



THE SAFE SCHOOL SIX

# Safely Maintaining School Operations During COVID-19

## SCHOOL FACILITY READINESS

Task	Specific Instructions	Notes/ Verification	Completion Date
Follow and stay up-to-date on guidelines and best practices for cleaning and sanitizing the school building.	A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at: <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a>		
Implement and maintain facility cleaning plan to include ongoing stringent cleaning protocols for shared spaces.	Interim recommendations from the U.S. Community Facilities with suspected/confirmed COVID-19 can be found at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html</a>		
Update and maintain floor markings to direct foot-traffic flow and help students and staff maintain a safe distance as school operations change.	Special attention should be paid to arrival and dismissal times, passing periods, and use of restrooms to ensure that students are able to social distance. The latest CDC guidance recommends that students remain at least three feet apart in a classroom and six feet apart in common areas and during activities such as singing or exercise. Six feet should also be maintained between adults and students.		
Be in-touch with facility vendors to ensure availability and support in answering questions related to your facility's needs.	Simple phone calls to remain top of mind builds strong vendor relationships which can reduce response times when in need, increasing the operational resilience of the school program.		
Complete inspections, repairs, and regular maintenance of all building systems to ensure the building is ready to go; leverage vendors as needed.	Once operational, it is important to maintain systems to ensure they perform as expected. <ul style="list-style-type: none"><li>• HVAC and portable filtration systems; including filter replacement</li><li>• Plumbing</li><li>• Alarm systems</li></ul> ASHRAE Pandemic Task Force: Schools and Universities <a href="https://images.magnetmail.net/images/clients/ASHRAE/attach/ashrae_reopening_schools_and_universities_c19_guidance.pdf">https://images.magnetmail.net/images/clients/ASHRAE/attach/ashrae_reopening_schools_and_universities_c19_guidance.pdf</a>		
Evaluate HVAC system to maximize fresh air, filtration, and disinfection.	Utilize HVAC professionals to evaluate the building specific conditions.  ASHRAE Pandemic Task Force: Schools and Universities		



	<a href="https://images.magnetmail.net/images/clients/ASHRAE/attach/ashrae_reopening_schools_and_universities_c19_guidance.pdf">https://images.magnetmail.net/images/clients/ASHRAE/attach/ashrae_reopening_schools_and_universities_c19_guidance.pdf</a>		
Prominently display, and keep fresh, signs of COVID-19 symptoms and steps for preventing the spread of the virus.	<p>CDC offers a variety of signage via their Print Resources:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a></p> <p>Information on COVID-19 symptoms can be found on the CDC's website at:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p> <p>Information on steps for preventing the spread of COVID-19 can be found on the CDC's website at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf</a></p>		
Reconfigure shared spaces to encourage social distancing practices.	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Offices</li> <li>• Meeting rooms</li> <li>• Lunch rooms</li> <li>• Gym</li> <li>• Playground</li> <li>• Restrooms</li> <li>• Other shared student spaces</li> </ul>		
Install protective panels for frontline office team members.			
Extend best practices of the facility and operations into the transportation of students to and from school			



## IMPLEMENT A SOCIAL DISTANCING PLAN

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<p>Implement and maintain schoolwide social distancing strategies including the use of face coverings such as masks and face shields.</p>	<p>BioMed Central (BMC) article on school practices to promote social distancing:  <a href="https://bmcpublichealth.biomedcentral.com/articles/10.1186/s12889-018-5302-3">https://bmcpublichealth.biomedcentral.com/articles/10.1186/s12889-018-5302-3</a></p> <p>CDC Considerations for K-12 Schools - Readiness and Planning Tool:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf</a></p> <p>CDC guidance for child care programs that remain open:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html</a></p> <p>CDC guidance for schools that remain open:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</a></p> <p>American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry:  <a href="https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/">https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/</a></p> <p>McKinsey &amp; Company developed a guide for helping schools safely return after Coronavirus closures:  <a href="https://www.mckinsey.com/industries/public-and-social-sector/our-insights/safely-back-to-school-after-coronavirus-closures#">https://www.mckinsey.com/industries/public-and-social-sector/our-insights/safely-back-to-school-after-coronavirus-closures#</a></p>		
<p>Reduce student interactions through the use of isolating cohorts.</p>	<p>The Alaska Department of Health and Social Services provides some ideas for implementing cohorts to reduce the transmission of COVID-19:  <a href="http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/blog/20200822.aspx">http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/blog/20200822.aspx</a></p>		
<p>Restrict the use of spaces that don't allow for social distancing.</p>			
<p>Create collaborative space and play zones that allow for social distancing.</p>	<p>Be creative in the way you configure school spaces to promote student learning and socialization while keeping students safe.</p> <ul style="list-style-type: none"> <li>The following article provides some creative solutions for configuring schools to</li> </ul>		



	make social distancing work: <a href="https://www.the74million.org/article/gray-windows-movable-walls-furniture-outdoor-space-how-flexible-school-design-makes-socially-distanced-education-work-in-a-pandemic">https://www.the74million.org/article/gray-windows-movable-walls-furniture-outdoor-space-how-flexible-school-design-makes-socially-distanced-education-work-in-a-pandemic</a> (for social distancing ideas)		
Prohibit large groups of students, faculty and family members from gathering in shared spaces until it has been deemed safe to do so.	<ul style="list-style-type: none"><li>• Award ceremonies and graduations</li><li>• School assemblies</li><li>• Sporting events</li><li>• School dances and other social events</li><li>• Class field trips</li></ul>		



Implement and maintain social distancing guidelines and protocols for school guests and visitors.

