

4. Building Procedures

Team Leader(s): Allan Wakefield

Task Force Members: Robert Hodge, John Robinson, Building Principals, Building Custodians, Bridgett Burroughs, Carmen Ayala, Cynthia Moore Drayton, Desiree Maurice

Considerations	Plan 1 – Return to School	Plan 2 – Blended & Remote
Classrooms:		
Modify classes where students are likely to be in close contact (e.g., music, art, PE, etc.) by bringing the specialist teacher to the individual classrooms instead of having students go to the shared space		
Hold classes outside when possible and encourage students to spread out		
Break classes into smaller workgroups when possible		
Rotate teachers instead of students to other classrooms		
Refrain from mixing classes with other classes and teachers (i.e., having a mixed math class with another set of students)		
Rearrange student desks and other seat spaces to at least six feet apart to increase the space between students - Use visual aids (painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing - Open windows to ventilate the building before and after students arrive		
Encourage healthy habits - Reinforce handwashing routines, allow time for students to thoroughly wash their hands - Discuss coughing and sneezing etiquette - Have hand sanitizer and tissues available for use		

- Educate the students on the importance of not touching their faces or other people's faces - Ensure attendance policies are supportive of students and staff staying home when they are ill - Teach non-touch acknowledgement to show friendship (no more fist bumps)		
Discourage students from congregating in large groups before and after school		
Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently		
Remove upholstered furniture and soft seating		
Discontinue use of permanent restroom/hall passes and hard copy student sign-in and out logs		
Cafeteria:		
Consider alternative locations (e.g., classrooms) for eating breakfast and lunch - If eating in classrooms, ensure appropriate daily cleaning - If alternate spaces are not available, ensure classroom groups sit together in the cafeteria. Ensure adequate cleaning of tables between lunch periods		
Provide reminders on the importance of not sharing food and drinks		
Shorten and/or stagger mealtimes		
Restrict access to vending machines		
Personal Property:		
Establish polies for personal property being brought to school		

(e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.)		
Personal items should be labelled prior to entering the building and kept in a separate bag or area specifically for personal items from home		
Other Considerations:		
Determine what equipment is shared in the school district for all areas of school operations (e.g., classrooms, transportation, facilities, grounds, breakrooms) to develop use and sanitizing protocols		
Cancel field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings based on state/federal guidance		
Playgrounds: - Keep playgrounds closed while NYS park/playgrounds are also closed - Provide signage and restrict access to outdoor equipment - Upon re-opening, consider deep cleaning of playground equipment and benches based on current guidance from the CDC and other agencies prior to use. A regular cleaning/disinfecting program should be developed based on the latest guidance. Students should wash hands before and after using the playgrounds		
Use classroom bathrooms and handwashing stations when possible. Avoid allowing multiple classes and students to use the bathroom at the same time. Monitor the number of students in the bathroom at any given time		

Restrict hallway movement and ensure students are properly spaced out while walking in a line		
Consider designating hallway travel in specific directions		
Establish procedures for safely transporting anyone who is sick to their home or healthcare facility		
Notify local health officials, staff and families immediately of a possible case while maintaining confidentiality		
Have school nurse and other healthcare providers monitor traffic to the nurse's office/local healthcare station		
Designate a staff person to be responsible and responding to COVID-19 concerns. Ensure that staff members know who that person is		

Meeting Minutes
4. Building Procedures
June 11, 2020 1:30 p.m.

Attendees: James Clark, Allan Wakefield, Robert Hodge, John Robinson, Carey Gray, Kelly Fairclough, Sheena Burke, Richard Brown, Arlise Carson, Juanita Diaz, Sandra Powell, Carole Eason, Bridgett Burroughs, Carmen Ayala, Cynthia Moore Drayton, Desiree Maurice, Rozella Fibleuil, Rowena Costa, Madeline Baez

James Clark opened the meeting with the topic of discussion on what we need to do to reopen the schools as far as Building Procedures go. What procedures must be in place in order to return to school in September? Different programs such as Art, PE, Music need to be addressed. We could do a push-in program – bringing special teachers to the classroom. Outdoor classes, perhaps, weather permitting. Breaking down classrooms into smaller work group. The elementary schools are doing this already. Let us open this item for discussion

CG: For the record, I do not like outdoor classes except for PE

RB: Going over CDC guidelines, we have to give students ventilation. They can only go outside in groups of 10-12.

JC: What are the average class sizes in Elementary?

RB: 25

KF: 30

JC: We need talk about having classes no larger than 10-12. We need to find more spaces to accommodate smaller class sizes

RB: We need to use the full acreage of our campuses. Groups must stay and maintain with each other throughout the day

JC: Have you measured the classrooms?

AW: Still working on it. Barack already did it. 8-12 per classroom (700 sq. ft.) The larger pieces of furniture are in the way. Excess furniture needs to be moved – computer desks, reading tables, etc.

RH: Prospect pictures came in today

CE: Setup depends on square footage of room. There might be a few configurations. We had to remove kidney shaped tables, for instance. We will need storage for the excess

SB: To AW, RH. Who is responsible for doing this?

