



WAYNE LOCAL
SCHOOL DISTRICT
WAYNESVILLE, OH

A Responsible Restart

Spartans Return to School

AMENDED 8-18-2020

PLEASE NOTE: ALL PLANS ARE SUBJECT TO CHANGE DEPENDING ON GUIDANCE FROM STATE AND LOCAL AGENCIES RECOMMENDATIONS AND GUIDANCE.

This plan was developed in collaboration with the Warren County Health District and other Warren County school districts. We monitor evolving conditions and data about the status of the pandemic.

We've used a 3-prong approach to this reopening plan:

1. Data phase;
2. Design phase; and
3. Decision and approval phase - Approved at Special Board Meeting July 29, 2020.

Our Priorities for 2020-2021 School Year:

- Health and well-being of our students, our staff and their families
- All students everyday, using health and safety guidelines
- Adapting our instructional delivery
- Providing quality instruction
- Starting and throughout the school year using the safest delivery model

These general principles will guide the Wayne Local School District as we move forward with reopening our schools:

- Wayne Local will implement recommended safety protocols to the highest degree possible.
- Wayne Local will work closely with the Warren County Health District to promote safety in each school building.
- Wayne Local will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities.
- Wayne Local will provide a traditional face to face instructional model that may go remote as needed and a 100% online instructional option.

- Wayne Local will establish Ohio's Public Health Advisory System as a standard for specific risk level guidelines and action steps.
- Wayne Local Schools will be prepared to deliver all instruction remotely using blended instructional strategies to intermittently transition between full-time face-to-face and off-site instruction as guided by the Public Health Advisory Alert System and determined by District administration. Other considerations will be:
 - individual classrooms where quarantine is required
 - individual school buildings where reduced staff and/or student attendance causes in person instruction not to be possible.
- Wayne Local recognizes the need for consistency in areas of operations while recognizing that differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.
- Wayne Local will provide special education services; intervention specialists and related service providers will collaborate with the general education teachers in order to ensure all specially designed instruction and services are provided to students based on students' Individualized Education Programs (IEP).
- Wayne Local will provide gifted services to qualifying students based on students' Written Education Plan (WEP) and Written Acceleration Plan (WAP).
- Wayne Local will take attendance during both "in-person" and "remote/online" instruction. Further guidance on attendance is forthcoming from the state and regional work groups.
- Wayne Local is working closely with health officials to establish a safety protocol for related arts and extracurricular activities. This includes OHSAA sanctioned sports, art, band, choir and physical education.
- Wayne Local has altered the start-of-school dates for staff and students by amending the 2020-2021 calendar.
- Wayne Local requires flexibility; it will be crucial as we move forward together. We will continue to re-evaluate based on evolving conditions, recommendations and guidance.

OPTION 1: STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS (INCLUDING REMOTE LEARNING IF BUILDINGS ARE REQUIRED TO CLOSE)

- In-person learning features teacher-led learning experiences based on academic standards and preparation for independent online learning.

OPTION 2: STUDENTS AT HOME DAILY USING INDIVIDUAL ONLINE LEARNING WITH DISTRICT SUPPORT USING VIRTUAL LEARNING ACADEMY (VLA)

- K-12 students independently complete assignments via the online learning platform.
- The decision to receive instruction at home using Option 2 is a semester long commitment. Students are not able to move back and forth between Options 1 and 2 while a semester is in session.

** For both options, grading practices will follow district policy and building level adopted standards. Grading practices will focus on evidence of learning and take into account any constraints from the State as well as unique circumstances of the pandemic response. All progress reports, grades, GPA and course credit will count.

