

2021-2022 CDCPS Facilities, Operations and Transportation Guidelines

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Community Day Charter Public School - Gateway
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Introduction

Our goal is to continue the safe in-person instruction for all CDCPS students. Many of the outlined measures within this document are a continuation of the successful ones put in place last spring when we returned to in-person learning.

As we continually review the medical and science literature, various reports and articles, and updated information from the Department of Elementary and Secondary Education (DESE), the Centers for Disease Control (CDC), World Health Organization (WHO), and other countries and states, it is clear that it is not a single action, but the combination of actions that minimize risk, mitigate the virus's transmission, and help create safe environments.

This Facilities, Operations, and Transportation Guidelines document provides additional details for our facilities and grounds, as well as operational protocols based on the most recent information we have about COVID-19 and related mitigation practices. As the knowledge and research related to COVID-19 continues to evolve, this Facilities, Operations, and Transportation Guidelines document will be updated as appropriate.

These guidelines provide information in three main sections. The three sections are:

1. Preparing spaces,
2. Making systems and other space-use modifications, and
3. Developing operational protocols

Critical health and safety requirements for facilities

Developed with guidance from DESE in consultation with pediatricians, infectious disease physicians, other medical advisers, and the COVID-19 Command Center's Medical Advisory Board, and including a review of CDC and WHO guidance, the health and safety standards and requirements below will support students and staff to safely return to school in a limited hybrid model this fall.

- **Masks:** Masks are one of the most important tools to prevent transmission of the virus. **Masks covering the nose and mouth** will continue to be worn by all students, staff, visitors, and vendors. Exceptions for outdoors activities, meals, mask breaks, and medical exemptions are permitted. All CDCPS will put up signs with reminders to wear masks and how to remove them safely (see link below), have a supply of disposable masks for staff and students who may need them, will safely dispose of soiled or unusable masks, and will identify spaces that are appropriate for mask breaks (building specific).

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

- **Handwashing and hand sanitizing:** Enabling good hand hygiene practices is another key tool to mitigate transmission of the virus. From a facilities and operations perspective, enabling good hand hygiene practices spans from student and staff arrival at school until their departure. All CDCPS will continue to have either handwashing stations and/or hand sanitizer available in the following locations per building:

- All entries and exits
- In bathrooms
- In classrooms
- In any shared spaces, including multiple locations within hallways
- Any stairwells
- Next to water fountains
- Near mask break areas

- **School cleaning and disinfecting:** CDCPS will continue the updated cleaning and disinfecting protocols put in place last spring and trained staff appropriately. Cleaning and disinfecting will occur daily for shared spaces and furniture. For high-touch surfaces (e.g., door handles, light switches, handrails), cleaning and disinfecting will occur multiple times per day between uses.

- **Ventilation:** CDCPS will continue to increase outdoor air ventilation as much as possible for the ventilation and filtration systems within each building. We will open windows where possible to increase ventilation. Portable air filters will continue to be in all learning spaces within each building.

- **Abbott BinaxNOW Antigen Test:** CDCPS began COVID-19 antigen testing for symptomatic students and staff during the summer of 2021. This testing will continue for families that choose to participate

and sign an authorization form at the beginning of the year. The testing is for students during school hours that display symptoms consistent with COVID-19 or isolated symptoms (e.g., isolated runny nose, isolated headache, or isolated abdominal pain without fever). This testing can only be administered to students that have a signed consent form. CDCPS will also utilize “Test and Stay” testing for close contacts that have a signed consent form. This always any close contact the option to remain in school and do not have to quarantine as long as they take a rapid antigen test (BinaxNOW) on each school day and receive a negative result for 7 days from the date of exposure. The 7 days from date of exposure includes weekends or holidays, and individuals should quarantine on weekends, and if they remain asymptomatic, upon return to school be tested immediately. If the individual remains negative, they can stay in school.

Communicating facilities-related changes (continued from the spring of 2021)

- **Summary of major facility changes**

- All CDCPS have additional handwashing and hand sanitizing stations (see Page 3 for general locations)

- **Guidance for health and safety protocols** expected from students and staff

- Frequent handwashing

*Visual cues and posters to communicate the expectations will be provided for all CDCPS

- **Food services and distribution**

- CDCPS will continue to utilize individually packaged foods

- **Visitor protocols**

- CDCPS is trying to limit the number of visitors coming to each building. We request no unannounced visitors to any building. With this we ask all families to call ahead of time for early pick up, etc. In the event an in-person meeting is required we may ask staff to talk with parents/guardians outside the entrance of each building.

