



Memorial Spaulding Elementary School

Building Operations and Procedures Fall 2020

Newton Public Schools has created protocols and procedures in collaboration with Newton School Health Services and Newton Health and Human Services Department. Guiding Principles for health and safety of our students and staff, general building protocols, staff and students expectations, school safety protocols, protocol for response to student/teacher health issues, Personal Protective Equipment (PPE), School Facilities, Food Service operations, transportation operations (including yellow bus and Special Education), and Use of School Buildings (after school hour users) including rentals, before school program, after school programs.

There are several online resources that can be accessed here:

- [Facilities Fact Sheet](#)
- [Health Guidelines and HHS FAQ](#)
- [Newton HHS COVID-19 Scenarios](#)
- [Signage for buildings](#)

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PRIOR TO SCHOOL ARRIVAL

Staff Members:

All staff must complete the [wellness self-assessment](#) prior to reporting to work.

Staff members who exhibit any COVID symptoms should not report to work and must immediately contact the principal (or principal designee).

Students:

All families should complete the home health self-assessment for their child daily prior to sending to school. Students exhibiting any [COVID symptoms](#), should remain home. Caregivers should notify the school of their child's absence and consult with their primary care doctor.

ARRIVAL OPERATIONS:

Please note, parents and caregivers are not allowed to enter the building during arrival or dismissal

Includes all forms of transportation to and from school including walking, biking, school bus, special education transportation, parent/guardian drop off and student vehicles.

- Students may arrive at school at 8:20am and should not be on school grounds prior to 8:15am.
- Upon arrival students should go to designated outdoor waiting spots near the door they will enter. (Spots are color-coded).
 - Kindergarten and 5th Grade (Kazis) - Door 9
 - 1st Grade - Side door near the Art Room
 - 2nd/3th Grade (DJ/Packer (Colgiovanni), Martland, Cameron and Uzzell) - Front door
 - 3rd/4th Grade (Miranda, Deking, Minichello) - Clifton Rd. back door
 - 4th / 5th Grade (Kariotis, Ahlberg, Fleming) - Courtyard door (Door 14)
- Assuming the bus is on time, those students will join their class in the designated spots.
- Masks must be worn by both students and adults when on school grounds, both indoors and outdoors.
- Teachers will be waiting for students at their assigned class meeting spots.
 - Teachers will lead their classes into the building through the assigned doors at 8:25 or sooner if everyone is present.
 - All entry points will be monitored during arrival time until 8:30am to let students in.
- Classes will stop at lockers before entering classroom, maintaining distance in the hallways.
 - Students will use every other locker (lockers will be set up cohort A/cohort B/cohort A/cohort B)

- Students will sanitize/wash their hands upon entering the room.
- Students will go directly to their assigned seats.

Late Arrival:

- Students arriving after 8:350m will buzz into the main entrance.
- Students sign in at the main office or hallway and proceed directly to their locker, then to wash hands before joining their class.

Bus Riders:

- Bus riders will be greeted by staff upon arrival at school and will join their class at the assigned meeting spots.
- In the event buses are running late, staff will direct students to enter the building and head to their classroom.

DISMISSAL OPERATIONS:

- Teachers walk class to pack up at lockers, while maintaining distance from peers
- Students wait in classroom until dismissed via the intercom (bus, pick up/blue zone)
 - Buses will be called individually, and students will use door closest to the ELL room, door 2
 - Students being picked up will exit the same door they enter the building in the morning.
 - Pick-up students will be waiting in their assigned morning line for pick-up.
 - ***Exception: K classes will dismiss directly from exterior classroom doors (closest to play structure)***
- For any students who aren't picked up on time, they will wait in chairs outside the nurses' office.

Early Dismissal:

If a student is dismissed by parent/guardian during the school day:

- Parent/guardian buzz at the main entrance and verbally check in with the office.
- Admin. Asst. will sign-out student, call the classroom for student to come to office to be dismissed.
- The student will wash or sanitize their hands prior to leaving, gather materials at their locker, and proceed to the main office for dismissal.
- Parent/guardian waits outside the main door (outside). Staff member (Admin. Asst., aide, etc) will escort student to main door and ensure dismissal to an appropriate adult.