General Conditions Option 1 - Students in-person and in-buildings daily:

- Wayne Local Schools will inform parents regarding safety protocols. Any student who attends school will incur some level of risk. Wayne Local Schools will work to decrease the likelihood of infection with hygiene practices, enhanced cleaning protocols, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated.
- Classroom occupancy will be determined based on each individual circumstance with safety considerations based upon recommendations from our Health Department and American Academy of Pediatrics (AAP), the nation's leading group of pediatricians. The AAP recommendation balances the importance of distancing with the overall health of children and the community at large. Desks should be placed 3 to 6 feet apart when feasible. Wayne Local will establish a standard of 3 feet spacing.
- School employees **will be required** to use a face **covering** mask when they are within six feet of other adults and students. ~~in situational conditions.~~
- ~~Situational face coverings are **required** for students. The ability to distance combined with Ohio's Public Health Advisory System as a standard for face covering protocol. At the "Red" level, face covering and distancing will be elevated, this includes large student events. At the "purple" level, the district will be on remote learning and all activities will be cancelled.~~

On August 13, 2020, the Interim Director of the Ohio Department of Health (the "Director") issued an order requiring use of facial coverings in K-12 schools ("Order"). The Order which became effective on Friday, August 14, 2020, wields control over any conflicting provisions of the Director's July 23 statewide mask order and will remain effective until the Governor-declared state of emergency no longer exists or the Director rescinds or modifies the Order. The Order requires that, with limited exception, all students, faculty, and staff in any child care setting, school building, or other location that provides care of education to any child in kindergarten through twelfth grade wear facial coverings. A facial covering is defined as any material that covers an individual's nose, mouth and chin. Facial coverings must be worn at all times when:

- 1. In any indoor location, including but not limited to, classrooms, gymnasiums, offices, locker rooms, hallways, cafeterias, and/or locker bays;*
- 2. Outdoors on school property and unable to consistently maintain a distance of at least six feet from individuals who are not members of their household;*
- 3. Waiting for school transportation outdoors and unable to maintain a distance of at least six feet from individuals who are not members of their household; or*
- 4. Riding school transportation.*

The Director's Order also sets forth very limited exceptions for circumstances in which the requirement to wear a facial covering does not apply, including when:

- 1. The individual has a medical condition, including respiratory conditions that restrict breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering;*
- 2. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;*
- 3. The individual actively is participating in outdoor recess and/or physical activity where students are able to maintain a social distance of at least six feet or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health Order;*
- 4. The individual is seated and actively consuming food or beverage;*
- 5. Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;*
- 6. Students are able to maintain a distance of at least six feet, and a mask break is deemed necessary by the educator supervising the educational setting;*
- 7. The individual is alone in an enclosed space, such as an office; or*
- 8. When an established sincerely-held religious requirement exists that does not permit a facial covering.*

The Interim Director of the Ohio Department of Health on August 13, 2020 (the "Order"), also provides that school-wide use of face shields instead of masks is not appropriate and does not meet the requirements of the Order. Instead, ODH states that a face shield is only appropriate in circumstances where an allowable exception to the Order applies. ODH's guidance acknowledges that certain circumstances may require an alternative to a mask, and that in those instances, if a face shield is used, it should be worn against the forehead with no gap, wrap around the sides of the face, and extend below the chin. Further, ODH notes that when a face shield is being used as an alternative to a face mask, social distancing of at least six feet should be maintained, as well as other preventive measures, such as frequent hand washing or use of hand sanitizer and increased cleaning of commonly touched surfaces.

Documentation of the use of a face shield as an exception to the general facial coverings mandate should be maintained.

Everyone is responsible for their own face covering and all face coverings shall be in accordance with the applicable Student Code of Conduct/Student Discipline Code, Staff Code of Conduct, and with policies of the Board. Face coverings shall not be masks designed to be worn for costume purposes, etc. All face coverings shall meet the requirements of appropriate dress as determined by Directing Entities or District Administration.

