The Reopening Guidance provided in both the [communications plan](#) and the [reclosure prep checklist](#) should be followed to ensure a seamless transition back to hybrid instruction.

8. Related Resources

Links to Reclosure plans and documentation are held in [this folder](#) and posted to the [CBT Leader Deliverables Site](#)

- Reclosure Metrics Table
- Reclosure Dashboard
- Reclosure Communication Protocol
- Reclosure Checklist(s)

9. Appendix 1: Glossary of Terms

Glossary of Terms

- **Reclosure:** Closing in-person learning for a “classroom” (class, grade level, or other subset within the building), entire school facility, or region for any amount of time after the building has opened due to regional reopening criteria.
- **COVID-19 Symptoms:** List of symptoms associated with COVID-19 per the CDC:
 - New loss of taste or smell
 - Fever or chills
 - Shortness of breath or difficulty breathing
 - Cough
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **Qualifying Symptoms:** Because the symptoms of COVID-19 are also the symptoms that present for other illnesses (e.g., allergies, cold, etc.), and some symptoms are more unique to COVID-19 and/or less common for other illnesses, we have set qualifying symptoms which we will track and consider as potential COVID-19 cases. More information on this is in the reclosure escalation procedure section of this document.
- **Direct contact:** Being within 6 feet of a person with COVID-19 for more than 5 sustained minutes.
- **COVID-19 Dashboard:** A dashboard with internal and external metrics that can inform reclosure decisions.
- **ACOO Incident Commanders:** The point person in each region responsible for:
 - Confirming the quantitative or qualitative data triggering possible facility closure,
 - Stewarding the decision-making through the RAPID process after a Reclosure Escalation has occurred,
 - Ensuring the incident is tracked appropriately on the COVID-19 dashboard,
 - Managing the communication protocol through to completion, and
 - Managing the subsequent reopening decision and procedures
- **Reclosure Escalation:** A request to consider reclosure of any size (classroom, school facility, region), which will kick off the reclosure decision making procedure by the reclosure review team. Requests can be made by the ACOO Incident Commander, another ACOO in the region, or the RSD. School leaders are responsible for escalating to ACOOs if their school data reaches an escalation threshold.
- **Regional Monitoring Team:** Team is composed of the ACOO Incident Commander and the RSD. These two individuals will hold a daily scheduled meeting to review the COVID-19 dashboard metrics and new external information daily to monitor open/closed status.
- **Reclosure Review Team:** Team who will be involved in the decision process around a reclosure per the RAPID protocol.

Reclosure DOF Process Summary

A brief summary of the Reclosure Policy for School Leaders. Please see Reclosure Policy and supplemental documentation for full details of all steps included here.

Proactive DOF Responsibilities

Category	Actions
Daily Health Tracking	☐ Enter all staff absences/call-outs ☐ Enter staff and students turned away at door due to daily health monitoring/temp checks ☐ Enter all staff and student send-homes as alerted by School Nurse ☐ Enter all student absences reported as due to qualifying symptoms ☐ “Close” incidents for staff and students who have returned ☐ Review tracker for accuracy: ☐ “Open Incident” column correctly reflects current status ☐ Closed incidents have completed notes ☐ Review tracker for escalation concerns: ☐ Cases or Qualifying symptoms thresholds met ☐ Other concerning trends to identify to ACOO ☐ If needed, enter co-location status changes on Co-location Tracker
Weekly Health Tracking Review	☐ Review Health policies, trends, and needs with co-location partner ☐ Review Health Tracker with ACOO in weekly check-in
Bi-Weekly Communication	☐ Include Community Health Update blurb in family communication

Reclosure Escalation Process

Category	Actions
Escalation Request	☐ Call ACOO to alert to Escalation Request. Call ACOO IC if ACOO not available. Answer questions and provide details as requested. ☐ Email ACOO and ACOO IC with confirmation of request and threshold reached; link Health Tracker in email communication. ☐ Be available for clarifying questions during review period
Reclosure Decision	☐ Alert Principal to reclosure decision once received (<2 hours) ☐ Activate protocol for facility reclosure if decision is to reclose ☐ Complete Non-closure Communications if decision is to remain open
Reopening	☐ Confirm school-level reopening steps complete with ACOO ☐ Confirm reopening approval per timeline ☐ Follow reopening checklist and comms protocols

Reclosure ACOO/RSD Process Summary

A brief summary of the Reclosure Policy for Regional Leaders. Please see Reclosure Policy and supplemental documentation for full details of all steps included here.

