

Elementary School Pandemic Operation Plan

PPE Strategies

- Optional Masks
- Any person exhibiting mild symptoms must wear a mask until leaving campus
- Hand hygiene stations located at
 - Front entry
 - Gymnasium entry
 - Cafeteria entry
- Student, Staff or visitor that becomes sick, will be directed to the current sick room
 - Sick room will be cleaned daily

Classroom

- Staff and students will be trained in handwashing, how to cough and sneeze into elbows
- Students and staff are welcome to have water bottles on their desks
- Alcohol/water solution spray bottles are in every room with clean rags
 - Solution will be fresh each day, rags washed each day
 - Daily cleaning of desks, sinks, devices

Office Strategies And Other Non-Instructional Spaces

- Sanitize surface areas regularly and frequently.
- Hand sanitizer at each workstation
- **Employee Break Room**- Custodians routinely sanitize surface areas.
- **Cafeteria**
 - Offering regular hot menu served in the cafeteria
 - Students eat in cafeteria; stagger lunch times & increase serve times;
 - Use of touchless hand sanitizer at start of all service lines
 - Contactless point of sale (students scanning own cards)
 - Prepayment taken at the school office
- **Restrooms** - Staff use separate restrooms than children

Visitors

- Doors locked during school hours

Gatherings

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school

Communication Strategies to students, staff, parents

- Educate staff and families about good hygiene, symptoms of Covid-19 and when to stay home due to illness
- Regular communication with parents, students, and staff

School Confirmed Case in School, Regardless of Community Transmission

- Initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events.
- During school dismissals, school facilities will be disinfected according to CDC and local public health official's guidance.

Secondary School Pandemic Operation Plan

PPE Strategies

- Optional Masks
- Any person exhibiting mild symptoms must wear a mask until leaving campus
- Hand hygiene stations located at
 - Front entry
 - Gymnasium entry
 - Cafeteria entry
- Student, Staff or visitor that becomes sick, will be directed to the current sick room
 - Sick room will be cleaned daily

Classroom

- Staff and students will be trained in handwashing, how to cough and sneeze into elbows
- Students and staff are welcome to have water bottles on their desks
- Alcohol/water solution spray bottles are in every room with clean rags
 - Solution will be fresh each day, rags washed each day
 - Daily cleaning of desks, sinks, devices

Office Strategies And Other Non-Instructional Spaces

- Sanitize surface areas regularly and frequently.
- Hand sanitizer at each workstation
- **Employee Break Room-** Custodians routinely sanitize surface areas.
- **Cafeteria**
 - Offering regular hot menu served in the cafeteria
 - Students eat in cafeteria; stagger lunch times & increase serve times;
 - Use of touchless hand sanitizer at start of all service lines
 - Contactless point of sale (students scanning own cards)
 - Prepayment taken at the school office
 - Limit visitors to kitchen
- **Restrooms** - Staff use separate restrooms than children

Visitors

- Doors locked during school hours

Gatherings

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school

Co-Curricular and Extra-Curricular Events

- Follow established District & State guidelines

Communication Strategies to students, staff, parents

- Educate staff and families about good hygiene, symptoms of Covid-19 and when to say home due to illness
- Regular communication with parents, students, and staff

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Food Service Pandemic Operations Plan

- Standard operating procedures for food safety and sanitation
- Optional face masks in kitchens and work spaces
 - Student workers must wear masks
- Hygiene signs for facility and students
- Hands free hand sanitizer at start of service lines for customers

Visitor Requirements

- Minimize visitors to only essential functions (custodial, delivery, supervisors)
- Prepayments accepted at school office.

Meal Service Requirements

- Typical hot menus served in the usual meal service locations
- Use of contactless hand sanitizer at start of all service lines
- Kids eat in cafeteria
- Increase meal service times to minimize number of students in cafeteria

Point of Sale Requirements - touchless system

- Elementary Considerations:
 - Students will scan their own cards
 - All cards collected and sanitized
- Secondary Considerations:
 - Students will scan their own cards

PPE Requirements (kitchens)

- Standard operating procedures for food safety and sanitation
 - Students working in the kitchen will wear gloves and masks

Transportation Pandemic Operation Plan

PPE Requirements

- Establish and maintain hand hygiene stations at entry and exit to the transportation building
- Students use sanitation stations located on the school campus after exiting the bus and before boarding the bus
- Disinfectant spray available for all staff

School Bus Requirements

- Avoid food on the bus
- Bus drivers/Supervisor to daily sanitize highly touched surfaces and passenger compartment
- Seating - seat siblings together
- Load the bus from the rear seats to front seats and unload front seats to rear seats, where possible

Office Requirements

- Follow District standards for school custodial services cleaning and disinfecting
- Hand sanitizer at each workstation

Visitor Requirements

- Encourage use of hand sanitizer

Communication to students, staff, parents

- Encourage students to use soap & wash or sanitize hands in the morning before heading to the bus stop and again before loading the bus at school

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