- **Arrival and dismissal protocols**

- Individual school building will provide additional guidance on pick up and drop off procedure due to the unique structure and location of each building

- **Nurses Offices**

- Each CDCPS site will continue to have a nurse on campus. Each nurse will have an office in which students feeling ill or showing symptoms of any illness will be asked to wait (under adult supervision). Once a parent arrives to pick up a student we ask that a call is made to the school and a staff member will escort the student to the parent outside.

Facilities and operations planning checklist

CDCPS will continue to follow our facilities and operations plan to ensure effective implementation of health and safety guidance. This plan includes the following key areas:

- Prepare spaces in the facilities:
 - Mask break spaces – designated locations within each campus
 - Nurse’s office – building specific location for students to wait that are feeling ill or have displayed symptoms of feeling ill (always supervised by staff)
 - Entry and exit points – specific procedure by building

- Make modifications to facilities and building systems:
 - Handwashing and hand sanitizing stations – addition of hand sanitizing stations through each building
 - Ventilation and HVAC systems – cleaning and regular maintain of all HVAC systems
 - Portable air filters will be in all learning spaces within each building.
 - Hallways – specific one-way directions to limit contact between students and cohorts
 - Bathrooms – scheduled times, regular cleaning/disinfecting before, during and after school hours
 - Water fountains – hand sanitizer stations located near all water fountains
 - Signage throughout the building (see below)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

- Develop operational protocols:
 - Cleaning and disinfecting - schedules and responsibilities will be created to address all areas within each building to address cleaning and disinfecting before, during and after school
 - Food distribution – lunch coordinators will distribute pre-packaged meals to classrooms
 - Movement in the facility – routes will be clearly identified within each building
 - Visitor and volunteer engagement – at this time we are limiting visitors to CDPCS and asking all parents to call

Preparing spaces

Learning spaces

- **Clear spaces:** We have cleared all non-essential items and furniture to maximize the learning space for all students and staff.
- **Outdoor spaces:** CDCPS will continue to use of outdoor spaces for classes, breaks, meals, and other activities when possible.

- **Fire code and safety:** CDCPS took into account fire code and building safety guidelines as we worked to maximize space within each building. This includes ensuring that desks are not blocking means of egress in the event of an emergency and that desks are adequately spaced from radiators or other heating or cooling elements.

Spaces for mask breaks

CDCPS will provide at least two mask breaks per day (i.e., mealtime and recess). Additional mask breaks will be scheduled for outdoors as often as possible.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Nurse's Office

The nurse's office will be used when a student presenting COVID-19 symptoms needs to be separated.

- **Staffing:** When occupied, the nurse's office should always be monitored by appropriate staff.
- **Masks required:** Masks are always strictly required in this space. If a student is unable to wear a mask, there should be no other students in this room.
- **Hand hygiene:** Hand washing facilities or hand sanitizer needs to be used when entering and leaving the space, as well as before and after eating.
- **Food/drink:** If any food or drink must be consumed before the student is picked up, the individual should be walked outside to consume food or drink if possible (because mask will have to be taken off for eating). If not possible to go outside, one student can consume food or drink at a time in the medical waiting room, but, again, only if all others remain at least 6 feet away.

Entry and exit points

- **Arrival/Dismissal to/from school:**
 - o CDCPS will prioritize overall safety considerations while developing site specific plans for arrival and dismissal. This may include multiple entry points to avoid crowding in entry areas.
 - o Appropriate signage and reminders will be posted about the health and safety requirements that everyone needs to follow.
 - o Hand sanitizing stations will be available upon entry, as well as appropriate disposal containers.
 - o All students, staff, and visitors, with noted exceptions for medical needs, are wearing masks covering their nose and mouth.
 - o Additional masks will be available at the entry of each CDCPS building.

