

School Re-Open Project

Facilities



CASP

INTRODUCTION

As we begin to get ready for the day we can re-open our preschools, schools and other center-based programs, we must take steps necessary to prepare our facilities to insure maximum safety for our participants and our staff. This section will provide readers with strategies, suggestions and considerations for such preparations.

PRIOR TO RE-OPENING

-2 weeks prior to re-opening, staff and students should track temperature and symptoms (maybe an electronic form monitored by nurse)

-Identify high risk kids- any additional precaution measures? Hybrid or remote learning? Possible medical clearance ?

-Separate checklist for children and adults due to difference in symptoms

-Identify high risk staff- possible alternative job duties or continue work from home

-Shift design - A/B teams; stagger worktimes (arrival / departure)

Modifications to Entrance-Exits-Lobbies

1. Create separate entrances and exits to insure flow of people only goes in one direction

Centers at minimum shall prohibit the entry of parents or others into any entry vestibule or pick up area in excess of the number that can be accommodated with at least six feet between persons. Highly recommended that centers prohibit any entry of parents into the facility and instead, walk children to cars or waiting parents outside the building.

2. If possible, also have one set of stairs for “up” and one set of stairs for “down”
3. If needed, put markers on floor to indicate “6 ft”

4. Put plastic barrier in front of receptionists
5. Replace any fabric chairs or sofas with plastic, vinyl or any other surface that is easily cleaned
6. Insure anti-bacterial hand soap dispensers are strategically placed in all entrances and lobbies
7. Re-think how staff will “punch in” to avoid lines as well as re-use of finger scans

Common Areas- teacher’s lounge, lunch room, multiple person offices

1. Create protocols to indicate the # of people maximum in a common area
 - a. Stagger schedules for employee breaks
2. Insure anti-bacterial hand soap dispensers are readily available
3. Identify alternative locations for staff to eat lunch or take a break
4. Create a disinfectant program that is repeated several times a day
5. Remove any fabric covered chairs
6. May need additional refrigerators as food delivery should be discouraged or not allowed at all. More staff may be bringing in lunch

Classrooms

1. Consider creating classroom floor plans to insure proper set up for social distancing

Centers shall minimize group sizes and movement between groups. Groupings shall not exceed 10 children, and interactions between groups must be limited. Staff shall be assigned to and remain with the group.

Programs shall ensure that the spacing of groups within the facility allows for 10 feet of separation between groups at all times, including sleeping and play periods.

-naptime -when possible sleep alternating head to toe orientation (?)

Children shall be grouped into groups of no more than 10. Classes shall include the same group of children each day, to the greatest extent possible, and also to the greatest extent possible, the same staff shall be assigned to care for each group, each day. Groups shall congregate not less than 10 ft. in all directions from other groups or be separated by walls or other physical partitions. Combining or mixing groups shall not be permitted.

Spacing of groups may be reduced to six feet during nap or sleep periods, if necessary. Cots of bedding shall be positioned alternatively head to toe to minimize potential virus transmission between children.

2. Barriers between learners (could consider shower curtains)

Close person to person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged.

3. Need protocols for material use. Learners can not share materials

Sharing of supplies, food, toys and other items must be strictly limited. Centers shall ensure an adequate supply of school, art and other supplies to preclude the need for sharing items. Children's belongings shall be kept separate in individual storage bins or cubbies and sent home each day for washing.

4. Protocols for disinfecting computers, Ipads, etc.

Centers shall clean and disinfect surfaces and objects that are touched often. Disinfecting methods shall utilize Environmental Protection Agency, for use against COVID-19.

5. Create a “used” toy bin. Once a learner has used something or touched it, after he or she is finished, it should be put in a “used” bin for later disinfecting.

Toys and items that are not easily cleaned or disinfected shall not be utilized in the center. Machine washable cloth toys should be used by one child at a time or not used at all. Toys that have been placed in their mouths or contaminated should be set aside. Cleaned with water and detergent, rinse, santized with an EPA registered disinfectant and air dry.

6. Each student should have a separate bin for materials and a protocol for disinfecting
7. Shared Teacher materials

Sharing of supplies, food, toys, and other high touch items must be strictly limited. Children’s belongings shall be kept separate in individual storage bins or cubbies and sent home each day for washing. If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses.

8. Shared phones in classrooms
9. Removal of area rugs
10. No shared food (snack / lunch).
11. **Meals and snacks shall be provided in the classroom, if meals must be provided in a lunchroom, stagger mealtimes, and arrange tables to ensure that they are 6 feet apart. Clean tables between lunch shifts. Recommend disposable plates and silverware. When handling do not touch food contact surfaces and ready to eat food without gloves or utensils.**

Playground-Gym

1. Must have a schedule to limit number of people using equipment; or close it all together

Outdoor play shall be scheduled in staggered shifts. Children and staff must wash their hands upon returning from outdoor play.

