



## Road Map for Reopening

### Screening

- Each school must have a screening process for their staff and students. These screenings should include temperature checks and health questions for faculty and staff and temperature checks for students.
  - All students and staff of SEES will be screened before entering the building. All staff will enter through the main front doors of the building and their temperature will be checked each day. Students will be screened by a staff member at carline, morning care or getting on the bus.
- Faculty, staff, or students should not be at school with a temperature over 100.4. If they arrive at school with a temperature above that threshold, they should report to the designated isolation area until they are able to leave.
  - Any student or staff with a temperature of 100.4 will immediately be sent home or sent to the clinic to be isolated until someone comes to pick them up. Staff will contact Nurse Krack before sending any child to the nurse.
- Staff conducting health screenings will need to wear a mask to reduce the risk posed by the closer personal contact.
- Principals should consider the need for a contact tracing protocol when a student or staff member tests positive for or is exposed to COVID 19.
  - By moving some classrooms and arranging the schedule, we are trying to limit the interactions students have with different grades. Our Junior Kindergarten classes will now be isolated in the community center classrooms. Our 5<sup>th</sup>-8<sup>th</sup> grade classes will be held on the main floor, and the K-4<sup>th</sup> grade classes will be held upstairs. If a student or staff member tests positive, Mr. Hamner will work with the Chesterfield Health Department to contract trace and communicate with all stakeholders the next steps.
- Home is the first point on the screening continuum. Principals should educate and support faculty/staff and families on identifying the symptoms that indicate staff and students must stay at home. Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms could include calling the school, calling health-care provider, etc.

## **Physical Distancing and Modified Layouts**

- Limiting the physical interactions of students is one way to mitigate exposure to infectious disease. Physical distancing should be maximized in all areas of the school and may vary between 3ft. and 6 ft. Classroom furnishing should be limited to essentials only. Soft seating areas, reading corners, etc. should be removed to maximize space until a time that physical distancing is not required. Principals should consider cloth face masks as a mitigation strategy.
  - We will physically distance all of our student desks as much as possible. We will remove all unnecessary furniture to allow for greater social distancing. Our desks will be between 3 and 6 feet apart, and there will be at least 6 feet of distance between the teacher and student in the front of the classroom. If teachers are keeping at least 6 feet of social distancing, they will not need to wear a mask. However, when they are closer than 6 feet, they will wear a mask. Students are encouraged to wear a mask as much as possible. All students must wear masks in communal spaces such as the hallways when going to the bathroom, nurse, etc. Older students, grades 4<sup>th</sup>-8<sup>th</sup>, should wear their mask as much as possible throughout the day.
- Principals should also consider methods for physical distancing on buses, which could include assigned seating for riders. Limiting access to bussing may be required if appropriate distancing is not possible.
  - We will have assigned seating on the busses that maximizes social distancing.
- Assign all seating in all areas to help track virus spread if a student or faculty/staff tests positive for COVID-19.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.

## **Communal Spaces**

- Limit communal use of shared spaces; when using, stagger use and clean and disinfect between use of groups and make sure all students wash hands or use hand sanitizer after being in these areas.
- Students need to bring a water bottle. All water fountains will be turned off, but students will have access to the bottle fillers to fill up their personal water bottles. If a student forget a water bottle, the school will provide disposable cups.
- We will not be using our lockers in the back of the classrooms. Students in grades Jr K through 4<sup>th</sup> will have access to alternative locations to hang their belongings. Students in grades 5<sup>th</sup>-8<sup>th</sup> will be allowed to carry their back packs from class to class.
- Students in grades 5<sup>th</sup>-8<sup>th</sup> will no longer change clothes for PE class. On the days when they have PE, these students will wear the PE uniform to school.
- Art, Music and Library teachers will teach in the homeroom classes.

## **Food Service**

- SEES will not be providing hot lunch or milk for the start of the school year. We will

announce when we will start adding this service back.

- Students will eat lunch in their classrooms for at least the first month of school.

### **Recess**

- Students will have outdoor recess. We will divide our outdoor space to provide for social distancing.

