

Columbus Municipal School District

Building Procedures for Covid-19

We will be implementing several strategies to maintain healthy environments.

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Modified Layouts

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

Communal Spaces

- Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Food Service

- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

How to Protect Yourself & Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

SPECIAL NOTE TO PARENTS:

Please start looking for a face mask that your child can comfortably wear for much of the day. Once you find one, find a way that will help them identify it- monogram, name, personalize, etc. Also come up with a practice and procedure with your student for taking the mask off to eat and drink that will prevent the mask from being dropped on the floor, being lost, or being mixed up with another student's mask. (Think about clipping it to a lanyard, belt loop, or some other way to keep it from getting dirty.)

When sending your student to school with a mask, please consider sending more than one or two per day to make sure that they have a backup for any unforeseen circumstances. One innocent drop on the floor and it is dirty, one sneeze and it is dirty, sitting it down and losing it (even temporarily) and it is dirty.

One final note. Please have your student to start practicing wearing their face mask NOW. This will allow them to get used to wearing the mask for longer periods of time over the next few weeks, which will help when they are at school and must have it on for the entire day.

EVERYONE: Remember to practice and discuss not touching the face, hand sanitizing before and after touching the face if it can't be avoided and hand washing correctly for twenty seconds with soap and water whenever possible.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common disinfectants will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of **COVID-19.**
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Reference: Center for Disease Control and Prevention (2020) *Considerations for Schools.*
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Columbus Municipal School District

Daily Procedures -Covid-19

CHANGE STUDENT DROP-OFF AND PICK-UP PROCESSES TO LIMIT CONTACT

- Ask students to enter and exit in single-file lines to enable physical distance.
- Establish one or two entry and egress points that enable the flow of students to move in a single direction.
- Do not allow visitors in the school building except under extenuating circumstances; adults entering the building should wash or sanitize hands prior to entering.
- Establish hand hygiene stations at the entrance to the facility so students can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol and supervise its use.
- Encourage families to drive their children to school if possible. This will reduce student numbers on buses.

Screen Children Upon Arrival

- Persons who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.
- There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Reference: <https://www.louisianabelieves.com/resources/strong-start-2020>

Routine cleaning and disinfecting

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Face shield
- Doorknobs and handles
- Stair rails
- Classroom desks and chairs

- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Pushbuttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

Cleaning cloth face coverings and face shields

- Cloth face coverings should be laundered as needed and changed if visibly soiled.
- The CDC provides guidance for the use and care of cloth face covering and face shields. Review the Use of Cloth Face Coverings to Help Slow the Spread of COVID-19.
- **Face shields should be cleaned following manufacturer's instructions.**
 - While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
 - Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
 - Fully dry (air dry or use clean absorbent towels).
 - Remove gloves and perform hand hygiene.

Reference: Center for Disease Control and Prevention (2020) *Considerations for Schools*.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

When a student or staff member becomes ill

When a student or staff member develops any symptoms of illness consistent with COVID-19 in a school or childcare setting:

- Isolate the person in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth face covering / face shield, facial tissues, and alcohol-based hand rub.
- Remind staff who are monitoring the student or staff member with symptoms to wear a cloth face mask and practice social distancing. Close off the space used for isolation after the ill person leaves. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Open the space for use after proper cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

General precautions for the cleaning staff after an ill student has been in your facility

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.

- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication Standard 29 CFR 1910.1200.

Reference: <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html> *COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs*

Columbus Municipal School District

Transportation Procedures -Covid-19

Transportation will be provided, but social distancing will be observed and will limit the number of students on the bus. For this reason, we encourage parents to use private transportation if possible.

As we consider our plans to re-open schools and welcome students back to the classroom, please follow these general guidelines to help ensure continued sanitization on school transportation/buses.

The risks associated with student transportation in buses have not been studied to date. As a result, these recommendations are derived from school operating procedures and the best “reasonable standard” given feasibility constraints.

Seating and Social Distancing

Buses should operate at 25 percent of their normal capacity in Phase 1, 50 percent of their normal capacity during Phase 2, and 75 percent of their normal capacity during Phase 3, with appropriate spacing.

Symptom Monitoring and Personal Hygiene

- All passengers should engage in hand hygiene upon entering the bus. Hand sanitizer should not exceed 80 percent alcohol concentration and containers should be securely closed, secured against shifting and protected from damage.
- Facial coverings should be worn by all staff and students (3rd grade and up) at all times. Any child over age two may wear a face covering.
- For bus stops, consider developing a communication plan to encourage parents and students to maintain social distance at bus stops and to avoid congregating in groups while waiting for the bus.

Additional Cleanings/Decontamination of School Buses

Use a CDC-approved disinfectant when wiping down surfaces. Each school bus should be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include the entry handrail, the fronts and backs of seats and any hardware or accessories, windows, window handles and walls. In addition, wipe the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc.

Hand Sanitizer Stations for School Bus Drivers and Students

Install and maintain hand sanitizer stations in the bus entry. All bus occupants (students and driver) should be encouraged to utilize the hand sanitizer station upon entry to the school bus and again upon exiting the vehicle. For drivers, provide hand sanitization stations where they enter

the building or bus barn. Train all drivers on proper hand sanitizer stations for themselves and their students.

Signage and Student Education

Prominently post signage indicating the proper method to protect others when coughing or sneezing on the school bus. In addition, all students should be properly educated in these procedures utilizing CDC guidelines.

Tissues

Each school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated in proper disposal of used tissues. Dispose of tissues after each run as part of disinfecting the bus.

Operational Standards

- Windows should be open at all times to facilitate air flow as weather conditions permit.
- Stagger unloading of buses at school to minimize student group size as they enter school and to allow six feet of distance while entering.
- Clean high-touch surfaces, including seats and handrails, after each group's use. The bus should be cleaned at least once per day.

Driver Training

All drivers should receive training on proper disinfecting procedures for the school bus. These procedures should follow CDC recommendations. This training should be properly documented similar to other district provided training. The training should include the following at a minimum.

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment (PPE).
- Safe product usage guidelines (chemical safety).
- Proper methods to empty and dispose of trash.

Sick Student Procedures

Procedures should be developed by the school district and shared with all drivers on how to handle a student who appears ill. This procedure should address the following:

- Identifying a potentially ill student.
- Developing a potential isolation zone for the school bus when it arrives on campus.
- Isolation procedures for all students on the school bus. Such procedures should correspond to procedures developed for classrooms.

Driver Isolation

All drivers, office staff and mechanics should be encouraged to keep a safe distance six feet if possible) from each other in the break room. The driver should also consider establishing a buffer zone around him on the bus (i.e. no one sits in the front two rows if possible).

Reference: <https://www.aig.com/us/news-and-insights/2020/may/guidance-on-reopening-k-12-education-school-transportation-and-covid-19/>