2. Disinfecting schedule
3. Antibacterial hand soap dispensers
4. Walkie talkie or communication system to allow staff to determine if area is free

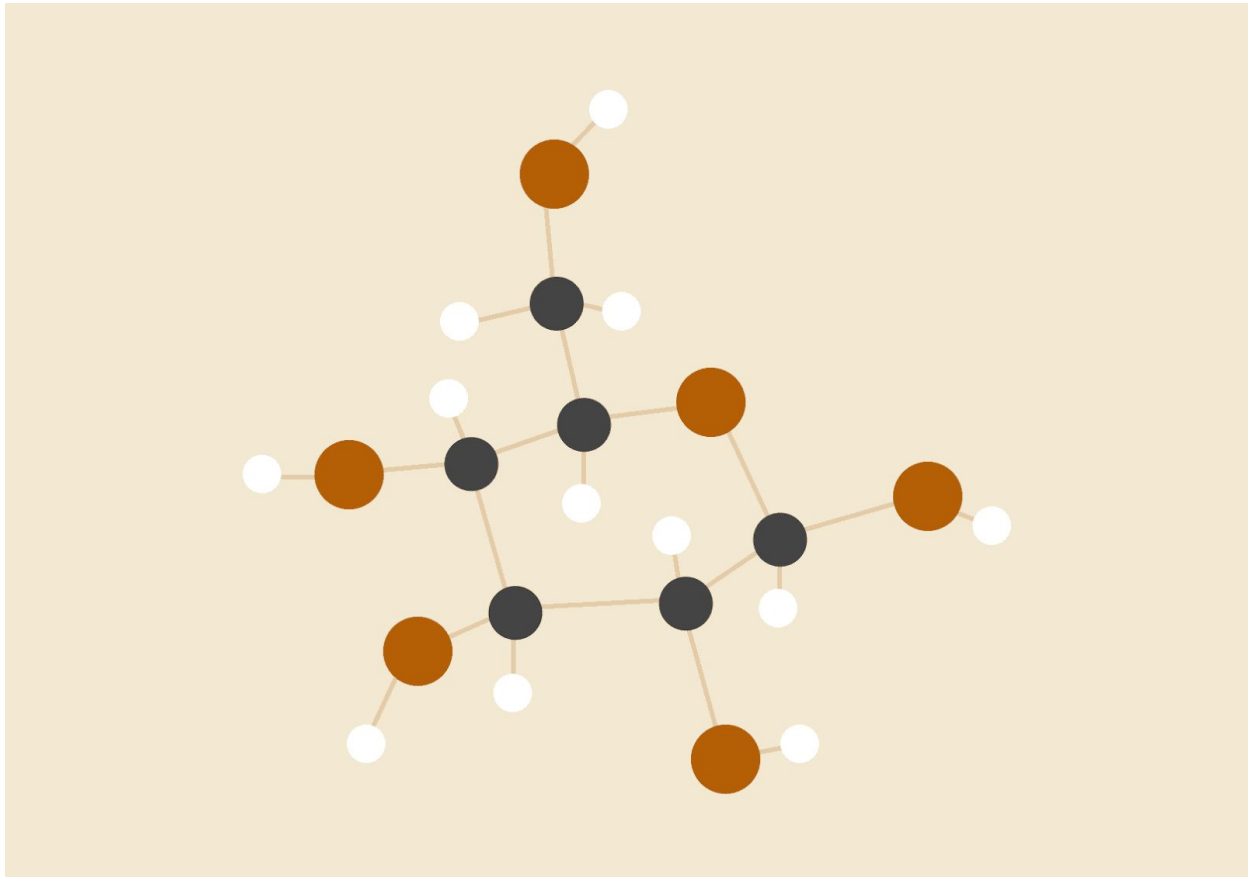
Other Considerations

1. Elevator use protocol. How many people can be on elevator?
2. Ventilation/filtration - open windows to maximum extent possible
3. Bathrooms
 - a. Limit # of people in bathroom at one time
 - b. Close off every other stall(?)
 - c. Garbage pails should be foot activated or lid with opening, no covers
4. Storage
5. Use outside space when possible; open windows
6. **Field Trips- Field trips and other off-site activities are prohibited, with the exception of activities within walking distance of the facility, as long as social distancing can be maintained throughout.**
7. **Buses - spacing between riders (one rider per seat every other row)**
8. All inactive systems with standing water should be flushed and cleaned to reduce the conditions that cause Legionnaires disease due to extent of closure
9. Consider installing HEPA filters systems that operate 24/7 to keep air circulating
10. Personal belongings should be limited

11.