### **Staying Home when Appropriate**

- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

### **Hand Hygiene and Respiratory Etiquette**

- Teach and reinforce handwashing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

### **Cloth Face Coverings**

- Teach and reinforce use of cloth face coverings.
- Teachers and staff members are required to wear face coverings when they are not able to maintain a 6ft. distance or when in communal spaces such hallways, restrooms, school Masses, etc.
- Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school.
  - All students must wear masks in communal spaces such as the hallways when going to the bathroom, nurse, etc. Older students, grades 4<sup>th</sup>-8<sup>th</sup>, should wear their mask as much as possible throughout the day.

### **Adequate Supplies**

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Identify staff who will need cloth face coverings or PPE based on the additional risk of physical contact due to their positions, including health service providers, related services providers, paraeducators, bus drivers, etc.

### **Signs and Messages**

- Post signs in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly

washing hands and properly wearing a cloth face covering.

- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families, such as on school websites and in weekly emails or newsletters.

### **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces (i.e., playground equipment, door handles, sink handles, etc.) as much as possible. Use of shared objects (i.e., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- When students are switching classrooms for classes, desks and chairs should be wiped down with sanitizing wipes between student usage.
- Drinking fountains should not be used for drinking from. They can be used to filling individual water bottles.
- Develop a schedule for increased, routine cleaning.
  - Fox Cleaning is our contracted cleaning company. They will increase their time wiping down surfaces and disinfecting. We will also use our Clorox Hydrostatic more frequently to disinfect heavily used surfaces.

### **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (i.e., assigning each student their own art supplies, equipment), or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
  - We have purchased Needlepoint Bipolar Ionization Systems for each of our classroom AC units.

### **Gatherings, Visitors, Field Trips**

- Pursue virtual group events, gatherings, or meetings, if possible, and promote physical distancing if gatherings are held. Limit group gatherings in any one space to the size restrictions as stated in current phase guidance.
  - We will not be having field trips to start the year and we will hold virtual meetings as much as possibly to limit gatherings.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible, especially with individuals who are not from the local geographic area

(i.e., community, town, city, county).

- Only church groups use our building, and if they decide to use our facility, they will be mandated to incorporate all school safety and cleaning protocols.
- Visitors, including parents that need to enter the school building should complete the same health screening of faculty/staff, including temperature check and questions. They should remain in the main office area or to the designated isolation area if picking up a sick child.
- Until further notice, field trips should not be scheduled.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings as much as possible.

### **Identifying Small Groups and Keeping Them Together (Cohorting)**

- Ensure that student and staff groupings are as static as possible by having the same group of children stay together and with the same staff (all day for young children, and as much as possible for older children).

### **Back-up Staffing Plan**

- Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up faculty and staff.

### **Staff Training**

- Train staff on all safety protocols.
- Conduct training virtually or ensure that physical distancing is maintained during training.

### **Sharing Facilities**

- Encourage any organizations that share or use the school facilities to also follow all these same considerations. Those organizations should also be responsible for cleaning and sanitizing the areas they use.

### **Focus on Mental Health**

- It is critical for schools to focus on the mental health and well-being of staff and students. Mental health concerns can be identified and supported both at home and at school, and it is important for schools to consider the mental health of its entire school community.
  - Mr. Burgess will be working with teachers and students to focus on everyone's mental health. If you feel your child needs to speak with Mr. Burgess, just send him an email and he will reach out.

### **Support Coping and Resilience**

- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.

- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Ensure staff are educated on the signs and symptoms of anxiety and depression.
- Schools should leverage their school counselors and social workers to support staff and students.

### **Advise Staff and Families of Sick Students of Home Isolation Criteria**

- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.

### **Isolate Those Who are Sick**

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (Nurse Krack or Mr. Hamner) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
  - The clinic will be our isolation room. We have removed all staff from that room, and only students who need to see the Nurse may enter the clinic. If a student has Covid symptoms, the clinic will close to become the isolation room and any medical needs will be handled in the classroom or front office.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.

### **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify local health officials, the Office of Preparation, the Superintendent, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the current privacy laws.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- Mr. Hamner has worked with the CDC and the Chesterfield Health Department to create our plan to reopen and our Health Mitigation Plan. If a student or staff member develops symptoms or comes into contact with someone who has tested positive for COVID-19, SEES will follow the CDC guidelines directly and the Chesterfield Health Department will direct us in adhering to these protocols.