RH: We had a meeting with the head custodians on Tuesday. They were to setup two classrooms with spacing and take pictures

AW: Pick two different scenarios. It gives us a good sampling of what to expect. As per the CDC, all students must face in the same direction

JC: Most classrooms in the high and middle school have computer stations in the back of the room. Since they will have laptops, they should be bringing them to school

JC: We have already talked about signage, handwashing and educating our students

RB: Should we have portable storage for excess furniture?

BB: We need to add a segment to video regarding congregating groups. Already have hand washing, social distance, dietary, mental health and hydration. If you think of anything to add let me know

JC: What is a list of items that you usually share? Do we give the students all their own supplies? How can we deal with sharing things?

RB: Put the items that they need on the supply list that we send home – crayons, markers, etc. All items must be cleaned after use

CE: For Pre-K and K that will cause a problem. The whole premise is children sharing. It goes against how early learners learn. How to keep them socially distant is also an issue

DM: We have only tables in Pre-K. We would have to get new furniture

CE: We put 2 kids per table

CG: There are multiple storage locations at the middle school and the high school. We need to do spring cleaning and get rid of a lot of stuff.

KF: What resources should be in the room and how close should they be to the students? Computer desks – in case they forget their laptop. And a basket of their supplies at each desk. Blue for “A” days, red for “B”

JC: We need to educate parents as well as to what supplies they need at home as well.

KF: Will definitely need duplicate supplies. They cannot transport items from home. We will utilize online libraries such as Scholastic

SB: You mentioned that we have to get rid of stuff. We only replaced our desks four years ago, I would hate to see them discarded. And where is everything going to go? What about bookshelves? And all elementary schools have kidney shaped tables

RF: I’m concerned about students travelling to and from school with their laptops. It could pose a security risk once word gets out in the community

AW: We have been looking into off-site storage. Another is containers on campus, although they need to be maintained and inspected, as a building would. They also take up valuable parking spots. We already have 25 containers in the district. They are costly. We should be cleaning them out and using the ones we have. There is lots of obsolete stuff in them

DM: Please don’t throw furniture away. Give it to community members in need

CE: We stored furniture for a year after the fire. It was in pristine condition when we took it out

JC: There is lots of new furniture at 100 Main as well. It would be a shame to get rid of it. Teachers were instructed to bring their personal belongings home. We need to talk about what they can bring back. Also, the cafeteria. We could make it into classrooms or a multi-purpose room

RB: Jackson Main will eat in the classrooms. We need to ensure that the surfaces are disinfected. Maybe the cafeteria could be used to social distance larger groups

JC: What will all of you be doing with your cafeteria space?

RB: Use it for classroom space

SB: Our cafeteria is a very high-traffic area. Food services is in there. Maybe use it for OT. Not for classrooms. Kids will eat in the classroom

JC: Would the cafeteria be better suited to a nurse's area?

CE: Not at Prospect. We have another small room near the nurse's office to use

KF: We would stick to a classroom for an isolation area

AC: At Front St. we also have a room near the nurse for isolation

CG: The portables can be used as an isolation area or the STEM Lab at ABGS

JC: What about vending machines in the buildings?

CG: We have them at the high school

(Elementary only have them in the teachers lounge – unsure whether they would remove them. There was talk about whether to provide gloves or hand sanitizer near machines – decided no – teachers should use their own discretion)

SB: Staff should exercise caution when using it. We should not be responsible for providing PPE

RB: We should put a disinfecting station near the machine

CG: We have vending machines at the high school. There is a microwave in the teacher's lounge. It is disgusting on a good day. We have to be vigilant on keeping these items clean. What about Lysol, wipes? What is our budget going to look like – will it be increased for these items?

JC: Let's get back to sharing materials. Ear buds, books, etc. The CDC says to eliminate shared items. But that might not be realistic. Individual ear buds, like they give out on airplanes, might work. Or how will we re-clean the headphones after each use. Floors – do we put down one-way signs, spacing indicators, hall passes cannot be re-used.

AW: Footprints, markers – those items are easily obtained. We need input from each building as far as proper placement. Do they have to be in Spanish?

RH: I can email a group of markers that we are looking at to the principals and head custodians

CDM: Sign-in for staff should be marked off as well

AW: That's easy. Stencil and paint

RB: Kiosk can take attendance as well as temperature

JR: We should paint a line down the middle of the hallways. Always walk to the right

JC: Playgrounds

AW: As long as public parks are closed, our playgrounds will be closed. We will power-wash and disinfect the playgrounds. We will not be cleaning/disinfecting

after each use. That is impossible. Maybe once a day. It is also a safety hazard if it is wet with the disinfectant

DM: Does electrostatic apparatus leave the area wet? Will that be used on indoor items as well?

AW: Yes. And it must dry to be effective

JC: Our time is up. Thank you for your input. I will see most of you in the next meeting.

JC: We need to designate one person from each building for COVID info and updates. Perhaps it could be a member of the Health and Safety team.