Summary as of:	09/09/2020
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Proactive ACOO/RSD Responsibilities

Category	Actions
Daily Health Tracking	☐ ACOO: Review trackers for accuracy: ☐ Number of incidents gut-checks with absence rates ☐ Notes are complete ☐ Fields are being filled accurately and urgently ☐ ACOO: Review tracker for escalation concerns: ☐ Cases or Qualifying symptoms thresholds met ☐ Other concerning trends to identify to ACOO IC ☐ RSD: Review for changes in external factors ☐ Review local case counts, positive rates ☐ Check for local district/charter actions regarding reclosures ☐ Confirm no changes in state or local policy ☐ ACOO IC: ☐ Track any reclosures on School Closure Tracker
Daily Dashboard Review	☐ ACOO IC/RSD: Review Dashboard for roll-up metrics across region ☐ Are any individual schools trending toward reclosure? ☐ As a region, is there a trend toward reclosure? ☐ Are there any communications or actions needed?

Reclosure Escalation Process

Category	Actions
Escalation Request	☐ ACOO: As alerted by RSD or DOO, contact ACOO IC to initiate Reclosure Review ☐ ACOO: Gather inputs per RAPID and provide to ACOO IC
Reclosure Decision	☐ ACOO IC: Drive RAPID to decision; communicate to ACOO/DOO ☐ ACOO IC: If reclosure confirmed, manage Comms Protocol ☐ ACOO: Support DOO with next steps
Reopening	☐ ACOO IC: Drive RAPID to reopening decision; communicate to ACOO/DOO ☐ ACOO IC: manage reopening Comms Protocol

SCHOOL & OFFICE CLOSURE COMMUNICATION PLANS

School & Office Closure Communication Plans

Reclosure communication plans, including reopening communication plans, for schools, regions, and offices, as well as routine and non-closure communication plans, can be found [here](#).

CHECKLIST FOR CLOSURE & RETURN

Facility Reclosure/Reopening Prep Checklist

A checklist intended for School DOOs and Office Ops Leads to ensure full preparation and execution of a Facility Reclosure, including successful reopening.

Checklist as of:	09/01/2020
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Actions Required During Closure Execution

Function	Category	Actions
Pre-Closure <i>Complete or audit monthly to facilitate efficient same day reclosures.</i>	Signage	☐ Print and laminate closure signage ☐ Create signage kit (posters/zip-ties/tape, etc)
	Communication	☐ Review school level Communications DoL with leader pair to ensure there is an efficient plan for reaching all audiences: ☐ ops staff ☐ non-ops staff ☐ families ☐ students ☐ co-location partners (if applicable) ☐ vendors ☐ Confirm Go Bag contents with Principal Partner (see below) ☐ Ensure School Vendor list is up to date ☐ Ensure a Decontamination Plan is in place with your Head Custodian/Facilities Mgr/Cleaning Vendor and can be activated as soon as its needed
	Protocols	☐ Create Instructional “go-bags” for all teaching staff: ☐ Chart paper (K-4) ☐ Markers (K-4) ☐ Any necessary manipulatives (unifix cubes, ten sticks, flash cards, Wilson materials, etc.) ☐ Any lesson materials needed ☐ Create Ops/LT “go-bags” for all non-teaching staff (contents customized for role): ☐ Reams of paper ☐ Postage ☐ Office supplies ☐ Create Technology “go-bag” for DOO or designated OTM: ☐ Spare laptops and chargers for staff ☐ Spare iPads and chargers for students ☐ Other relevant tech needs ☐ Create a crisis bag assembling any materials needed in case of possible contamination (i.e. gloves, masks, face shields, caution tape,