STUDENT MATERIALS & BELONGINGS

As much as possible, students should not share materials or should limit interactions around lockers and areas in the classroom where materials are stored.

1. Lockers/Cubbies:

- Stagger lockers so students in the same cohort are using every other locker (cohort A/B/A/B)
 - Teachers should monitor the number of students at cubbies/lockers areas and help students maintain appropriate social distance.
2. Learning materials:
- Each student will have an individual set of learning materials to use in the classroom (ex: pencils, markers, scissors, glue stick, etc)
 - Student material sets will be stored in individual containers for each student.
3. Shared materials:
- To the extent possible, limit the sharing of technology, books, games, etc.
 - Students should wash hands before and after using shared materials.
 - Shared materials should be cleaned in between groups of students using them.
 - Stagger student access to where shared materials are stored.
 - Books may be borrowed from classroom library if students clean their hands before and after use. (Teacher may want to select books for students to peruse.)
 - Books and paper-based materials are not considered a high risk for transmission and do not need additional cleaning procedures.

STUDENT BATHROOM PROCEDURES

1. Each classroom will have an established bathroom sign-out procedure. Only one student per classroom can sign out for the bathroom at a time.
2. Masks must be worn at all times.
3. Bathrooms will not be used for a mask break due to the close proximity to others.
4. The school will designate other areas in the building for breaks. Students will be expected to leave the bathroom if it is filled and wait lined-up outside of the door at a 6ft physical distance on a waiting circle.
5. Students using the facilities MUST exit as soon as they are done (and have completed a thorough hand washing) and return directly to the classroom.
6. Clear [signage](#) in bathrooms.
7. Some sinks and stalls will be closed to help maintain distancing.
8. In the upstairs bathrooms, students will be assigned by grade level to a bathroom.
9. Student Bathrooms cleaned twice between the hours of 8:30-12:30.

VISITORS

- Visitors will have limited access to the school building during the day. All visitors must wear masks and maintain social distancing while in the school or on school grounds.
- All visitors must come to the main office to fill out visitor log and confirm they are symptom free.
- Parents/guardians will not be permitted to volunteer in the school.
- Outside speakers/programs (Creative Arts and Sciences, UOD, CAP, etc) will not be permitted to happen in person this year.

- Contractors and other city employees who need to access the school building must wear a mask and follow distancing guidelines.
- Parents/guardians picking up or dropping off students outside of arrival and dismissal times will follow school specific procedures and limit interactions with school personnel. (A child being dismissed early will be walked to the front door by an adult.)
- School offices will keep a visitor log listing each visitor, date, phone number, arrival/departure times, and areas of the school visited. These will be kept for 30 days.

RECESS/ USE OF OUTDOOR SPACE

Playgrounds may be used with staff supervision to ensure physical distancing and mask wearing. Classroom cohorts will be staggered so that there is no crowding at the playgrounds. Students will wash/sanitize their hands upon entering recess area - and upon re-entering the building.

During the school day (8:20-3:00) school grounds can only be used by students and staff at Memorial-Spaulding. Students leaving the building at 12:30pm may not stay and use the playground as this presents safety and transmission concerns.

Principles of Safety

- Maintain 6-foot distance with and without masks. When not wearing masks, it is more imperative that distance is maintained
- Avoid shared equipment as much as possible.
- If sharing equipment, clean regularly (structures (at least once per day), balls etc - before and after use.
- The most important part of touching shared equipment is hand cleaning when done.
- Staff should carefully monitor recess activities during high-risk times (the beginning and end of recess) and in high-risk locations (enclosed or small, hard-to-see places on fixed equipment, or anywhere with high child density)
- High-touch surfaces made of plastic or metal should be cleaned and disinfected at least daily or between use by custodial staff.