- o CDCPS staff will monitor entry to ensure everyone properly disinfects their hands and is wearing masks.
- o While there are no screening procedures required at the point of entry, CDCPS staff will observe students throughout the day and refer students who may be symptomatic to the school nurse.

- **Limit contact with doors:** Entry doors will be propped open during entry/exit times and will be constantly monitored.

Recess

- **Hand hygiene:** Hand washing facilities or hand sanitizer needs to be used upon entering and leaving recess space.
- **Cleaning and disinfecting:** CDCPS will clean and disinfect high-touch surfaces made of plastic or metal between cohort use.
- **Masking:** Students will not be required to wear masks while outdoors for recess or physical education classes.

Making systems and other space use modifications

Handwashing and hand sanitizing stations

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when handwashing is not available.

CDCPS will continue to provide handwashing or hand sanitizing stations in the following common areas and ensure there are enough supplies (soap and sanitizer) at all times to accommodate frequent hand washing and sanitizing:

- All entries and exits
- In bathrooms
- In classrooms
- In any shared spaces, including multiple locations within hallways
- Any stairwells
- Next to water fountains
- Near mask break areas

Ventilation and HVAC systems

Appropriate mask usage remains the best defense against all forms of respiratory transmission. CDCPS will increase outdoor air ventilation or filtering air that is recirculating within a room or building.

Ventilation systems

- **Clean ventilation system:** CDCPS will ensure each school's ventilation system is properly cleaned and maintained.
- **Run HVAC systems:** For CDCPS that operate HVAC systems, utilize outside air dampers open for a minimum period of one week prior to reopening school.
- **Upgrade filters:** In buildings with mechanical ventilation systems, CDCPS continues to utilize upgraded filters to increased efficiency ratings. Schools without mechanical ventilation systems will increase ventilation through opening windows and using fans.
- **Air Purifiers:** All learning spaces will continue to utilize air purifiers to increase the number of fresh air exchanges in all learning spaces.

Hallways

- **Create standard routes:** CDCPS will create building specific plans for hallway use to minimize congestion. When possible, we will make hallways one-directional to prevent students from directly passing each other, especially important for small hallways. CDCPS will also ensure that stairwells are also properly marked and one-directional where appropriate. Staff will reinforce these directions and masking. CDCPS will also test emergency evacuation protocols and carefully communicate any relevant changes if necessary.
- **Stagger class transitions:** CDCPS will develop building specific plans for transitions (arrival, dismissal, lunch, bathrooms, and physical education) to avoid crowding in hallways. Students will wear masks while indoors.

Bathrooms

All CDCPS bathrooms will be stocked with paper towels and a trash can for easy disposal. All classrooms will have scheduled bathroom breaks and a bathroom sign out system will be used to reduce the number of students in bathrooms at one time at other times during the day. Students will use their own writing instruments for the sign out log.

Signage

CDCPS will post clear and age-appropriate signage in highly visible locations throughout school building, reminding students and staff to follow proper health and safety protocols. Example signage on how to wear masks and reminders to wash hands are provided by both the DPH and CDC (links below).

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

Signage will be posted in the following key areas:

- By handwashing and hand sanitizing stations: To remind individuals of the proper way to clean and sanitize hands
- In bathrooms: To remind individuals to properly clean and sanitize hands
- By entry/exits: To remind students to wear masks and maintain physical distance
- By eating areas: Post signs to remind students to avoid sharing food, utensils, and drinks
- By mask break areas: To remind individuals to maintain 6 feet of physical distance and to follow correct mask removal procedure
- In classrooms: To remind individuals of physical distancing, reduce sharing of items, and keep masks on
- Around playgrounds: To encourage physical distancing while outside and maintain cleaning and disinfecting of high-touch areas
- In hallways: Use well-marked lines on the floor to encourage physical distancing and indicate direction of travel, especially in small hallways. Include signage to encourage healthy behaviors (e.g., wearing of masks)

Operational protocols

School cleaning and disinfecting

CDCPS will continue to ensure facilities are properly cleaned and disinfected each day following the guidelines below:

- **Frequency:** Cleaning and disinfecting will occur at least daily for all spaces. For high-touch surfaces (e.g., door handles, light switches, water fountains, and toilet seats) cleaning and disinfecting will occur four times during each day at approximately - 8:30am, 10:30am, 12:30pm, and 2:30pm, as well as each evening by an independent cleaning company.
 - o **Desks:** Desks should be cleaned at least daily. Cleaning of desks must take place between before and after all meals (includes snack and lunch). Cleaning of desks can be done by students where age appropriate, by teachers and/or facilities staff. CDCPS will utilize disinfectant solutions that require a short dwell or drying time and are appropriate with food surfaces.
 - o **Electronics:** CDCPS students will not share devices, students in K1-K2 will utilize individual iPads and students in Grades 1-8 will utilize individual Chromebooks.
 - o **Outdoor play areas:** High-touch surfaces made of plastic or metal will be cleaned and disinfected daily by CDCPS staff.

- **Responsibility:** Dedicated CDCPS staff should handle all disinfection requiring chemicals for facilities (e.g., classrooms, bathrooms, mask break areas) and high-touch objects (e.g., door handles, light switches, water fountains). For other surfaces, cleaning responsibility will be developed on a case-by-case basis. For shared and high-touch items such as desks, cleaning responsibility may be shared by students, if the task is age appropriate and safe.
- **Disinfectant solutions:** In selecting the proper disinfectant, CDCPS reviewed the suggested list on the EPA website. Any alcohol solution contains at least 60 percent ethanol or 70 percent isopropanol, a diluted bleach solution (if prepared daily to ensure efficacy), or an EPA-approved disinfectant unless otherwise instructed by the manufacturer's instructions. When selecting a disinfectant solution, CDCPS considered the dwell time, which surfaces are used as eating surfaces, and the potential risk of triggering asthma symptoms for sensitive individuals.
- **Mask disposal:** If a reusable mask breaks and needs to be thrown out or if a single-use mask needs to be disposed of, it should be placed into the nearest trash can by the individual who wore the mask. The individual should immediately put on a new mask after washing their hands.

Shared items

- **Hand hygiene:** Frequent hand washing or sanitizing, including before and after using shared materials, is an important control strategy that should be reinforced when objects and materials will be shared.
- **Storage:** Each student's belongings will be separated from others' and in individually labeled containers, bags, or areas.

Food service operations

Eating areas for students: Students will continue to eat in classroom spaces. Meals will be delivered to classrooms by CDCPS staff. The desks and other surfaces that students are using for meals should be cleaned before and after eating. Cleaning includes using an approved EPA disinfectant on these surfaces and then appropriately disposing of the materials used to wipe down the surfaces. CDCPS staff or students may perform this surface cleaning, if appropriate.

Meal consumption

- **Masks:** CDCPS will ensure proper removal and placement of masks before eating. Masks will be removed by handing the ties or back/ear areas of the mask once seated. Staff will stress not to touch the outside or inside of the part covering the face. While eating, masks should be placed on a napkin, paper towel, or other container on the table, with the inside of the mask facing up. Masks should be put back on before leaving the seat.
- **Hand hygiene:** Students and staff must properly wash or sanitize hands before and after eating.
- **Water fountain usage:** CDCPS will provide water to students during mealtimes. Students must wash hands or use hand sanitizer before and after fountain use. Water fountains cannot be used for direct consumption. High-touch surfaces on water fountains will be cleaned multiple times a day at

approximately 8:30am, 10:30am, 12:30pm, 2:30pm as well as each evening by an independent cleaning company.

- **Food waste removal:** CDCPS staff will develop procedures within classrooms to support clean-up, such as students cleaning their own eating area after the meal, if age appropriate and safe to do so.

Visitors and volunteers

- **Reduce outside visitors or volunteers:** No outside visitors and volunteers are recommended for the fall, except for contracted service providers for the purpose of special education, required support services, or program monitoring as authorized by the school or district.
- **Single entry/exit:** CDCPS will designate a single entry and exit point for all visitors and volunteers to be visually screened and logged in. For visitors who need to enter, they should first gain approval from a CDCPS staff member, be briefed on school COVID-19 policies, and verify they do not have symptoms. CDCPS will ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.