		cleaning products, etc.) ☐ Ensure plan is in place with Food Services manager to account for reclosure-based service changes ☐ Ensure mail collection plan will be in place
When Closure is Called <i>These items should be set into motion once a reclosure decision is communicated to school leadership.</i>	Signage	☐ Post any signage sectioning off any areas (if needed) ☐ After staff and family communication: Post pre-printed signage on all pertinent doors
	Communication USE COMMS PROTOCOL AND TEMPLATES	<u>Confirm Communication plan and delegation</u> ☐ Hold Leadership Team huddle to review communication protocols and CFU before launching plan ☐ Review talking points with Ops Teams for staff and families ☐ If nurse not yet involved, speak directly in person with school nurse informing them of closure and talking points <u>Follow Communication Protocol with provided templates</u> <i>Pre-student dismissal:</i> (or outside of school hours depending on time closure called) ☐ Staff: Communicate reclosure to staff, providing known details around closure (planned return date, immediate action steps, any pertinent changes to pre-established protocol) and provide teachers with a copy of the Teacher Facing Closure Checklist ☐ If possible, call huddle for in-building staff, then email ☐ If not (during instructional hours), email first then circulate building to confirm receipt and address concern ☐ Families: Send automated communication to families announcing closure ☐ Print and copy letter to send home with in-person students ☐ Update auto attendant on Main Office Phone ☐ Update auto reply on school's INFO email account ☐ Students: Communicate closure to students via announcements ☐ HS: also send closure email to students ☐ Priority Partners: ☐ Call, then send email to co-location partners to inform them of closure and launch any pre-established protocols regarding closure ☐ Call, then send email to Head Custodial Engineer/Facilities Manager/contact for Cleaning Vendor informing of needed closure and launch established decontamination plan ☐ Call, then send email to Security Manager/School Safety Supervisor to inform of closure <i>Post-student dismissal :</i> ☐ Call any scheduled appointments or deliveries to cancel and inform them of our closure (Staples, WB Mason, Jay Bee Snacks, Poland Spring, etc.) ☐ Send message to food services manager to inform them of closure and launch any modifications needed for meal distribution ☐ NYC: Reach out to SchoolFood Mgr.

		☐ NJ/MA: Reach out to food service vendor to alert of transition back to fully remote ☐ Send email to your Transportation service providers informing them of closure ☐ Update the school's individual social media pages (if applicable) ☐ Set up call forwarding to designated "Main Office" cell phone ☐ Email vendors to alert them of temporary pause in any deliveries/services ☐ food service ☐ office supplies ☐ after school enrichment/after-care ☐ student services vendors (speech, OT, PT, etc.)
	Protocol	<i>Pre-student dismissal:</i> ☐ Distribute any needed tech or tech replacements ☐ Distribute printed closure letter ☐ Distribute "Go Bags" to all staff <i>Post-student dismissal, pre-staff dismissal:</i> ☐ Leadership Team walks building to ensure all staff are able to get home safely (support any challenges, e.g. car service) ☐ Clean out all fridges, including TWR, any personal office fridges ☐ Remove all food from TWR and shared space refrigerators and freezers ☐ Unplug all technology including copiers, printers, alarms, etc. ☐ Lock up any cash or valuables that cannot be taken home <i>Post-staff dismissal:</i> ☐ LT conducts walkthrough to ensure building has been vacated by all staff, windows are closed, and no important belongings have been left behind ☐ Ops conducts walkthrough on TWR, Supply Closet, Main Office, other common spaces to ensure they are organized, clean, and orderly before departure ☐ Open fridges, microwaves, and Keurig machines to ensure they have been cleaned and emptied ☐ Ensure snack stash is sealed or have a disposal plan in place with your facilities manager/custodian/cleaning provider

Actions Required to Re-open following a Facility Reclosure

Function	Actions
During Closure	☐ DOO receives clearance from ACOO Incident Commander to start reopening plan ☐ DOO triggers return to building sanitation procedures ☐ DOO provides data of weekly cleanings to ACOO Incident commander ☐ Reopening clearance building entry from ACOO Incident Commander

	<i>*For regional closures, the ACOO Incident Commander confirms that all DOOs have completed reopening checklist</i>
Pre Re-entry Confirmation	☐ DOO ensures School Leadership Team is aware and schedules meeting to discuss reopening plans ☐ DOO connects with Facilities Manager/Head Custodian/Cleaning Vendor to review completion of sanitation log ☐ DOO and Principal determine which cohort will return, other schedule specifics ☐ DOO, Ppal, DCI and SEC work to revise cohort class lists as needed ☐ DOO communicates to Ops Team which cohort will return first/updated schedule, and triggers communication tree
Post Re-entry Confirmation, Pre-Physical Return	☐ Once Ops Team receives confirmation from DOO, they launch communication tree where each OTM owns a group to communicate out to: ☐ DOOs: Staff + Co-Located Schools ☐ OM 1/Receptionist: Families ☐ Auto dial ☐ Email blast ☐ Auto attendant ☐ School's INFO account ☐ Physical signage outside of the building ☐ OM 2/SPC/DSP: Vendors ☐ Food service ☐ Transportation ☐ Security/School Safety ☐ Recurring delivery vendors ☐ SPED staff (related services or providers) ☐ Enrichment or afterschool staff
	☐ Ops Team ensures that all outward facing signage is updated to reflect accurate return information ☐ OTM ensures that all PPE stations around the school (including in classrooms) have been replenished

