

# Groton CSD Return to School Comprehensive Plan Groton Elementary and Groton Jr-Sr High Schools

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## I. PEOPLE

### A. Social Distancing and Face Coverings

#### ***Social Distancing***

- The District will ensure that social distancing (of at least 6 ft. or a physical barrier) is maintained between adult individuals while in school facilities and on school grounds, unless safety or the core activity (ex. Instruction, moving equipment, using an elevator) requires a shorter distance or individuals are of the same household. Students will maintain at least 3 ft. of social distancing when in classrooms that have physical barriers, or at least 6 ft. where barriers are not present.
- The District will post social distancing capacity for social distancing in all areas. All faculty, staff, and students must adhere to the posted capacity for all areas.

#### ***Face Coverings***

- Acceptable face coverings include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose.
- Whenever social distancing of 6 ft. is not possible, individuals are required to wear face coverings, excluding individuals who are unable to medically (physical or mental health) tolerate a face covering.
- Individuals, including students in grades 6-12, must wear face covering in all classes where desks are only 3 ft. apart and in common areas (ex. During transition times in hallways, lobbies, exits/entrances, offices, etc.).
- Students must wear a face covering to ride the school bus (while entering, exiting, and seated).
- The District will train all students, faculty and staff on how to adequately put on, take off, clean (as applicable), and discard PPE.

#### ***Social Distancing for Certain Activities***

- The District will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require projecting the voice (ex. singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (ex. PE class).
- Faculty and/or staff will call the school nurse before sending a student to the health office to ensure that social distancing capacity is followed.

#### ***Space Configurations***

- The District will modify or reconfigure spaces and areas so that individuals can be socially distanced, and are not sharing workstations, desks, tables or other shared surfaces without cleaning between use.
- The District will reduce bi-directional foot traffic by using tape to mark direction and spacing in hallways, outside bathrooms and other spaces where lines are commonly formed.
- The District will designate limited spaces that are accessible to public organizations/groups during specific time periods that will allow for cleaning and disinfecting before the opening of school the following day. Any use of school

facilities or grounds by the general public will be subject to the same guidelines required during all other school operations.

### **Schedules**

- The District will stagger arrival and pick-up times and locations of students in both buildings to maintain social distancing.
  - a) Jr-Sr High AM arrival (by bus) - 7:45am  
Jr-Sr High AM arrival (parent drop-off) - 7:45-8:00am
  - b) GES AM arrival (by bus) - 8:00am  
GES AM arrival (parent drop-off):
    - UPK & K & 1- 7:30-7:45am
    - Grades 2-5 - 7:55-8:00am
  - c) Jr-Sr High PM departure (by bus) - 2:18pm  
Jr-Sr High PM departure (parent pick-up) - 2:15-2:30pm
  - d) GES PM departure (by bus) - 2:08pm  
GES PM departure (parent pick-up):
    - UPK & K & 1- 2:10 (siblings of UPK & K will be released at the same time)
    - Grades 2-5 - 2:00pm
- Students' locker usage will be limited to storing jackets or coats.

### **Signage**

- The District will post signs throughout the school regarding public health protection against COVID-19.

## **B. Gatherings**

### **Meals**

- The Food Service staff will serve most meals in alternate settings (ex. classrooms) to ensure social distancing while eating meals.
- The District will prohibit the sharing of food and beverages, unless individuals are members of the same household.
- All students will be encouraged to perform hand hygiene before and after eating.
- The food service staff will provide all students, whether they are in school or learning remotely, with access to school meals each day.
- The food service director will revise district food safety plans to include standard operating procedures for meals in the classroom.
  - a) Meals will be served single plate and or via grab & go kiosks.
  - b) The district will discourage food sharing between students

### **Small Spaces**

- The District will limit gathering in small spaces (ex. Elevators, supply rooms, faculty offices) by more than one individual at a time, unless individuals in such space at the same time are wearing acceptable face coverings or are members

of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity.

#### **Faculty & Staff Meetings**

- The district, management and building leadership will utilize video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations or hold meetings in open, well-ventilated spaces and ensure social distancing.

#### **Ventilation**

- The District will increase ventilation with outdoor air to the greatest extent (ex. Opening windows) possible while maintaining health and safety protocols.

#### **Common Areas**

- The District will reduce access to non-essential amenities and communal areas, if access is allowed, the District will provide hand sanitizer or disinfecting wipes near such amenities or areas (ex. Vending machines).
- Adequate social distancing will be required in small areas (ex. Restrooms, break rooms). To promote this, seating will be properly spaced and limited, and the district will develop signage and systems (ex. Floor markings, occupied flags) to restrict occupancy.