- *Ohio's Public Health Advisory System – At the “Red” level, ~~face covering and~~ distancing will be elevated, this includes large student events.*
- *Ohio's Public Health Advisory System – At the “Purple” level, the district will be on remote learning and all activities will be cancelled.*
- Wayne Local will place two students per seat as needed when transporting. The District will attempt to seat siblings together. Seating charts **are required** on each bus to assist with safety, behavior and contact tracing. Face ~~coverings~~ masks **are required** for Wayne Local drivers/aides, and **are required** for students riding Wayne Local Schools buses. Accommodations will be made for special needs students. Hand sanitizer will be available on each bus. Parents **will be required** to identify a single pick up and drop off address this school year. In the event state policies require school districts to use alternative schedules, Wayne Local may adopt minimum requirements for transportation.
- Wayne Local will continue to offer breakfast and lunch. Logistics will be determined by each building in compliance with Health Department guidance. 50% capacity/occupancy in the school cafeteria may create the need to eat in alternative settings within our buildings. All students will be seated facing the same direction. No salad bar or buffet style serving and individual condiments will be implemented with no open containers.
- In order to maintain consistency with established safety procedures, Wayne Local will structure recess with pre-planned activities. Activities considered “high touch” will be restricted and student access to certain pieces of playground equipment that may be difficult to clean and/or prevents students from practicing social distancing. Students must sanitize their hands after recess. Indoor recess activities will require social distancing, with students remaining in cohort (pod) groups as assigned.
- We request families begin working with their child to practice ~~face covering and determine a face covering~~ wearing face masks and determine a mask that will be comfortable and appropriate during the school day.
- Any “rolling” closure of a classroom, bus route, school, or the District due to positive COVID-19 cases will be evaluated by the District on a case by case basis with guidance from the Warren County Health District.

Option 1 “In-person instruction” Specific Areas of Focus:

❖ **CLASSROOMS - OPTION 1**

• **Parents/Caregivers**

- ❑ Conduct a student wellness check including temperature prior to sending a student to school
- ❑ Students with temperatures over 100°F and other symptoms should stay home
- ❑ Provide a ~~face covering~~ mask for your student to wear ~~situationally~~ during the school day

- Provide your child a refillable water bottle

- **Students**

- Wearing a face **covering** mask is required to be worn during the school day. ~~when entering, exiting, or moving around the room. Based on the State's 4 tiered alert system, face covering requirements will be fluid. Yellow and Orange levels, students may remove their face covering while seated in their desk, not working in close proximity to peers or a staff member. At Red level, students Grades 3-12 will keep their face covering on at their desk and be given a covering break every 15 minutes. Grades PK-2 will use modified "Red" level face covering protocol with enhanced distancing protocol. Students will be given a mask break every 15 minutes.~~
- Maintain maximum physical distance from peers whenever possible
- Regularly wash hands soap/water and use hand sanitizer
- Be responsive to all reminders and directives given by Wayne Local School staff

- **Teachers/Assistants**

- Lead the academic culture and focus in classrooms
- Ensure classroom setup of desks provides physical distancing for students and staff
- ~~Maintain 6 feet of distancing and wear a face covering mask when working one on one with students or when circulating around the room not maintaining physical distancing~~ Wearing a face mask is required to be worn during the school day.
- Ensure students maintain physical distance whenever possible and provide everyone in the room with face **covering** mask breaks
- Minimize shared classroom materials
- Encourage regular hand cleaning
- Provide gentle reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- Notify custodians and administration with observations regarding cleaning supplies, procedures and schedules

- **Custodians**

- Disinfect learning and common areas throughout the work shift
- Make sure cleaning supplies and hand sanitizer are well distributed daily

- Stock bathrooms well with needed supplies

- **Administration**

- Ensure classrooms are physically distanced when possible
- Ensure learning and common spaces are disinfected on a regular basis
- Ensure cleaning supplies, hand sanitizer stations and bathroom supplies are readily available
- Lead the building's culture related to academics, face **coverings** masks and distancing protocol; monitor all COVID procedures are implemented yet balanced with a learning environment

- ❖ **HALLWAYS/LOCKERS/COMMON AREAS - OPTION 1**

- **Parents/Caregivers**

- Provide a face **covering** mask for your student to be worn during the school day when in hallways or at lockers.
- Provide your student with a water bottle to be used daily, traditional water fountains will not be available for use

- **Students**

- Wearing a face **covering** mask during the school day when in hallways or at lockers
- Upon arrival at school report immediately to your classroom
- Carry a water bottle as water fountains will not be available for use
- Follow all protocol in the hallways and common areas
- When possible, stay to the right when traveling down hallways and using stairs
- Access assigned cubbies/lockers only during scheduled time provided by the classroom teacher
- When standing or traveling in hallways, students as directed, shall use safe social distancing
- Be responsive to all reminders and directives given by Wayne Local staff

- **Teachers/Assistants**

- Assist in the supervision of hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas

- ❑ Provide gentle reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- ❑ Provide and monitor locker and cubby use schedules to minimize congestion during arrival and dismissal
- ❑ In the hallway or playground, ensure students are maintaining safe social distance
- ❑ Monitor that restroom and water station protocol is followed

- **Custodians**

- ❑ Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to tables, desks, door handles, handrails, toilets, stalls, and sinks
- ❑ Ensure sanitizing stations and restrooms are stocked, operational, and monitored throughout the building

- **Administration**

- ❑ Ensure proper signage as appropriate is installed in hallways and common areas
- ❑ Ensure supplies are readily available for custodians
- ❑ Provide gentle reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators
- ❑ Adjust the master schedule to maximize physical distancing and student safety
- ❑ When observing the hallway or playground, ensure students are maintaining safe social distance

❖ **DAILY STUDENT ARRIVAL AND DISMISSAL (Including LATE ARRIVALS/EARLY DISMISSALS) - OPTION 1**

- **Parents/Caregivers**

- ❑ Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F or showing other symptoms should stay home.
- ~~❑ Provide a face covering for your student to wear on the bus and while at school~~ Provide a face mask to be worn during the school day and on school transportation

- Limit visits to school as much as possible; conduct a personal health check before coming to school
 - Remain in car during student drop off and pick up
 - Follow posted guidelines and read all signage on school property and whenever entering the building
 - Wearing a face ~~covering~~ mask as required on school property and when entering the building
- **Students**
 - Wearing a face-~~covering~~ mask is required during the school day and when entering, exiting, or moving around the building
 - Report directly to your assigned classroom/area upon arrival to school
 - Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, classrooms, etc.
 - Be responsive to all reminders and directives given by Wayne Local staff
- **Teachers/Assistants**
 - Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas
 - Provide gentle reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- **Custodians**
 - Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to tables, desks, door handles, handrails, toilets, stalls, counters, and sinks
 - Ensure designated doors are open at arrival and dismissal
 - Ensure designated doors are closed and locked after arrival and dismissal
- **Administration**
 - Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building
 - Ensure proper signage is installed as needed
 - Ensure supplies are readily available for custodians
 - Provide gentle reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators

- ❑ Ensure designated doors are open at arrival and dismissal
- ❑ Ensure designated doors are closed and locked after arrival and dismissal
- ❑ Minimize visitors to ensure safety and health of students and staff
- ❑ Adjust arrival/dismissal procedures to maximize physical distancing and student safety
- **Office Staff**
 - ❑ Adhere to adjusted late arrival/early dismissal and attendance procedures to maximize physical distancing, student safety and accountability
- **Nurse**
 - ❑ Adhere to adjusted arrival and dismissal procedures for ill students to maximize physical distancing and student safety

❖ **VISITORS AND VOLUNTEERS - OPTION 1**

- **Note if the local alert level is “red” no visitors or volunteers**
- **Parents/Caregiver Volunteers**
 - ❑ Attend safety protocol training and undergo a background check prior to volunteering
 - ❑ Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms
 - ❑ Agree to a temperature check upon arrival in the building
 - ❑ Follow posted guidelines and read all signage whenever on campus and entering the building
 - ❑ Wearing a face **covering** mask is required on campus and when entering the building
 - ❑ Maintain physical distancing whenever possible
 - ❑ Unscheduled visitors will not be permitted
 - ❑ PTO and party volunteers if allowed will ensure only individually pre wrapped store-bought snacks are provided to students and staff
- **Students**
 - ❑ Maintain distancing and face **covering** mask protocol

- **Teachers/Assistants**
 - ❑ Supervise classroom volunteers to ensure physical distancing
 - ❑ Notify administration of any volunteers not adhering to guidelines
 - ❑ Ensure only two volunteers are permitted per classroom for parties (if allowed)
- **Custodians**
 - ❑ Disinfect common areas based on a schedule provided by school administration
 - ❑ This includes but is not limited to tables, desks, door handles, handrails, toilets, stalls, counters, and sinks
- **Administration**
 - ❑ Ensure proper signage is installed on campus, in hallways and common areas
 - ❑ Ensure supplies are readily available for custodians
 - ❑ Provide gentle reminders, issue warnings, and remove volunteer privileges of repeated expectation violators
 - ❑ Minimize visitors to ensure safety and health of students and staff
- **Office Personnel**
 - ❑ Take the temperature of all volunteers before allowing them to enter the building
 - ❑ Volunteers with temperatures over 100°F or other symptoms will not be permitted