Reopening Post Closure Checklist

If a school must go into reclosure, this checklist will provide you with a list of items that must be completed prior to officially being deemed closed

Checklist as of:	08/11/2020
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Actions Required During Closure Execution

Function	Actions
During Closure	☐ DOO receives clearance from ACOO Incident Commander to start reopening plan ☐ DOO triggers return to building sanitation procedures ☐ DOO provides data of weekly cleanings to ACOO Incident commander ☐ Reopening clearance building entry from ACOO Incident Commander <i>*For regional closures, the ACOO Incident Commander confirms that all DOOs have completed reopening checklist</i>
Pre Reentry Confirmation	☐ DOO ensures school Leadership Team is aware and schedules meeting to discuss reopening plans ☐ DOO connects with Facilities Manager/Head Custodian/Cleaning Vendor to review completion of sanitation log ☐ DOO and Principal determine which cohort will return ☐ DOO, Ppal, DCI and SEC work to revise chort class lists ☐ DOO communicates to Ops Team which cohort will return and triggers communication tree
Post Reentry Confirmation, Pre-Physical Return	☐ Once Ops Team receives confirmation from DOO, they launch communication tree where each OTM owns a group to communicate out to: ☐ DOOs: Staff + Co-Located Schools ☐ OM 1/Receptionist: Families ☐ Auto dial ☐ Email blast ☐ Auto attendant ☐ School's INFO account ☐ Physical signage outside of the building ☐ OM 2/SPC/DSP: Vendors ☐ Food service ☐ Transportation ☐ Security/School Safety ☐ Recurring delivery vendors ☐ SPED staff (related services or providers) ☐ Enrichment or afterschool staff

	❑ Ops Team ensures that all outward facing signage is updated to reflect accurate return information ❑ OTM ensures that all PPE stations around the school (including in classrooms) have been replenished
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RECLOSURE STAFF TEMPLATES

School / Office Reclosure: ACOO to School Leaders

Sender: ACOO IC

Recipients:

- Principal/DOO at each impacted school
- Office Ops Lead at each impacted office

Dear School Leaders,

Based on the Reclosure Review triggered by the escalation factors raised earlier today, we are moving forward with reclosure of the <INSERT SCHOOL/OFFICE NAME> facility to ensure the safety of our students and staff. The school closure will go into effect after dismissal today and the office closure will be in effect at the end of the work day, and will revert to fully remote learning/work.

Region	<INSERT>
School/Office(s) Impacted	<INSERT>
Duration of close	<INSERT> days minimum
Start Date:	<INSERT>
Return Date:	No earlier than <INSERT>
Cause:	<INSERT>

Please take the following steps ASAP:

1. Communicate the closure as per School Leader owned actions on the Reclosure Communications Plan, using the provided templates:
 - a. To staff in person and via the provided email template
 - b. To families via the provided auto-attendant, autodialer, and letter templates
 - c. To students prior to the end of the day using the provided guidance
2. Complete all actions as listed on the Reclosure Checklist

We have activated the remainder of the communication plan and will plan to inform all necessary parties. Please reach out to me directly with any immediate questions or concerns.

Thank you for your urgent attention,

School Reclosure: School Leaders to Staff

Sender: DOO

Recipients:

- Closing facility all staff listserv
- Non-listserv on-site support staff (e.g. security, food service)

Dear <SCHOOL NAME> Staff,

Your health and safety is our number one priority. Due to <CAUSE>, we are moving forward with a facility reclosure of our school building, effective today.

As a next step, we will be communicating the closure to families via autodial, text, and email and with a letter to be backpacked at dismissal. You will receive copies of the letter for your homeroom as well as extras for parent requests. All leaders will be at dismissal to support with face-to-face communication.

Please follow these guidelines for dismissal today:

- We will dismiss at <TIME> using our normal dismissal procedures.
- If a parent requests early pick-up prior to this time, we will <text you/use the intercom> due to the high volume of requests we expect. Thank you for supporting this rare exception to our instructional policies and send requested students urgently.
- Parents will not be allowed to enter the school building during dismissal.
- Parents requesting to speak with a school leader should be directed to <location>.
- Please remind parents with extensive questions that we all have the same amount of information at this time, and provide them with an extra copy of the parent letter (we will provide all classes with extra copies and a copy of this email).

We will meet for a brief staff huddle to review remote learning/working procedures after dismissal via Zoom <insert link>.