### **C. Operational Activity**

#### **Cohorts**

- The District will create cohorts of students in grades K-8, and, whenever possible, for students in 9-12. Students in grades K-6 will remain in self-contained classrooms. Movement of cohorts in grades 7-12 will be as minimal as possible.

#### **In-Person Instruction**

- The District will create a hybrid approach that utilizes a combination of in-person instruction and remote learning. The hybrid approach will allow the District to transition to fully remote if necessary. It also allows for flexibility in prioritizing in-person instruction to meet students needs (ex. Students with disabilities).
- To maximize in-person instruction the District will provide a full day of in-person instruction option for all students. Alternative classroom spaces will be used as needed to ensure social distancing amongst students. ([See Appendix 1: Schedule for grades UPK-6](#) and [Appendix 2: Schedule for grades 7-12.](#))

### **D. Movement & Commerce**

#### **Student Drop-Off & Pick-up**

- The District will designate specific areas for student drop-off and pick-up, limiting contact and entry of parents/guardians into the building, to the greatest extent possible.
- All visitors will be required to complete a pre-screening questionnaire, and will be required to wear an appropriate face covering.
- The District will designate specific areas and procedures for buses to drop-off and pick-up students to help maintain social distancing. The bus drivers will

ensure social distancing is maintained by only unloading a single bus at a time, directly in front of the student entrance for each building.

- Each building will provide supervision at the student drop-off and pick-up by buses to ensure students maintain appropriate spacing while entering/exiting the building.

#### ***Deliveries***

- In an effort to limit contact to the greatest extent possible, the following are the designated areas for pickups and deliveries:
  - a) GES: Loading dock by cafeteria and/or the main office
  - b) Jr-Sr High: loading dock by cafeteria, the maintenance entry, the district office, and/or the Jr-Sr High main office.

#### ***Faculty & Staff Entrances/Exits***

- The building leadership and management team will designate specific entrances/exits for faculty and staff to limit on-site interactions. Each faculty and staff member will be required to only use the entrance/exit they have been assigned.

#### ***Shared Objects***

- The District will limit the sharing of objects (ex. Chromebooks, toys, writing utensils, etc.) and encourage personalized usage whenever possible; or require students, faculty, and staff to perform hand hygiene before and after contact.

## **II. PLACES**

### **A. Personal Protective Equipment**

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or course control against COVID-19 and should not be used.
- The District shall provide face coverings to any faculty, staff or student who is in need of one, at no cost to the faculty, staff, or student.
- The District shall maintain a surplus of face coverings on hand should faculty and staff need a replacement, or a student be in need.
- The District shall advise faculty, staff and students in grades 6-12 they are required to wear face coverings in classrooms where desks are only 3 ft. apart and in common areas (i.e. hallways) or situations where social distancing cannot be maintained, such as riding in elevators and walking in hallways. Students in grades UPK-5 will be strongly encouraged to wear masks in these spaces.
- The District shall allow students, faculty and staff to use their own acceptable face coverings, as long as they adhere to the standards of protection for the specific activity.

- The District will encourage students in grades 6-12, and students in K-12 who are riding the bus, to bring their own face coverings, but will not require it. The district will provide such covering to any student who does not have their own, at no cost to the student.
- The District will provide an overview to all faculty, staff and students on the proper cleaning and/or disposal of face coverings, including the fact they must not be shared. Students and parents/guardians should take responsibility for maintaining their face coverings, and the district will provide information on face covering hygiene.

## B. Hygiene, Cleaning and Disinfection

### ***Hygiene***

- The District will ensure adherence to hygiene, cleaning and disinfection requirements as advised by the CDC and DOH, including [“Guidance for Cleaning and Disinfection of Public and Private Facilities for Covid-19.”](#)
- Maintenance staff will maintain logs that include the date, time, and scope of cleaning and disinfection in all classrooms and common areas of the buildings (i.e. bathrooms, teacher rooms, office space, etc.). All classrooms and office spaces will be cleaned and disinfected daily; bathrooms will be cleaned and disinfected throughout the day, but minimally four times each day.
- The school nurse will provide training to all faculty, staff and students on proper hand and respiratory hygiene. The District will provide this information to parents and/or legal guardians. (See Appendix 3: PPE Protocols)
- The school nurse will provide training to faculty and staff to observe for signs of illness in students and steps to take when symptomatic persons need to be sent to the health office ([See Appendix 4: Protocol for Detecting Illness and Follow-up Procedures.](#))
- The maintenance staff will provide and maintain hand hygiene stations around the school, as follows:
  - a) For handwashing: soap, running water, and disposable paper towels
  - b) For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing may not be available or practical. Student use of alcohol-based hand sanitizers will be supervised as much as possible to minimize accidental ingestion and promote safe use.
  - c) Hand sanitizers will be available in common areas throughout the school, including entrance ways to cafeteria and buildings.

