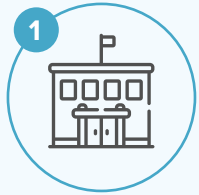


# Safely Maintaining School Operations During COVID-19

As the current COVID-19 outbreak subsides and schools are reopened, several safety measures will need to be put into place to keep students and staff safe. The following protocols are a helpful start for achieving this goal. A local health professional should be consulted to ensure compliance with local regulations. For an expanded library of COVID-19 resources, visit [www.CharterInstitute.org/Covid-Resources](http://www.CharterInstitute.org/Covid-Resources).



## SCHOOL FACILITY READINESS

- Stay up-to-date on guidelines and best practices for cleaning and sanitizing the building.
- Implement and maintain facility cleaning plan as conditions and level of building use change.
- Update and maintain floor markings to direct foot-traffic flow as school operations change.
- Be in-touch with facility vendors fostering relationships to be on the top of their customer list.
- Complete inspections, repairs and regular maintenance of all building systems.
- Evaluate HVAC system to maximize fresh air and filtration.
- Display and keep fresh COVID-19 informational signs.
- Reconfigure shared spaces to encourage social distancing practices.
- Install protective panels for front line office staff and food service line workers.
- Extend best practices of the facility and operations plan into the transportation of students to and from school.



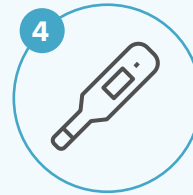
## IMPLEMENT A SOCIAL DISTANCING PLAN

- Implement and maintain schoolwide social distancing strategies including the use of face coverings such as masks or face shields.
- Reduce student interactions through the use of isolating cohorts.
- Restrict the use of spaces that don't allow for social distancing.
- Create collaborative space and play zones that allow for social distancing.
- Prohibit large groups from gathering in shared spaces.
- Implement and maintain social distancing guidelines and protocols for school guests and visitors.
- Communicate social distancing strategies.



## PROMOTE STAFF AND STUDENT SANITATION AND HYGIENE

- Provide cleaning and disinfecting supplies.
- Provide personal hygiene equipment such as face masks and face shields.
- Educate students and their families on proper personal hygiene and sanitation practices.
- Limit the number of shared items in the classroom.
- Clean personal workspaces and tools on a regular basis.
- Have students wash their hands throughout the day.
- Implement a plan for ensuring that lunch room is properly sanitized and students are protected.



## MONITOR STAFF AND STUDENT HEALTH

- Track staff and student absenteeism.
- Implement and maintain flexible attendance and sick leave policies.
- Train staff to recognize signs that a student is ill and on how to properly care for them.
- Hire or contract for school nursing services.
- Notify families when a student or staff member has tested positive for COVID-19.
- Educate families on when they should make the decision to keep their child home due to illness.
- Consider temperature screening students and staff.
- Designate a room and protocol to isolate any person with COVID-19 symptoms.
- Utilize contact tracing.
- Review and revise human resource policies related to illness, and support for caregivers.



## PROVIDE ENHANCED LEARNING SUPPORTS

- Implement and maintain a remote learning plan that is flexible and allows for the seamless transition between in-person and remote learning.
- Implement a plan for assessing students.
- Provide enhanced learning supports for struggling students.
- Give teachers time to collaboratively plan and realign curriculum to account for any lost learning time.
- Ensure equity of services for all students.
- Implement a plan to provide additional supports for those students that are most at-risk of falling behind.
- Implement and maintain a plan to ensure that students with unique learning needs (i.e. students with disabilities, English language learners and gifted and talented students) are receiving the additional support and services they need.
- Provide access to counseling services.



## CREATE AN EMERGENCY PLAN FOR OUTBREAKS

- Carefully monitor national, state and local COVID-19 virus spreading indicators and guidelines and protocols for schools.
- Implement protocols for isolating any individual exhibiting COVID-19 symptoms.
- Implement and maintain a communication plan for notifying staff, parents and community officials in the event that a student or staff member tests positive for COVID-19.
- Develop guidelines for when the school should close due to an outbreak and move to an online learning environment.
- Implement and continue to make improvements to your digital and remote learning plan.
- Implement a plan to provide food for students eligible for free and reduced-priced meals.
- Plan for the financial impacts related to COVID-19 in your school's budget.

### MOST IMPORTANTLY

Constantly reinforce hand washing, social distancing and staying home when ill

The Institute would like to thank Cushman & Wakefield for their thought leadership on the subject of safety and reopening buildings post COVID-19. Many of their ideas are included in the Institute's version of a school reopening checklist.