We will continue to share updates on the status of this developing situation as we receive them. While we acknowledge that this situation is not ideal, the safety of our kids and each of you is our utmost priority. Thank you for your support of our community during this unprecedented time.

Thanks and we will keep you updated,

<DOO and Principal Name>

RECLOSURE NON-CLOSURE TEMPLATES

Positive Case in Community: School Leader to Families & Staff

<DATE>

Dear <SCHOOL NAME> Families and Staff,

As you know, our community's health and safety continues to be our first priority during this challenging time. Today, we became aware that a member of our community was previously diagnosed as COVID-19 positive.

After fully investigating the source and exposure, in coordination with our Department of Health, it has been determined that there is no current or future risk of spread within our community. Due to this, the <SCHOOL NAME> school building will remain open under our current instructional schedule.

As we continue to work together as partners in keeping our school community safe, we encourage all community members to continue to follow the CDC's guidance to prevent the spread of illness:

- Wear a mask in public places and when in close proximity to others.
- Keep a safe distance of at least 6 feet from others.
- Wash hands frequently and effectively (using soap and water, for at least 20 seconds).
- If soap and water are not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, mouth and nose.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect surface or objects you touch frequently (phone, tablet, remote).
- Please stay home when sick, and for at least 24 hours after a fever has ended.
- Please self-quarantine for 14 days after close contact with someone known to be COVID positive at the time of exposure.

If you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at <email ID> so that they can be addressed as quickly as possible.

Thank you,

<Principal Name and signature>

<DOO name and signature>

Symptoms in Building: School Leader to Families & Staff

<DATE>

Dear <SCHOOL NAME> Families and Staff,

As you know, our community's health and safety continues to be our first priority during this challenging time. Our work together as partners in keeping our school community safe is essential to this goal.

We are reaching out today to share information regarding a health trend we have seen in the past week in our school building. <CAUSE: For example: In the past 5 days, we have seen an increase in absences and send homes due to COVID-like symptoms in both staff and students compared to previous weeks.>

As we all know, there are many possible reasons for this, and there are many reasons why a person may present with symptoms that mirror those identified by the CDC for coronavirus. We have no known positive cases of COVID at this time. Therefore, we will maintain our hybrid instructional schedule and continue to closely monitor the situation. The Department of Health has confirmed that this is the proper course of action.

We encourage all community members to continue to follow the CDC's guidance to prevent the spread of illness:

- Wear a mask in public places and when in close proximity to others.
- Keep a safe distance of at least 6 feet from others.
- Wash hands frequently and effectively (using soap and water, for at least 20 seconds).
- If soap and water are not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, mouth and nose.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect surface or objects you touch frequently (phone, tablet, remote).
- Please stay home when sick, and for at least 24 hours after a fever has ended.
- Please self-quarantine for 14 days after close contact with someone known to be COVID positive at the time of exposure.

If you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at <email ID> so that they can be addressed as quickly as possible.

Thank you,

<Principal Name and signature>

<DOO name and signature>

Content for Family Newsletters/Emails : School Leader to Families

Content for Family Newsletters/Emails

NOTE: It is recommended that all schools provide proactive communication of continued health and safety using the template below every other week to maintain transparency and trust in our Health and Safety protocols.

Community Health Update

Thank you to all of our families and staff for continuing to follow CDC guidelines to prevent the spread of illness. As of today, we have **zero positive cases** of COVID reported for any on-site staff or students **<in the last two weeks/this school year>**. We continue to complete our daily sanitation of the building each evening, and follow all distancing, mask-wearing, ventilation, and sanitation guidelines during each day.

As always, if you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at **<email ID>** so that they can be addressed as quickly as possible.

Hybrid Staffing Update (Non-COVID Positive): School Leaders to Staff

Hybrid Staffing Update

As you know, in recent days we have experienced an increase in staff absences for a variety of reasons. First, we want to assure you that none of our staff members have been diagnosed as COVID positive at this time. If any staff member does receive a positive test result, we will immediately escalate the situation per the Reclosure Policy.

That said, our resources for in-person instruction have been stretched thinner than normal. In order to best support all of our staff during this period, we will be **<SOLUTION>**. We expect this plan to remain in place until **<planned end date>**, at which time we will re-evaluate our staffing situation.

Please know that your health, safety, and wellness continues to be our first priority. Please reach out to a School Leader or to HR directly with any questions or concerns, and visit the HR section of the InfoHub for information on applying for accommodations and other supports available.

Reach out with questions, and thank you all for making this year work together!