### ***Cleaning and Disinfection***

- The maintenance staff shall provide cleaning and disinfecting supplies to faculty and staff for shared and frequently touched surfaces (i.e. keyboards, desks, phones, remote controls, etc.).

- The maintenance staff will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and tables which should be cleaned between each individual's use. ([See Appendix 5: Cleaning Procedures.](#)) If cohorts are used, cleaning of high touch surface areas will take place between each cohort's use. All cleaning and disinfection will follow state and local health department guidelines ( See "[Guidance for Cleaning and Disinfecting of Primary and Secondary Schools for COVID-19](#)").

***Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case***

- The building maintenance staff will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning to include, at a minimum, all heavy transit areas and high-touched surfaces. If someone is suspected or confirmed to have COVID-19 appropriate protocol will be followed, to include the following:
  - a) Close off areas used by the person who is suspected or confirmed to have COVID-19. (The district does not necessarily have to close operations, if it can close off the affected areas (e.g. classroom, restroom, hallway), but will consult with the local health department in development of the cleaning protocol following a suspected or confirmed case of COVID-19.)
  - b) Open outside doors and windows to increase air circulation in the area.
  - c) Wait 24 hours before cleaning and disinfecting the area, unless 24 hours is not feasible, in which case, wait as long as possible.
  - d) Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - e) Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
    - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
    - The district will refer to the DOH's "[Interim Guidelines for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close and proximate" contacts.
  - f) If more than seven (7) days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection shall continue.

### C. Coordination and Phased Reopening

- The Superintendent and/or her designee, will be designated as the COVID-19 safety coordinator responsible for all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

### D. Communications Plan

- The District will engage with school stakeholders through frequent and multiple forms of communication including, but not limited to emails, school messenger phone messages, surveys, website and social media postings, etc. while developing reopening plans. The district has involved management, building leadership, and teachers in the planning process, while engaging with such stakeholders as parents, community members, and other organizations through the use of surveys.
- The District will post the complete reopening plans at the school and on the school district website for accessibility.
- The District's health staff will train all staff and students on how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- The Superintendent and/or her designee, will be designated as the point-of-contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication addressing questions from school stakeholders regarding the COVID-19 public health emergency and plans implemented by the school.

### E. Residential Living Considerations

- The District is not a residential campus.

## III. PROCESSES

### A. Screening and Testing

#### ***Health Screening & Temperature Checks***

- All faculty, staff, and students must have their temperature checked daily - ideally, at home, prior to departing to school - before entering any school facility. If an individual has a temperature greater than 100.0 degrees Fahrenheit, he/she will be denied access to the school campus, or sent directly to the dedicated area in the building prior to being picked up or otherwise sent home.
  - a) The District will require all faculty and staff to complete a daily screening questionnaire upon arrival at school to determine whether the individual has:
    - experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit, in the past 14 days; and/or

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for or has symptoms of COVID-19; and/or
  - Tested positive through a diagnostic test for COVID-19 in the past 14 days; and/or
  - Traveled internationally
- b) Screening is strongly recommended to be conducted remotely, before the individual reports to school, but may be performed at the assigned entrance at the school upon the faculty/staff member's arrival, using the Cayuga Medical Center Pre-screening Application. All faculty and staff will be required to maintain social distancing while completing the screening questionnaire at their assigned entrance.
- c) The District will provide touch free thermometers for the use of daily temperature checks upon arrival at school, should faculty/staff or students be unable to take their temperatures at home.
- d) The District will not keep records of student, faculty, staff, and visitor health data (e.g. the specific temperature data of an individual), but will maintain records that confirm individuals were screened and the result of such screening (e.g., cleared/not cleared). Each building will have a designee assigned to collect and maintain said records.
- GES - Julie Scaglione  
Jr-Sr High School - Jake Roe
- e) All visitors to the buildings (with the exception of delivery personnel) will be required to complete a screening questionnaire directly upon arrival to the building.

