

## Arlington Elementary School regulation on Face coverings and physical distancing

### Required

- All students over the age of 5, staff and visitors must wear face coverings
- Face coverings will be required at all school related activities
- Face coverings will be required on buses or other public transportation vehicles

### Required

- Classrooms will be set up with desks 6 feet apart
- No nonessential visitors will be allowed in school classrooms

# **ARLINGTON ELEMETNARY SCHOOL DISTRICT COVID-19 PROTOCOLS FOR SCHOOL REOPENING**

The following protocols will be implemented across all District sites.

Normal procedures for students who qualify for homebound or chronic ill services will be followed. Similarly, normal procedures for employee requests for reasonable accommodation due to disability will be followed.

Students who wish to take advantage of the distance learning plan will need to commit to 4 weeks at a time. If you wish to take advantage of this plan please contact the school district for more information.

## **I. REOPENING PROCESSES**

### **A. Staffing**

1. At the District level, the Superintendent will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. The Superintendent will ensure that the school has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.

2. The Superintendent will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.

3. The Superintendent will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

4. The Superintendent will coordinate and implement the protocols for screening students and staff.

5. The Special Education Director and 504 Coordinator will ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

### **B. Training**

1. Prior to students returning to campus, all staff will be trained to implement these protocols.

2. Prior to students returning to campus, parents will be contacted and explained the portions of these protocols that relate to students and visitors. The Superintendent will be the point of contact, which will be communicated to parents prior to the first day of school, who will be responsible for answering parent questions regarding implementation of the protocols. All questions should go through this single (or at most two) points of contact at each site.

## **II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSITIVE COVID-19 TEST**

1. Immediately report the situation to the Superintendent **ONLY**. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrange to send the employee home in a safe manner. If the employee is able to self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear a cloth face covering and will maintain 6 feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be contacted immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.
4. Close off any areas that the symptomatic employee or student were in for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation in those areas. After 24 hours, thoroughly clean and disinfect all surfaces in the area.
5. Determine whether other employees or students may have been exposed to the symptomatic individual. If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. **DO NOT** disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two options has occurred:

Option one

- At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged

**OR**

Option two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

### **III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

#### **A. DAILY SCREENING**

Students and parents will be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

#### **1. Daily Screening At Home**

- Parents will be informed in registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- **Schools will not give out attendance awards for the duration of the COVID-19 health crisis.**

## 2. Daily Screening Transportation

- All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

## 3. Daily Screening at School

- Upon arrival at school, each student will go directly to the assigned location for that student's class and will wait at his/her individually marked spot. A staff member will meet each class prior to the class entering the school and will visually screen each student and take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the front office. Parents may be contacted for pick up with the following EXCEPTIONS:
  - If the student has a runny nose and the aide observes that there are no other symptoms, the aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
  - If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the aide observes that there are no other symptoms, the aide will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

- Students' temperatures may be checked randomly throughout the day.

**All student health information will be maintained confidentially.** The school aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Superintendent.

## **B. TRANSPORTATION**

- Students will be assigned seats on buses and will sit only with family members, School buses will maintain maximum ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode.

## **C. HAND WASHING**

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

## **D. ENHANCED SOCIAL DISTANCING**

Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle students will be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are used for non-instructional activities may be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

### **Drop-off/Pick-Up Procedures**

Parent drop-off/pick-up procedures will require parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car, unless express permission from a site administrator is provided for good cause shown. If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive/leave school before or after the assigned times for the majority of students.

### **3. Classroom Layout**

In all classrooms, desks will be positioned with the following guidelines:

- Students will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

All students will face the same direction rather than facing each other.

Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

**5. Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)**

a. Playgrounds

No more than one class at a time may be on playground equipment. Classes will be assigned a specific time slot to use the playground. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time.

b. Lunch Rooms

The multipurpose room will be closed during lunch. Lunches will be served in classrooms and on disposable food service items (trays, plates, etc.).

If a classroom has a student with food allergies, a 504 team will be convened to discuss appropriate accommodations, which may include, for example, that student will be taken to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternative location).

c. Bathrooms

Students will go into bathrooms in group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

## **6. Visitors to School**

Nonessential visitors and volunteers will be limited. Parent volunteers should not be utilized in the classroom during the COVID-19 health crisis.

## **7. Cloth Face Coverings**

Students and staff will be required to wear cloth face coverings. Students will not be required to wear cloth face coverings during physical activities though they may voluntarily wear face coverings at any time.

## **E. STUDENT BELONGINGS/MATERIALS**

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

## **F. CLEANING AND DISINFECTING**

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

## **G. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES**

Field trips will be canceled. Teachers should use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities should be cancelled unless the activity can be conducted in compliance with these protocols.



## **IV. STEP TWO PROTOCOLS FOR EMPLOYEES**

### **A. EXPOSURE ASSESSMENT**

Prior to allowing employees to report to work, District administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment (“PPE”) is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

### **B. DAILY SCREENING**

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee will take his/her temperature at home prior to arriving at work. When the employee arrives at work, the employee will check in with the designated on-site staff and confirm that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

### **C. HANDWASHING**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

### **D. ENHANCED SOCIAL DISTANCING**

Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

#### **E. CLOTH FACE COVERINGS**

Staff members are required to wear cloth face coverings.

#### **F. CLEANING AND DISINFECTING**

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.