<School Leader>

FAMILY TEMPLATES

Reclosure (Individual School / Region &) Emails: School Leaders to Families

[NOTE: Format to fit to the front of one page prior to printing]

<DATE>

Dear **<SCHOOL NAME>** Family,

As you know, our community's health and safety continues to be our first priority during this challenging time. Today, we became aware that **<CAUSE>**. Due to this, the **<SCHOOL NAME>** school building will be reclosing and transitioning to fully remote learning as of **<start date>**. At this time, we anticipate returning for in-person instruction on **<closure end date>**. This facility reclosure applies to all school-related functions and events as well as daily instruction.

USE IF SCHOOL RECLOSURE: This facility reclosure applies only to the following school building(s): **<INSERT ALL BUILDINGS>**. All other schools in **<REGION NAME>** will remain open for in-person learning at this time.

USE IF REGION RECLOSURE: This facility reclosure applied to ALL school buildings of **<REGION NAME>**. We are transitioning to fully remote learning for all students at all campuses at this time.

We are actively working with the Department of Health and following their expert guidance to ensure the safety of our community. During this period of facility reclosure, we will conduct a thorough sanitation of the entire facility. We will communicate any updates regarding reopening via autodialer as well as on the school website.

Please see the attached document for details and reminders regarding our fully remote learning model, which are also available on our school website. **<attach grade-appropriate guidance about fully remote instruction>**

We encourage all community members to continue to follow the CDC's guidance to prevent the spread of illness:

- Wear a mask in public places and when in close proximity to others.
- Keep a safe distance of at least 6 feet from others.
- Wash hands frequently and effectively (using soap and water, for at least 20 seconds).
- If soap and water are not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, mouth and nose.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect surface or objects you touch frequently (phone, tablet, remote).
- Please stay home when sick, and for at least 24 hours after a fever has ended.
- Please self-quarantine for 14 days after close contact with someone known to be COVID positive at the time of exposure.

The health and safety of your child is our highest priority, and we do not make this decision lightly but with great caution to protect our community.

If you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at **<email ID>** so that they can be addressed as quickly as possible.

Thank you,

<Principal Name and signature>

<DOO name and signature>

Reclosure (Individual School / Region) Auto-dialer Update

Autodialer

Hello, <REGION-SCHOOL NAME> family. This call is to inform you that the <SCHOOL NAME> school building will be closing temporarily due to <CAUSE>. We determined this need today and are acting urgently to maintain the safety of our community. This facility reclosure will start tomorrow, <closure start date> until <closure end date>. Fully Remote instruction for all students will begin tomorrow. Please visit the Uncommon Family Web Page for all details. We will communicate any updates regarding reopening via autodialer as well as on the school website. Thank you.

Autoattendant

Thank you for calling <REGION-SCHOOL NAME>. As of <closure start date>, the <SCHOOL NAME> facility is temporarily closed to maintain the safety of our community. We currently expect to re-open on <closure end date>. All families will receive further communication with at least 1 day notice via autodialer about the school reopening, and updates will be posted on the school website. To reach a school leader, please email <SCHOOL INFO EMAIL>. For more information on remote learning, please visit the Uncommon Family Web Page. Thank you.

Auto-reply on INFO@ school email account

Thank you for your message. As of <closure start date>, the <SCHOOL NAME> facility is temporarily closed to maintain the safety of our community. We currently expect to re-open on <closure end date>. All families will receive further communication with at least 1 day notice via autodialer about the school reopening, and updates will be posted on the school website. All students will move to Fully Remote Instruction while the school building is closed.

Your message will be replied to as soon as possible. Thank you in advance for your patience!

The <SCHOOL NAME> Team

Reclosure Student Messaging Talking Points: Staff to Students

Student Messaging Talking Points

Student Announcements can be provided via School Leaders pushing into classrooms, or directly by teachers/lead teachers.

- Your health and safety is our number one priority and when we reopened, we knew that there was always a possibility we would have to re-close at some point during the year.
- When we dismiss today, our school building **<and schools in region if regional/org-wide closure>** will be closed.
- Our expected return date, or when you will next hear from leaders if it changes, will be **<anticipated return date>**
- The reason is **<anonymous reason for closure>**
- The main office has already sent out an announcement and a message to your families, and you are receiving a letter to reference and to give to your parents as well.
- What this means for you:
 - As always, take everything home with you today
 - Fully Remote Learning details: **<ADD>**
 - If you or your parents have questions, the best way to get them answered is to reach out to the school email address, which is **<INFO@>**.
 - **<ADD AS NEEDED>**

Reclosure: Websites & Social Media Accounts

Student Messaging Talking Points

Student Announcements can be provided via School Leaders pushing into classrooms, or directly by teachers/lead teachers.