***Positive Screen Protocols***

- Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health provider for assessment and testing.
  - a) Students who are being sent home because of a positive screen (e.g. onset of COVID-19 symptoms), must be immediately separated from other students and supervised by the school nurse and/or her designee in the designated room until their parent/guardian picks them up.
  - b) The school health nurse will utilize the Cayuga Medical Center telemedicine service to schedule a pre-screening assessment for COVID, to determine if a student needs to be tested for COVID.
  - c) The school nurse will be responsible for providing parents/guardians of student with information on health care and testing resources available, including the Telemedicine Screening appointment, and the COVID testing site at Shops at Ithaca Mall at Ithaca located on Triphammer Road in Ithaca, NY.
  - d) If a student needs to be transported home by school district personnel, the district will follow the established procedures for transporting a student

who is displaying COVID symptoms home from school. ([See Appendix 6: Isolation and Transportation Procedures of Potentially Infected Student.](#))

- e) The district will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.
- All faculty, staff, and parents of students must immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.
- The district will follow procedures as provided by the local health department re: the requirements for determining when individuals , particularly students, who screened positive for Covid-19 symptoms can return to the in-person learning environment. ***This protocol will include, at a minimum, documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.*** (See NYS DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#))
- The district shall designate the following individuals to be the central point of contact responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-19 related symptoms or COVID-19 exposure, as noted on the questionnaire:
  - a) GES: school nurse (for students) and building principal for faculty/staff
  - b) Jr-Sr High: school nurse (for students) and building principal for faculty/staff
  - c) Each building will assign a staff member who will assist the school nurse in tracking the attendance of students as well as their completion of the screening questions. At GES, this individual will be an assigned aide. At the Jr-Sr High, this person shall be the attendance officer.

#### ***In-Person Screening***

- The District will provide appropriate PPE to each of the school building nurses, who will be responsible for performing all in-person screening activities, including temperature checks. Any other personnel performing screening activities will be trained by the school nurse in proper CDC, DOH, and OSHA protocols. Said initial screening will be used to determine if the person being screened needs to participate in a further digital screening process made available to all students and staff through Cayuga Medical Center's digital screening application.
- The District, in collaboration with Cayuga Medical Center, will utilize a digital screening process that will assess a staff member or student presenting with COVID symptoms and, through the use of telemedicine screening provided by Cayuga Medical Center health care workers, determine whether the person needs to be tested or not.

#### ***Return to School after Illness***

- The district will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider with COVID-19 they can return to school:
  - a) Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
  - b) If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.
- If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
  - a) It has been at least ten days since the individual first had symptoms
  - b) It has been at least three days since the individual has had a fever (without using fever reducing medicines); and
  - c) It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- The district will follow the CDC provided guidance for individuals who are home on isolation regarding when the isolation may end. (See ["Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings"](#).)

## B. School Health Offices

- Protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day:
  - a) Students that report to the health offices will be required to wear a mask. The District shall provide masks as needed upon arrival.
  - b) The following are dedicated areas to separate students, faculty, or staff with symptoms of COVID19:
    - GES: Room off nurse's main office
    - Jr-Sr High: Conference Room across hall from nurse's office
  - c) The school nurse will be responsible for contacting the parent/guardian of a symptomatic student and advising them of the need to come pick up their child and take home, or, if warranted, to a medical facility for treatment.
  - d) Symptomatic students who are waiting to be picked up will be supervised by the school nurse or her designee, who will wear appropriate PPE and remain socially distanced from the student.
  - e) Students will be escorted from the dedicated isolation area to the parent /guardian who will be instructed to call their health care provider or if they do not have any healthcare provided to follow up with a local clinic or urgent care center.
  - f) PPE requirements for school nurses caring for sick individuals:
    - When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection.

- g) Guidelines for cleaning and disinfection of designated space, per the NYS Department of Health's [Cleaning and Disinfecting Guidance for Primary and Secondary Schools for COVID-19](#).
- Protocols for asthma-related acute respiratory treatment care:
  - a) Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the school nurse.
  - b) School nurses will consult with students' healthcare providers for alternate asthma medication delivery systems
  - c) School nurses will consult with the school maintenance and facilities department for environmental controls that allow for proper ventilation.