Communicate the social distancing strategies you will be implementing with staff, students and parents.

## PROMOTE STAFF AND STUDENT SANITATION AND HYGIENE

Task	Specific Instructions	Notes/ Verification	Completion Date
Stock classrooms and common meeting and gathering spaces with cleaning and disinfecting supplies.	<ul style="list-style-type: none"> <li>• Face tissues</li> <li>• Hand sanitizer</li> <li>• Disinfecting wipes</li> <li>• Hand washing stations</li> </ul>		
Ensure the school is stocked with personal hygiene equipment such as face masks and face shields.	<ul style="list-style-type: none"> <li>• Face masks</li> <li>• Face shields</li> <li>• Gloves</li> </ul>		
Educate students and their families on proper personal hygiene and sanitation practices.	The CDC provides information for families on how to stay healthy at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html</a>		
Limit the number of shared items in the classroom.	<ul style="list-style-type: none"> <li>• Provide or have students provide personal supplies (i.e. pens, pencils, crayons, scissors, glue sticks, etc.).</li> <li>• Limit the touching of certain items such as remotes, light switches, projectors, other technology items to the teacher.</li> <li>• Ensure items that must be shared are wiped down after each use.</li> </ul>		
Implement the practice of having teachers and students clean their personal workspaces and tools on a regular basis.	Incorporate a daily routine of having students help clean their classrooms and learning tools.		
Provide students with the opportunity to wash their hands throughout the day.	Have teachers incorporate hand washing into their daily schedules and especially before consuming food.		



Implement a plan for ensuring that lunch room spaces are sanitized and students are protected.

- Install plexiglass shields in the food service line.
- Ensure food service workers are wearing gloves and masks.
- Provide more spacing between students at tables.
- Provide grab and go lunches utilizing disposable products
- Coordinate disposal and clean up with the students

## MONITOR STAFF AND STUDENT HEALTH

Task	Specific Instructions	Notes/Verification	Completion Date
Track staff and student absenteeism.			
Implement and maintain attendance and sick leave policies are flexible enough to encourage individuals who are ill to stay home.			
Ensure school staff is trained to recognize signs that a student is ill and on how to care for them.	The CDC provides information on COVID-19 symptoms and testing including a self-checker guide at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html#cdc-chat-bot-open">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html#cdc-chat-bot-open</a>		
Hire or contract for school nursing services.	Check your state's law and regulations regarding nursing services and funding for these services.  The National Association of School Nurses COVID-19 resources: <a href="https://www.nasn.org/nasn-resources/practice-topics/covid19">https://www.nasn.org/nasn-resources/practice-topics/covid19</a>		
Notify families when a student or staff member has tested positive for COVID-19.	Follow your state's protocols on managing communicable diseases.		
Educate families on when they should make the decision to keep their child home due to illness.	The CDC provides information for caregivers at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html</a>		
Consider temperature and other symptom screening students and staff.			



Designate a specific enclosed room and protocol to isolate any person with COVID-19 symptoms.

Utilize contact tracing to prevent the spread of the virus.

The CDC provides guidance on contact tracing at: <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing.html>

Also check with your local and state health departments for contact tracing protocols.

Review and, as necessary, revise human resource policies related to illness and support for caregivers.

The United States Department of Labor provides COVID-19 resources for employers at: <https://www.dol.gov/agencies/whd/pandemic>

## PROVIDE ENHANCED LEARNING SUPPORTS

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Implement and maintain a remote learning plan that is flexible and allows for the seamless transition between in-person and remote learning.	The following article provides helpful tips for moving seamlessly between in-person and remote learning: <a href="https://thecornerstoneforteachers.com/truth-for-teachers-podcast/resilient-pedagogy-hybrid-instruction-remote-learning-activities/">https://thecornerstoneforteachers.com/truth-for-teachers-podcast/resilient-pedagogy-hybrid-instruction-remote-learning-activities/</a>		
Implement a plan for assessing students within the first couple of weeks of their return to school in order to identify any learning gaps or areas in which students need to be accelerated in their learning.	<ul style="list-style-type: none"> <li>• What do you need to assess?</li> <li>• What assessments will you use?</li> <li>• How will data be shared and incorporated into student learning plans?</li> </ul>		
Implement and maintain a plan to provide enhanced learning supports to students who are experiencing significant learning gaps or students who could benefit from learning acceleration.	<ul style="list-style-type: none"> <li>• How will you address student learning gaps?</li> <li>• How will you challenge students that have demonstrated they have already mastered learning targets?</li> <li>• What additional resources do you need?</li> </ul>		
Give teachers time to collaboratively plan and realign curriculum to account for lost learning.			