- Your health and safety is our number one priority and when we reopened, we knew that there was always a possibility we would have to re-close at some point during the year.
- When we dismiss today, our school building **<and schools in region if regional/org-wide closure>** will be closed.
- Our expected return date, or when you will next hear from leaders if it changes, will be **<anticipated return date>**
- The reason is **<anonymous reason for closure>**
- The main office has already sent out an announcement and a message to your families, and you are receiving a letter to reference and to give to your parents as well.
- What this means for you:
 - As always, take everything home with you today
 - Fully Remote Learning details: **<ADD>**
 - If you or your parents have questions, the best way to get them answered is to reach out to the school email address, which is **<INFO@>**.
 - **<ADD AS NEEDED>**

Regional Reclosure Email: ACOO to All Region Families

Sender: ACOO

Recipients: All Region Families

SUBJECT: <SCHOOL NAME> Facility closing temporarily

Dear <REGION NAME> Family,

As you know, our community's health and safety continues to be our first priority during this challenging time. Today, we became aware that <CAUSE>. Due to this, the <SCHOOL NAME> school building will be reclosing and transitioning to fully remote learning as of <start date>. At this time, we anticipate returning for in-person instruction on <closure end date>.

This facility reclosure applies only to the following campus: <SCHOOL NAME>. All other schools in <REGION NAME> will remain open for in-person learning at this time.

We are actively working with the Department of Health and following their expert guidance to ensure the safety of our community. During this period, we will conduct a thorough sanitation of the entire facility.

We encourage all community members to continue to follow the CDC's guidance to prevent the spread of illness:

- Wear a mask in public places and when in close proximity to others.
- Keep a safe distance of at least 6 feet from others.
- Wash hands frequently and effectively (using soap and water, for at least 20 seconds).
- If soap and water are not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, mouth and nose.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect surface or objects you touch frequently (phone, tablet, remote).
- Please stay home when sick, and for at least 24 hours after a fever has ended.
- Please self-quarantine for 14 days after close contact with someone known to be COVID positive at the time of exposure.

The health and safety of every child and staff member is our highest priority, and we do not make this decision lightly but with great caution to protect our community.

If you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at <email ID> so that they can be addressed as quickly as possible.

Thank you,

<ACOO IC>

Reopening (Individual School / Region) Auto-dialer Update

Autodialer

Hello, <REGION-SCHOOL NAME> family. This call is to inform you that the <SCHOOL NAME> school building will reopen for hybrid instruction beginning on <RETURN DATE>. The first cohort to return to the building on <RETURN DATE> will be <COHORT>. We will welcome back <OTHER COHORT> on the following day, <RETURN+1>. Our arrival time remains <TIME> and all health and safety protocols will remain in effect. We look forward to seeing you soon! Thank you.

Autoattendant

Thank you for calling <REGION-SCHOOL NAME>. As of <closure start date>, the <SCHOOL NAME> facility is temporarily closed to maintain the safety of our community. We will re-open on <closure end date>. To reach a school leader, please email <SCHOOL INFO EMAIL>. For more information on remote learning, please visit the Uncommon Family Web Page. Thank you.

Auto-reply on INFO@ school email account

Thank you for your message. As of <closure start date>, the <SCHOOL NAME> facility is temporarily closed to maintain the safety of our community.

We will return to in-person instruction on <RETURN DATE>.

- The first cohort to return to the building on <RETURN DATE> will be <COHORT>.
- We will welcome back <OTHER COHORT> on the following day, <RETURN+1>.

Your message will be replied to as soon as possible. Thank you in advance for your patience!

The <SCHOOL NAME> Team

Family Reopening Confirmation: School Leaders to Families

EMAIL TEMPLATE

Subject Line: <SCHOOL NAME> will reopen on <RETURN DATE>

Dear <SCHOOL NAME> Family,

Thank you for your flexibility and commitment to the safety of our school community as we returned to fully-remote instruction these past weeks. While we have missed seeing you and your children in person, we are committed to being consistently vigilant in taking all actions necessary to maintain the health and safety of all of our community members.

We are so pleased to share with you that we will return to in-person instruction on <RETURN DATE>.

- **The first cohort to return to the building on <RETURN DATE> will be <COHORT>.**
- **We will welcome back <OTHER COHORT> on the following day, <RETURN+1>.**

Please be assured that all areas of the building have been fully sanitized during our time away. We have consulted with the Department of Health in our decision to reopen, and continue to monitor local health trends to ensure the continued health and safety of our community.