❖ **MEETINGS/CONFERENCES - OPTION 1**

- **Note: If the local alert level is “red” all meetings and conferences will be remote or by phone call.**
- **Parents/Caregivers**
 - ❑ Attend meetings using video technology, when possible
 - ❑ In person meetings should follow appropriate physical distancing protocols and it is required that face ~~coverings~~ masks be worn at meetings/conferences and when entering, exiting, and moving around the building.
 - ❑ Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms

- **Students**
 - ❑ Participate in meetings as requested by parents/caregivers or school staff
 - ❑ Follow physical distancing protocols
 - ❑ Wearing a face **covering** mask is ~~required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting~~ required to be worn during the school day. Remove face **covering** mask at the direction of WLS staff.
- **Teachers/Assistants**
 - ❑ When possible, attend meetings from the classroom using video technology
 - ❑ Awareness of the need to clean and disinfect the area at the conclusion of each meeting
- **Custodians**
 - ❑ Cleaning and disinfecting to take place at the conclusion of meetings
- **Administration**
 - ❑ Due to COVID-19 and space restrictions, ensure in-person meetings are only held when it is determined an in-person meeting is essential
 - ❑ Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held
 - ❑ Ensure physical space used for meetings allows for distancing guidelines

❖ **HEALTH SERVICES - OPTION 1**

- **Parents/Caregivers**
 - ❑ Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F and other symptoms should stay home
 - ❑ Provide a face **covering** mask for your student to wear during the school day and on school transportation
 - ❑ Ensure contact information is up to date in the event the nurse needs to contact home. Cooperate with our health and office staff regarding information
 - ❑ Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms
- **Students**
 - ❑ Use designated entrances and exits to the clinic

- Following physical distancing protocols as much as possible when in the clinic
- Wearing a face **covering** mask as required when in or moving around the clinic
- Wearing a face **covering** mask as determined by the nurse is required if a student is determined to have a fever or other symptoms
- **Nurse**
 - Wear a face **covering** mask and other protective gear when working individually with students
 - Ensure the workspace is kept clean and sanitized
 - Ensure physical distancing protocols are followed whenever possible
 - Use an isolation area for students who are exhibiting symptoms and a well clinic area for other students
 - Ensure the isolation area is disinfected immediately following a student entering who is exhibiting symptoms
 - Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area
 - Ensure students being sent home due to illness leave through the designated door
 - Help to verify the name of the person picking up the student prior to opening the door
 - Help to verify parent ID matches name given
 - Help to record student name, parent name, pick up/drop off time, and reason in logbook (no touch pickup)
 - Disinfect clinic and isolation area based on schedule provided by school administration. This includes but is not limited to cot, tables, desks, door handles, countertops, seating areas, restrooms, etc.
- **Custodians**
 - Disinfect clinic especially after school hours. This includes but is not limited to cot, tables, desks, door handles, countertops, seating areas, restrooms, etc.

- ❑ Disinfect the isolation area after students who utilize the area have left the building
- ❑ Assist nurses with any clean up as needed (bodily fluids, large messes, etc.)
- ❑ Conduct exterior door checks as needed
- **Administration**
 - ❑ Ensure proper signage is installed
 - ❑ Ensure regular cleaning and disinfecting takes place in the office area
 - ❑ Ensure seating areas are properly physically distanced
 - ❑ Ensure the student well clinic and isolation areas are properly supervised when in use