Play Structure:

- Classrooms/grade levels will be scheduled for specific recess times in order to limit the number of students on the playground at one time

Field(s):

- No contact sports (i.e. soccer, football, tag, etc.)
- Maintain 6-foot distance with and without masks. When not wearing masks, it is more imperative that distance is maintained.
- Fields are available to be used for outdoor learning and mask breaks during school hours following safe distancing and mask protocols.
- If additional mask breaks are needed during recess, there will be designated spots along the parking lot fence and fence going to lower field (6 ft. apart)

SNACK/LUNCH

- Students should only eat snack at their designated spot in the classroom (or outdoors) that is

6 feet apart from others.

- Students are provided a wipe to clean the area where they ate. One at a time students throw trash away. ***Trash should be placed in the hallway by the teacher for custodial removal during the school day.***
- Mask should be removed and stored/rest on a paper towel next to the individual
- After snack students should wash their hands or use hand sanitizer. Only one student at a time should be at the hand washing/hand sanitizer station.

STUDENT MOVEMENT THROUGH SCHOOL/HALLWAYS

- Students and staff are required to wear face coverings in the hallways
- When moving around the school, individuals should leave at least an arm's length of distance between themselves and others
- Hallways will be marked to indicate travel patterns
- Stairways will be limited to one way traffic, follow posted signage
- Water fountains will be closed, but bottle fillers will be open
- Students should bring in their own reusable water bottles to school

PHYSICAL DISTANCING

Classrooms will be arranged with the goal to maintain 6 feet distance between individuals when stationary for more than 10 minutes. Briefly passing others closer than 6 feet in the hallway or classrooms is acceptable.

To enable social distancing, there is reduced occupancy at our school. We have worked with our custodians and the heads of facility on developing protocols that will reinforce the guidance of 6 ft of distance between individuals while in the building to minimize exposure.

Impact on Classrooms: As a result of a feasibility study of our building, we have arranged classrooms in a way that maintains a 6 feet distance between individuals when stationary for more than 10 minutes. We were able to accomplish this with smaller cohorts of students in each class as structured by the hybrid model. Based upon NHHS guidance, brief (10 minute) contact closer than 6 feet in a classroom is acceptable.

Impact on Hallways: A plan has been created for adult supervision in the hallways to reinforce safe distancing. Based upon NHHS guidelines, two-way traffic in the hallways is acceptable as individuals will only briefly pass others closer than 6 feet.

Students and teachers should travel on the right side of the hallway.

- If the hallway is marked with blue tiles, use these as a guide. If there are no blue tiles, arrow signage will be applied to the floor.
- If it is necessary to stop and wait in the hallway, use the blue tiles or arrow signage as a guide to maintain distance in the line.

There will be a square marked on the floor around the water fountain/bottle filling station.

- Only one person may be inside the square at a time.

- Others waiting should use the blue tiles on the floor and wait at a distance.

Interior stairs used by students will be one way.

- The stairwell to the cafeteria and the stairwell at the courtyard end of the 4th/5th grade hallway will be DOWN only.
- The stairwell to the parking lot door 9 (closest to the playground) will be UP only.
- Staff only can use the stairwell from door 8 (closest to the inclusion room in either direction)

MASKS

Mask and Face Covering Protocol

Face coverings are an important measure to take to reduce the spread of COVID-19, and are effective, especially when used in combination with social distancing and proper hand washing. Some people are infected with COVID-19 and don't have symptoms; face coverings help reduce the spread by containing the infected person's respiratory droplets from traveling to other people.

In accordance with MA Department of Public Health and CDC guidelines face coverings must:

- Cover the nose and mouth;
- Fit securely and comfortably against the side of the face;
- Be secured with ties or ear loops;
- Allow for breathing without restriction;
- Be able to be laundered without damage or change of shape;
- Be made of at least two layers of material;
- Face coverings may not have an exhalation valve or vent

For information on how to make your own face coverings click below

[Making and Washing Masks \(CDC\)](#)

Mask breaks:

- A minimum of 2 mask breaks will be provided during the day.
- As noted above, masks covering an individual's nose and mouth must be worn at all times when on school grounds, which by extension includes school buses and vans, and outdoor areas.
- The exception to this is during planned mask breaks that will be scheduled throughout the day in locations and under circumstances when we can safely ensure that students are more than 6 feet away from each other or in an outdoor space.
- These mask breaks will be no more than 5 minutes, which fall under the 10 minute time when public health officials determine someone is considered in "close contact".
- Additionally, mask breaks for students will be fully supervised by faculty to ensure compliance with safe physical distancing.