When returning to the building, please remember that all Health and Safety protocols remain in effect. As always, we encourage all community members to continue to follow the CDC's guidance to prevent the spread of illness:

- Wear a mask in public places and when in close proximity to others.
- Keep a safe distance of at least 6 feet from others.
- Wash hands frequently and effectively (using soap and water, for at least 20 seconds).
- If soap and water are not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, mouth and nose.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect surface or objects you touch frequently (phone, tablet, remote).
- Please stay home when sick, and for at least 24 hours after a fever has ended.
- Please self-quarantine for 14 days after close contact with someone known to be COVID positive at the time of exposure.

If you or someone in your family has medical concerns or questions, please contact your family's primary health care provider. If you have questions for the school, please use our school email at <email ID> so that they can be addressed as quickly as possible.

Thank you,

<Principal Name and signature>

<DOO name and signature>

RECLOSURE EXTERNAL PARTNERS TEMPLATES

School Reclosure Notice: DOO to Co-Location Partner(s)

Sender: DOO

Recipient: Co-Location Partner(s)

NOTE: Communicate in person or by phone first if at all possible before sending this email as confirmation of the reclosure details, and to show strong partnership and care for their community given the circumstances.

Subject: ALERT: Facility Reclosure at <REGION NAME - SCHOOL NAME>

Hello <Co-location Partner>,

Thank you for connecting with me regarding our current situation.

As we discussed, this email is to confirm that based on <CAUSE>, and in conjunction with current DOH and DOE guidelines, we are moving forward with a temporary facility reclosure of <LOCATION> to ensure the safety of our students and staff. The school closures will go into effect after dismissal today, and we will complete a thorough sanitation during the reclosure period. The school closure is effective today, for an anticipated duration of <LENGTH OF CLOSURE>. We currently plan to reopen on <RETURN DATE>.

Thank you for your support and thanks as always for your thoughts, suggestions and questions as we continue to navigate these unprecedented waters. I will of course keep you informed of any and all updates, and please reach out to me directly at any time.

Best,

[NAME]

Reclosure Notice: DOOs to Vendors

Sender: DOO

Recipients: Building-specific vendors (as per Reclosure Checklist)

Subject: ALERT: Facility Reclosure at <REGION NAME - SCHOOL NAME>

Hello <VENDOR NAME> -

Based on <CAUSE> in correlation with the guidance of our local Departments of Health and Education, <REGION NAME> is moving forward with a temporary facility reclosure of our <SCHOOL NAME> building located at <ADDRESS>, to ensure the safety of our students and staff. The school closure is effective today, for an anticipated duration of <LENGTH OF CLOSURE>. No other <REGION NAME> sites are impacted at this time.

Based on all federal, state and local guidance available at this time, we believe this is the right decision to ensure the safety of our students, staff, and family, including our valued on-site vendors and partners. The students and staff at this building will be transitioning to fully remote work and student learning during the reclosure.

Thank you for your support as we continue to navigate these unprecedented waters.

Best,

[NAME]

Reopening Confirmation: DOO to Co-Location Partner(s) & Building Vendors

Sender: DOO

Recipients: Co-location Partner, Building-specific vendors (as per Reclosure Checklist)

NOTE: Speak with key contacts directly by phone prior to sending the below communication.

NOTE: [Use Reply to All from original Reclosure Communication]

Subject: REOPEN CONFIRMED: Facility Reclosure at <REGION NAME - SCHOOL NAME>

Hello,

This email is to confirm that the facility listed below has been approved for reopening on <RETURN DATE>. We will resume our normal hours of operation and hybrid instructional model at that time. Please reach out with any questions and thank you.

Best,

[NAME]

<Begin forwarded message>

Hello <VENDOR NAME> -

Based on <CAUSE> in correlation with the guidance of our local Departments of Health and Education, <REGION NAME> is moving forward with a temporary facility reclosure of our <SCHOOL NAME> building located at <ADDRESS>, to ensure the safety of our students and staff. The school closure is effective today, for an anticipated duration of <LENGTH OF CLOSURE>. No other <REGION NAME> sites are impacted at this time.

Based on all federal, state and local guidance available at this time, we believe this is the right decision to ensure the safety of our students, staff, and family, including our valued on-site vendors and partners. The students and staff at this building will be transitioning to fully remote work and student learning during the reclosure.

Thank you for your support as we continue to navigate these unprecedented waters.

Best,

[NAME]