❖ **BREAKFAST/LUNCHES AND CAFETERIA - OPTION 1**

- **Parents/Caregivers**
 - ❑ Provide a face ~~covering~~ mask for your student to wear during the school day
 - ❑ Limit visits to school as much as possible including visits to drop off forgotten items
 - ❑ No-contact online payments for lunch accounts are strongly encouraged. Cash or checks paid in line require close contact with students
- **Students**
 - ❑ When possible, stay to the right when traveling down hallways
 - ❑ Wearing a face ~~covering~~ mask during the school day and in line or moving around the cafeteria
 - ❑ Sit in designated seats
 - ❑ Follow guidelines for restroom use during lunch periods
 - ❑ If bringing a packed lunch, report immediately to your designated seating area
 - ❑ Follow physical distancing guidelines as much as possible when in line and in the serving areas
 - ❑ Sanitize hands prior to entering the cafeteria
- **Teachers/Assistants**
 - ❑ Line up students buying lunch according to cafeteria requested protocol

- ❑ Supervise designated eating areas to ensure students are properly physically distanced
- ❑ Provide gentle reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- ❑ Wear a face **covering** mask during the school day **when circulating around designated eating areas**
- ❑ Monitor and issue passes for bathroom use during lunch time
- **Custodians**
 - ❑ Disinfect all tabletops and seats before and after each lunch
 - ❑ Disinfect restrooms and common spaces before and after lunches. This includes but is not limited to tables, desks, door handles, handrails, toilets, stalls, and sinks
- **Cafeteria Staff**
 - ❑ Wear face **coverings** masks and gloves while serving food
 - ❑ Clean and disinfect serving areas and tables between lunches
 - ❑ Serve all food to students that require serving utensils. There will be no self-service that uses common utensils
 - ❑ Enhanced wrapping of food items as prescribed by our Health Department
 - ❑ No common use of condiments unless in a self-contained unit
- **Administration**
 - ❑ Ensure proper signage is installed in designated eating areas
 - ❑ Ensure enough seating is provided to ensure proper physical distancing
 - ❑ Adjust lunch schedule to reduce the number of students in the cafeteria to ensure proper physical distancing
 - ❑ When dismissing lunch use staggered dismissal
 - ❑ Ensure supplies are readily available for custodians
 - ❑ Provide gentle reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators

❖ **RESTROOMS - OPTION 1**

- **Parents/Caregivers**

- Provide a face **covering** mask to be worn during the school day and in hallways and in route to restrooms.
- **Students**
 - Follow all signage in the hallways, common areas and restrooms
 - When possible, stay to the right when traveling down hallways to get to restrooms
 - Wear face **covering** mask during the school day and to and from restroom
 - If all restroom stalls are in use, students wait outside the restroom entrance to maintain distancing
- **Teachers/Assistants**
 - Assist in supervision of restrooms, hallways, and common areas between classes
 - Provide gentle reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- **Custodians**
 - Disinfect restrooms based on schedule provided by school administration; this includes but is not limited to counters, paper towel and soap dispensers, door handles, toilets, stalls, and sinks
 - Ensure all soap and paper towel dispensers are stocked and fully functioning
- **Administration**
 - Ensure proper signage is installed in hallways, common areas and restrooms
 - Ensure supplies are readily available for custodians
 - Provide gentle reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators
 - Create a building restroom schedule to limit the number of students that are in restrooms at the same time
 - Implement measures within the restroom to allow for appropriate physical distancing

❖ **OFFICE - OPTION 1**

- **Parents/Caregivers**
 - Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms

- Wearing a face ~~covering~~ mask is required when entering, exiting, and moving around the office/building
- In-person office visits should follow appropriate physical distancing protocols
- **Students**
 - Use designated entrances and exits to the office
 - Following physical distancing protocols as much as possible when in office
 - Wearing a face ~~covering~~ mask is required during the school day ~~is required while in or moving around the office~~
- **Teachers/Assistants**
 - Wearing a face ~~covering~~ mask is required ~~when moving around the office area~~ during the school day
 - Follow physical distancing protocols
- **Office Personnel**
 - Monitor and control the number of people in the office at any one time
 - Help to wipe down the office as needed (this includes but is not limited to door handles, countertops, seating areas, etc)
 - Use sneeze guards to distance
- **Custodians**
 - Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
 - Make sure office staff is provided with all supplies needed for sanitizing
- **Administration**
 - Minimize visitors to ensure safety of all students and staff
 - Ensure proper signage is installed in the office and leading into the office
 - Ensure regular cleaning and disinfecting takes place in the office area
 - Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held