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PPE



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Staff-Student Protocols for PPE

1. A protocol for wearing PPE for both students and staff

Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. If a staff member refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, the center must decline to allow them to enter.

When feasible, children shall wear face covering within the facility. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation.

2. What type of masks and what is your re-use policy
3. -Will we allow staff to bring in their own masks or will they wear what we supply`
4. What other PPE will you need and how much. For example, you may need face shields and gowns for staff who work with students who spit or scream
5. You may want to consider KN95s or N95s for staff working with students who will require close contact or students who refuse to wear masks themselves
6. Trainings on how to put on and take off PPE
7. May need to order special masks for younger children
8. Proper disposal of PPE on daily basis / vs quarantine situation (student or staff sick during program)

Procurement and Storage of PPE

1. Calculating need and procuring sufficient PPE now
2. Identify a secure place to store PPE
3. How much and how will you distribute PPE to staff and learners
4. PPE includes: gloves, masks, face shields, gowns, antibacterial wipes, antibacterial spray and antibacterial hand soap as well as laser thermometers and in some cases pulse oximeters

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Staff and Student Safety



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Health Screenings

1. Create a screening form that is completed daily for all staff and students prior to entry; frequent (?) temperature checks

2. What will you include in your screenings
 - a. **Temp over 100.4 and signs of illness not permitted inside. Staff and students MUST STAY HOME WHEN SICK**
 - b. **Screening before entry for students and staff**
 - i. **Outside: must be sheltered if bad weather**
 - ii. **Inside: must be separated by walls or a physical barrier (inside double doors at an entrance?)**
 - iii. **In-car:**
 - iv. **Maintain social distancing**
 - c. **Daily log reports - student/ staff, date, temp readings done behind a barrier, assess for physical symptoms**
 - d. **If a child/staff develop symptoms at school-immediately separate the person to an isolated room until they can leave the facility, if a child presents symptoms the caregiver should maintain a 6 ft distance until the child is picked up.**
 - e. **If a positive case of COVID-19 arises-contact local health department for guidance.**
 - f. **If a staff member/student returning to child care after exposure they cannot be admitted to the center again until the criteria for lifting transmission based precautions and home isolation have been met.**

Insure an isolation room if a student comes in with any symptoms while waiting for parents to pick up

3. Insure that you have proper PPE for staff to wear while waiting for pick up

Hand Washing Protocols

1. Handwashing protocols- how often?

- **Reinforce washing hands and covering coughs and sneezes among children and staff.**
 - **Adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol**
2. Consider having a bell go off on preset intervals to indicate it is time to wash your hands. Make it fun.
 3. Increase checks on soap and paper towels in bathroom soap dispensers

Social Distancing

1. Floor markings
2. Insure places for staff to take breaks-eat lunch
3. Consider block scheduling for education; students stay in one room/teachers rotate between classrooms
4. Tiered arrival and new bus unloading and loading protocols
5. Modified instruction to facilitate social distancing
6. Elevator protocols
7. Consider how to conduct fire drills in a safe manner

Training

1. Trainings for staff on all changes made to insure social distancing
2. Trainings on COVID symptoms, wearing PPE properly
3. Trainings for supervisors on all new HR policies regarding COVID-19
4. Training for staff on how to recognize signs that a student may not be feeling well

Cleaning and Disinfecting

1. Disinfecting protocols for commonly touched areas (door knobs, elevator buttons, door handles, faucets, refrigerators, floors, light switches, phones, touch screens.
2. Cleaning protocols when a staff or student tests positive
3. Enhanced cleaning materials designed for COVID
4. Cleaning/check water supply after prolonged closure

Other

1. Consider limiting visitors

Visitors shall not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertrainers or speakers, and third-party therapists or service providers shall be required to visit the facility after operating hours.

2. Identify or appoint a COVID Point person per building
3. Prepare a protocol for isolation of student or staff if symptoms are identified
 - a. Isolation room should have bathroom
 - b. Open windows to increase air circulation
4. Clear policies on what to do if test positive, when to return, who you will notify within the staff and students while following HIPPA, who will do the contact tracing.
5. Consider creating static staffing plans (keep small groups consistent)
6. Staggered start times
7. Start reopening with students who have tested negative?
8. Rotating schedules- attend in person some days, remote learning on others
9. Limit personal property being brought to school; label items