1. Wearing of Masks:

- All students and staff will wear masks when inside (exception: properly distanced lunch/snack) and when closer than 6 ft. outdoors.
- Students will be taught how to properly wear and remove masks: [HERE](#) is a video to help children understand
- Mask Breaks
 1. Children will be provided mask breaks throughout the day and as needed
 2. Classrooms can reserve a time at one of the outdoor tents for mask breaks (or within the classroom if students maintain 6 foot distance.)
 3. People will be 6 feet apart prior to removing their masks
- 2. Disposal of Masks
 1. Masks are to be disposed of in covered trash cans (Located in all 4 wings)

HYGIENE: Keep hands and the environment clean

Students and staff will wash/sanitize hands upon arrival to school and frequently throughout the day. Hand sanitizer will be placed at strategic locations throughout the building including in classrooms. Students will also be permitted to have a personal supply of hand sanitizer. Custodians will provide expanded cleaning. High touch areas in common spaces will be cleaned multiple times throughout the day.

HANDWASHING/SANITIZING

- Students will be taught proper handwashing and sanitizing procedures
- Students and adults should wash their hands:
 - Upon arrival and leaving classroom
 - Before and after eating
 - Before and after a mask break
 - After using the restroom

Sanitizing stations will be available at the following locations:

- Classrooms
- Hallways
- Entrance to the building

NURSE VISITS

- Injuries and Medication:
 - Contact our Nurse, Linda Sawyers for details.
- Check ins/general concerns:
 - Staff contact nurse to see if student can visit nurse
 - Staff Illness (consult with school nurse should you feel ill during the school day)

CLASSROOM SETUP

In the hybrid model, students will be seated in chairs that are positioned 6 feet apart, facing the front of the classroom. Extraneous furniture will be removed from the classrooms whenever possible. DESE has provided sample classroom diagrams, which will be used by principals and teachers to determine the optimal seating arrangement based on the unique characteristics of each classroom.

Students will have assigned seating. For flexibility and ease of movement, staff will be allocated 6 feet of space at the front of classrooms whenever possible. Consideration will be given to clearance required for fire exits, mechanical HVAC systems, radiators, and sightlines to the whiteboard or projector and camera angles for synchronous learning. Non-essential furniture will be removed if it is an obstacle.

DESE has provided no maximum number for group size in classrooms or school buildings, so long as schools adhere to physical distancing requirements. During the instructional day, schools will leverage all available space in their buildings, including gyms and cafeterias, in order to allow students to have some mask breaks and movement breaks. However, numbers of students will be carefully monitored in order to avoid crowding in these spaces.

In all classrooms, and especially early childhood and elementary classrooms, soft and cloth-based materials such as area rugs, pillows, stuffed animals, dress-up clothing, and upholstered furniture will be avoided unless it is specifically authorized by the Office of Student Services or the Operations Department. Instead, washable mats, plastic trays, and other items will be used to define space.

TENTS/OUTDOOR SPACES

- Tents will be available on a scheduled basis
- Students will remain at least 6 feet apart while in the tent
- Masks do not need to be worn when adequately distanced outside

CLEANING

Daily routines:

- Doors
- Bathrooms
- Classrooms
- Office spaces

Supply Replenishment:

- Hand sanitizing stations
- Soap dispensers

MEETINGS

In person meetings, when necessary, will be conducted within the acceptable physical distancing guidelines. Individuals should plan to sit 6 feet apart from one another when possible. This can be

accomplished in conference rooms or in individual offices. Special Education and Section 504 Team Meetings can continue to be conducted remotely (in-person for a small number of attendees where social distancing is possible).

Employees will not gather at individuals' desks unnecessarily. If a staff member has business with another person, they will stand at least 6 feet away, be wearing a mask, and keep the encounter brief and efficient.