Ensure equity of services for all students.	Find best practices for ensuring student equity in remote learning environments at: <a href="https://www.techlearning.com/news/remote-learning-and-digital-equity-best-practices">https://www.techlearning.com/news/remote-learning-and-digital-equity-best-practices</a>		
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.	Students with Disabilities: <ul style="list-style-type: none"> <li>• <a href="https://www.apu.edu/articles/special-education-resources-to-use-during-distance-learning/">https://www.apu.edu/articles/special-education-resources-to-use-during-distance-learning/</a></li> <li>• <a href="https://www2.ed.gov/policy/speced/guid/idea/memosdcitrs/qa-provision-of-services-idea-part-c-10-21-2020.pdf">https://www2.ed.gov/policy/speced/guid/idea/memosdcitrs/qa-provision-of-services-idea-part-c-10-21-2020.pdf</a></li> </ul> English Language Learners (ELL): <a href="https://www.ed.gov/coronavirus/program-information">https://www.ed.gov/coronavirus/program-information</a>		
Provide access to counseling services for students and staff who may be struggling with the effects of the COVID-19 pandemic.	The American School Counselor Association has provided COVID-19 resources at: <a href="https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources">https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources</a>		

## CREATE AN EMERGENCY PLAN FOR OUTBREAKS

Task	Specific Instructions	Notes/ Verification	Completion Date
Carefully monitor national, state and local COVID-19 virus spreading indicators and guidelines and protocols for schools.	National, state and county data on the spread of COVID-19 can be found at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/index.html">https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/index.html</a>  For additional state and county data on the spread of COVID-19 check your state department of health's website.		
Implement protocols for isolating any individual exhibiting COVID-19 symptoms.	CDC guidance on social distancing, quarantine and isolation can be found at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a>		
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.	Follow your state's protocols on managing communicable diseases.  The World Health Organization (WHO) has developed a guide to help schools with key messages and actions for COVID-19 prevention and control:		





	<p><a href="https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4">https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4</a></p> <p>The National School Public Relations Association (NSPRA) has also developed a COVID communications guide for school administrators: <a href="https://www.nspra.org/communicating-about-coronavirus-find-help-nspra-resources">https://www.nspra.org/communicating-about-coronavirus-find-help-nspra-resources</a></p>		
Develop guidelines for when the school should close due to an outbreak and move to an online learning environment.	<p>The CDC has provided guidance for making school closure decisions: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html</a></p>		
Implement and continue to make improvements to your digital and remote learning plan.	<p>Resources for remote learning are available at the United States Department of Education at: <a href="https://www.ed.gov/coronavirus/remote-learning">https://www.ed.gov/coronavirus/remote-learning</a></p> <p>Consider how to provide students with personal computers/chrome books, hot spots and how to disseminate and receive student work and to keep technology devices in good working order.</p>		
Implement a plan to provide food for students eligible for free and reduced-price meals.	<p>Guidance is available from the United States Department of Agriculture at: <a href="https://www.usda.gov/media/press-releases/2020/03/10/secretary-perdue-announces-proactive-flexibilities-feed-children">https://www.usda.gov/media/press-releases/2020/03/10/secretary-perdue-announces-proactive-flexibilities-feed-children</a></p>		
Plan for the financial impacts from COVID-19 in your school's budget.	<p>The National Association of Charter School Authorizers (NACSA) has developed a resource to help charter schools with their financial planning during this uncertain time: <a href="https://www.qualitycharters.org/2020/09/keep-your-receipts-charter-school-financial-oversight-for-covid-19-and-beyond/">https://www.qualitycharters.org/2020/09/keep-your-receipts-charter-school-financial-oversight-for-covid-19-and-beyond/</a></p> <p>The National Association of Independent Schools has provided an article on how to strategically plan a financial response to the COVID-19 fallout: <a href="https://www.nais.org/learn/independent-ideas/april-2020/planning-a-strategic-financial-response-to-covid-19-fallout/">https://www.nais.org/learn/independent-ideas/april-2020/planning-a-strategic-financial-response-to-covid-19-fallout/</a></p> <p>Another helpful article for addressing school budget implications due to COVID-19 can be found at: <a href="https://learningpolicyinstitute.org/blog/covid-19-and-school-funding-what-expect-and-what-you-can-do">https://learningpolicyinstitute.org/blog/covid-19-and-school-funding-what-expect-and-what-you-can-do</a></p>		

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.