

Chambers Hill Elementary School  
Safety Plan  
August 12, 2020

A. Classrooms

1. *To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible. Classroom configurations should be altered for maximal social distancing as feasible.*
  - a. *Space seating/desks at least 6 feet apart when feasible.*
  - b. *Turn desks to face the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.*

**Classroom teachers will arrange their students' desks with 6 feet of separation. All desks will face the same direction. To the extent required by the Department of Health's Universal Face Coverings Order, face coverings such as masks or shields, must be worn by all individuals, while on school property. Students may remove face coverings when students are seated at desks or assigned workspaces at least 6 feet apart. Social stories and morning meeting time will provide an opportunity for teachers to instruct and reinforce safe physical distance in the classroom, in the hallways, and throughout the building. Teachers will model and provide practice opportunities how to move about the classroom and in learning opportunities (whole group, small group, individual). Hand washing will occur frequently and hand sanitizer will be used if a sink is not available.**

2. *Methods of limiting number of individuals in classrooms and other learning spaces, and interactions between groups of students.*
  - a. *Identify small groups and keep them together (cohorting). Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children). Limit mixing between groups if possible.*
  - b. *Restrict interactions between groups of students.*

**The schedule has been designed and will be adjusted as needed to keep students in cohort groups. This includes classroom spaces, cafeteria, and the playground area. Grade levels will be separated as much as possible, with different lunch areas and recess times. Support staff, etc. will be pushing in to support students in classrooms. When in transition, face coverings will be worn and hands washed before leaving classrooms or areas, as well as walk on the right side of the hallway. Physical education will be held outside as long as the weather cooperates.**

3. *Limit the sharing of materials among students.*
  - a. *Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers, and other areas.*
  - b. *Discourage sharing of items that are difficult to clean or disinfect. To the extent possible, avoid sharing electronic devices, toys, books, and other games or learning devices.*

- c. *Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, art supplies, equipment, etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. For devices and materials that must be shared, ensure cleaning and disinfecting between uses.*

**Sharing of materials will be limited in the classrooms. Items that can be shared will be cleaned and disinfected between uses. Items for individual use will be provided as we are able. Items will be kept within the classroom for use by that cohort only. Students will be encouraged to leave personal items at home.**

4. *Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county). In short, no volunteers.*

**We will not have volunteers in the school.**

5. *Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible. In short, no field trips.*

**We will work in collaboration with the PTO to offer virtual options for meetings and activities. There will be no outside field trips, student assemblies, or special performances during the year. School-wide parent meetings, back to school night, new student and kindergarten orientation, and literacy and math events will take place virtually.**

6. *Education about the spreading of germs*
  - a. *Teach and reinforce washing hands and covering coughs and sneezes among students and staff.*
  - b. *Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).*

**Last year we began using morning meeting time to introduce Social Emotional Learning (SEL) and have time set aside to care for our students and staff. This will be continued in the 2020-2021 school year, with time to instruct and discuss personal hygiene and safety procedures with students. The PBIS team plans a rules rotation at the beginning, middle, and end of each year. This year that will be done in each classroom, and will include how to maintain physical distance and utilize hygiene procedures effectively. Signs will be posted throughout the building that show protective measures and hand sanitizer stations have been added throughout the building. Hand washing will be encouraged frequently and hand sanitizer used only if a sink is not available.**

7. *Facilities*
  - a. *Ensure ventilation systems operate properly and increase circulation of air by opening windows and interior doors when possible (during the pandemic this is ok in regard to*

- safety). Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.*
- b. Take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.*
  - c. Develop a schedule for increased, routine cleaning and disinfection of facilities.*

**All windows and doors will be open in a locked position to ensure proper ventilation in the classrooms and hallways. Common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans. Students will be encouraged to bring a water bottle from home. Students were provided their own water bottle last year, and there are extras to account for kindergartners and new students this year. This plan and the building schedule will be reviewed with the daylight custodian to make a plan for cleaning surfaces between uses.**

*B. Hallways and Common Spaces*

- 1. Stagger use of communal areas such as playgrounds and ensure regular cleaning.*
- 2. Stagger classes of students in hallways to limit numbers in hallways at any time.*
- 3. Separate students within common areas.*
  - a. Provide guides in hallways and common areas, such as signs on walls, to ensure that staff and children remain apart in lines and at other times (e.g. guides for “creating one-way routes” in hallways).*

**Students and staff will wash their hands or use hand sanitizer before leaving and after returning to the classroom. There is time built in the schedule to allow for adequate cleaning between uses. The staggered schedule also allows for hallways to be clear of congestion, thereby promoting the cohort of students to move safely throughout the building. Walking on the right side of the hallway will also occur. For recess, the use of open spaces will be encouraged. One group of students will use the playground structures at a time, following social distance guidelines. There will be adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items and be disinfected between uses. Team sports will be limited and group games will follow social distancing guidelines.**

*C. Cafeteria*

- 1. Stagger use of the cafeteria and ensure regular cleaning.*
- 2. Limit number of students in the cafeteria at any time.*
- 3. Separate students within the cafeteria.*
  - a. Provide guides in the cafeteria, such as signs on walls, to ensure that staff and children remain apart in lines and at other times.*
- 4. Avoid sharing of food and utensils.*
  - a. Ensure that non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.*
  - b. Serve individually plated meals/box lunches and avoid buffet style meals whenever possible.*

5. *Individuals should wash their hands after removing their gloves or after directly handling used food service items.*
6. *Develop procedures for cleaning, sanitizing, disinfecting, and ventilating cafeteria surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation).*

**The cafeteria will have less than 100 students at any given time. The tables will be spaced out throughout the cafeteria to increase the distance between different classes, and ensure adequate space from students entering and leaving the cafeteria. Face coverings may be removed to eat or drink during breaks and lunch periods, however at those times, social distancing must be practiced. There is also adequate time to completely wipe down the tables between classrooms utilizing the same tables. Students will also remain at the tables until teachers come to get them to help monitor the distance between students in line. There will be signs posted in the cafeteria to remind students about social distance and proper hygiene techniques to remain healthy. In the past, students were told not to share utensils or food, and that will be reinforced as well. Students will have pre-packaged options for food and condiments.**