Transportation Guidelines

Core health and safety practices

- **Masks:** All staff and students on the bus, regardless of age, are required to wear masks at all times. Exemptions for students due to medical and/or behavioral reasons will be considered prior to a student being assigned to the bus.
- **Ventilation:** Windows will be open at all times during operation at least two inches. In adverse weather conditions, every other window can be opened.
- **Seat assignments:** Students will be assigned to a single bus and a particular seat.
- **Bus monitors:** CDCPS will continue to employ a bus monitor for every bus to ensure strict adherence to these health and safety guidelines.

Seat assignments and boarding

Assigned specific buses, routes, and seats to students and staff in advance will limit potential exposure and make contact tracing easier to conduct. In addition, to prevent crowding and minimize interaction, students and transportation staff will follow the protocols outlined below when entering or exiting the vehicle.

- **Keep bus staffing assignments as static as possible** by assigning drivers and other transportation staff to a single bus and a specific route.
- **Assign students to a single bus and to an assigned seat.** Children from the same household should be assigned seats together. Seating arrangements should also account for students with disabilities who require close contact from adults.

- **As students board the bus, occupy seats starting from the rear of the bus and fill sequentially to the front.** Upon arrival at school, the bus should be unloaded in a controlled manner, starting from the front of the bus and emptying sequentially to the back.
- **Assign seats with the above boarding order and process in mind** (i.e., based on when students will board during the route). For example, students boarding the bus at the beginning of the route should be assigned seats at the rear of the bus, and students boarding the bus at the end of the route should be assigned seats at the front.

Bus monitor

Bus monitor responsibilities will include:

- Managing vehicle entry/exit processes including directing students to assigned seating.
- Ensuring all health and safety requirements are met (e.g., physical distancing, masks, ventilation, hand sanitizer, safe storage of health and safety supplies, etc.).
- Coordinating arrival/departure and entry/dismissal protocols.
- Assisting with routine cleaning and sanitization activities, as appropriate.

Masks

Everyone on the bus and waiting at bus stops must wear masks that cover the nose and mouth at all times.

- Adults, including drivers and other transportation staff (e.g., bus monitors), are required to wear masks.
- Students are required to wear masks when on the bus.
- Exceptions to masks for students: Face shields may be an option for students with medical, behavioral, or other challenges who are unable to wear masks.
- Masks should be provided by the student/family, but CDCPS will ensure that sufficient extra disposable masks are made available on all buses for any student who needs them.

Hand sanitizing

CDCPS hand sanitizer will be provided on all buses for students and drivers to clean hands as they board and exit. Alcohol-based hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

- Hand sanitizer dispensers should will be available at the entrance of school buses within view of the bus driver or monitor to ensure appropriate use. Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school.

- During winter months/cold days, students wearing gloves upon entry should be encouraged to keep gloves on at all times during transit to the extent possible. If the student wishes to remove the gloves, they should follow the hand sanitizing protocols outlined above upon entry and exit.

Ventilation

Mitigate airborne transmission by increasing outdoor air ventilation, doing so helps dilute the concentration or displace the presence of an airborne virus. Opening windows can greatly increase the level of ventilation within a school bus and therefore reduce COVID-19 transmission risk.

- Windows will be kept open at all times during operation, unless not possible due to extreme weather conditions. Even in cold or rainy weather, bus windows should be kept open at least partially (a couple of inches), if possible.
- Roof hatches will be kept open on buses during operation for further ventilation, when possible.

Cleaning and disinfecting

High-touch surfaces will be cleaned and disinfected thoroughly after each morning route and after each afternoon route using EPA-approved disinfectants. The interior of each vehicle will be cleaned and disinfected thoroughly at least once each day.

- Clean high-touch surfaces first and most frequently, including buttons, handholds, pull cords, window latches, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions.
- Conduct thorough routine cleaning of vehicles, including dusting and wet-mopping vehicle floors, removing trash, wiping heat and air conditioner vents, spot cleaning walls and seats, dusting horizontal surfaces, cleaning spills, etc.
- Routine cleaning outlined above will be completed prior to disinfection to remove all surface matter.
- Doors and windows will remain open when cleaning the vehicle.
- Staff will be trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills. All sanitizing and disinfecting solutions will be labeled properly to identify the contents and kept out of the reach of students.
- Drivers and monitors will have adequate supplies of soap, paper towels, tissues, hand sanitizer, garbage bags, and other critical cleaning supplies.