### C. Tracing and Tracking

#### **Metrics**

- The Groton CSD will follow the state defined measure of 5% or greater infection rate (within the region) as the measure that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level
- The Groton CSD may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.
- Process if/when COVID-19 cases are discovered at school:
  - a) The District will immediately close areas or classes where individuals were infected
  - b) The Superintendent or his/her designee will consult with Tompkins County Health Department for guidance on whether larger sections and/or the entire school will need to be closed
  - c) The Superintendent, in consultation with Tompkins County Health Department, will communicate with families in the district the nature of the suspected COVID-19 case, as well as the recommendations for proper cleansing and disinfection
  - d) After waiting twenty-four hours, or, if not able to wait twenty-four hours, as long as is feasibly possible, the building maintenance staff will clean the infected areas using the NYS DOH's [Cleaning and Disinfecting Guidelines for Primary and Secondary Schools for COVID-19](#).

#### **Notification**

- The Groton CSD will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors. The Groton CSD, in collaboration with the local department of health, will notify parents, faculty and staff of any positive COVID-19 diagnostic test result in a manner so prescribed by the department of health.

#### **Tracing Support**

- The District will cooperate with state and local health department contact tracing personnel by:
  - Keeping accurate attendance records of students and staff
  - Keeping a log of any visitors, including date and time they were in school
  - Assisting the local health department with tracing all contacts of the individual at school
- Confidentiality will be maintained as required by state and federal laws and regulations.

***Quarantine, Isolation, and Return to School***

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation.
- Reporting plan for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism:
  - a) Individuals will contact their immediate supervisor and advise of the status of quarantine.
- Protocol for faculty/staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty/staff member had close or proximate contact with a person with COVID-19:
  - a) If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
  - b) If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
  - c) If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of self-quarantine, or, if they are cleared through the Cayuga Medical Pre-screening Application and/or primary care physician to come back to work as a result of having received their final COVID vaccination dose at least 14 days prior to the exposure.
    - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and the Superintendent in consultation with appropriate state and/or local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and

documented by the employee's immediate supervisor and employee:

1. **Regular monitoring:** The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of the district's occupational health program.
  2. **Wear a mask:** The employee must wear a face mask at all times while in the workplace for 10 days after last exposure.
  3. **Social distance:** The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
  4. **Clean and disinfect workspaces:** The district must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
  5. **Maintain quarantine:** The employee must continue to self-quarantine and self monitor for temperature and symptoms when not at the workplace for 10 days after last exposure.
- d) For further guidance, refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)"

#### **School Closures**

- The District will collaborate with the local health department to determine the parameters, conditions, or metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.
- The District will consider closing school if absentee rates impact the ability of the school to operate safely.
- In the case of a school closure, continuity of instruction will continue via an all-remote, digital learning plan that follows the same schedule as the in-person learning model in both buildings. ([See Appendix 1 and 2 - Instructional Schedules.](#))

## **IV. OTHER**

### **A. Social Emotional Learning**

- Student Services faculty will review and update the school counseling program plan. Said plan will include protocol for evaluation of a student remotely.
- Student Services faculty will provide in print and online resources to families to address mental health, behavioral and/or emotional needs for their children when outside of school. (See UNICEF's Article "[How Parents Can Help Their Children Navigate Their Feelings During School Reopenings](#)")
- Student Services faculty has a protocol for supporting students that are outside of school, including an out-of-school referral process. Student Services faculty will

present to all staff and faculty guidance on how to talk with and support students after the COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty and staff.

- Both GES and the Jr-Sr High school buildings will conduct a student Return-to-School survey within the first three weeks of school to assess how individual students are responding to the COVID-19 learning environment, and make referrals to the Student Support Services faculty as appropriate.

## B. Food Services

- The District will follow all Child Nutrition Program requirements.
- The food service staff will provide all students, whether they are in school or learning remotely, with access to school meals each day.
- The District will provide training to appropriate faculty and staff on food allergies including symptoms of allergic reactions to food.
- The food service staff will follow all CDC guidelines for sanitization of kitchens including routinely cleaning and disinfecting high touch surface areas.
- All students will be encouraged to perform hand hygiene before and after eating.
- The food service director will revise district food safety plans to include standard operating procedures for meals in the classroom.
  - a) Meals will be served single plate and or via grab & go kiosks.
  - b) The district will discourage food sharing between students

## C. Transportation

- The transportation department will clean and disinfect buses daily. ([See Appendix 7: Bus Cleaning Procedures.](#))
- Hand sanitizer is not allowed on the buses due to its combustible composition.
- School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.
- If personnel are experiencing any of the symptoms of COVID-19 they should notify their supervisor and seek medical attention
- School bus drivers and monitors must wear a cloth face covering when transporting students. All transportation staff must wear a mask in the bus garage and on school grounds when social distancing cannot be maintained.
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- The Director of Transportation will provide Personal Protective Equipment such as masks and gloves for drivers and monitors in buses as well as hand sanitizer for all staff in their transportation locations such as employee lunch/break rooms and/or the bus garage.
- Drivers and monitors who must have direct physical contact with a child must wear gloves.

- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. Students who do not have a mask can NOT be denied transportation, but will be seated 6' from other students.
- Students should be reminded of the bus rules, like, to not eat or drink on the school bus, which would require them to remove their mask.
- Students will be assigned seats in order to help maintain social distance on the bus as much as is feasible. Siblings or children who reside in the same household will be assigned seating together.
- Students who arrive at bus stops without a mask must be provided one by the driver from a supply available on each bus.
- When it is feasible to do so, drivers will put some windows down throughout the bus to allow for fresh air flow and ventilation.
- Both GES and the Jr-Sr High have reconfigured the loading and unloading locations for students who are transported by bus, car or are pedestrians. At GES, students in grades UPK & K who are transported by car will enter through the entrance by the nurse's office, and students in grades 1-5 will enter near the gym. At the Jr-Sr High those students transported by car will enter through the main entrance. Faculty and staff at both buildings will enter via assigned entrances to alleviate traffic flow. Buses will unload students one bus at a time at the main entrance of each building as a means of controlling student flow into the school.
- If the school district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not; All students are entitled to transportation by the district to the extent required by law.

#### D. Teacher & Principal Evaluation System

- Pursuant to Education Law 3012-d, the Groton Central School District will fully implement its currently approved APPR plan for the 2020-2021 school year.
- In response to the COVID-19 crisis, the superintendent of schools may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available after extensive and documented recruitment.
- During the 2020-2021 school year, due to the COVID-19 crisis, substitute teachers who do not hold a valid teaching certificate and are not working towards certification, but hold a high school diploma or its equivalent, may be employed by the school district beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year).

## E. Special Education

- The district shall provide special education services consistent with the recommendations on individualized education programs (IEPs). The district shall collaborate with program providers outside of the school buildings (i.e. BOCES) to ensure they are providing program(s) consistent with the recommendations on Individualized Education Plans (IEPs). Students with disabilities will attend in-person classes as recommended by their IEPs. Students who opt to receive education remotely will receive their program services via scheduled classes on-line.
- The district will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. A primary service provider will be assigned to each student to oversee the implementation of these services within the classroom(s).
- The district will document the programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication, via the use of the special education student management system (IEP Direct), the use of progress reports sent home quarterly to parents, CSE/CPSE meetings, and communication between the teacher and home via conferences, emails, phone calls, etc.
- Should the district have to go to an entirely remote learning plan, students with disabilities will attend their classes online, and receive their related services through Zoom meetings and/or teletherapy as scheduled by their related service providers, and in accordance with their IEPs.
- The district plan includes in-person programming for its high-need students, and encourages parents to consider sending their students with high-needs to their respective buildings for the educational programming.

## F. Instructional Plans

- Attendance - Both GES and the Jr-Sr High building will take daily attendance of teachers and students, whether they are learning remotely or in-person. Student attendance will be maintained in SchoolTool, the student management system.
- The District will offer parents choice in instructional plans for the 2020-2021SY. Commencing on April 12, 2021 and through the remainder of the 2020-2021 school year, the first choice is a full day, in-person instructional model. The second choice is a totally remote learning plan where students will receive their education remotely on an as-scheduled basis with their instructors. ([See Appendix 1 and 2: Instructional Schedules.](#))
- Field trips will not be permitted for the 2020-2021 school year. Teachers will be encouraged to investigate the possibility of digital field trips for their students, as they deem appropriate for their instruction.
- Technology and Connectivity

- a) The District will afford every student in grades 6-12 with a computing device for use both at home and at school. Students in grades 1-5 will be assigned a computing device for their individual use at school.
- b) Students who reside in homes with limited or no access to high speed internet will be scheduled for time to complete all assignments at school.
- c) The district will provide professional development for leaders and educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings.
- d) Each school building leader will oversee the provision of instruction to students to build digital fluency.
- e) Each school building leader will oversee the establishment of a digital library on tech tutorials for student, teacher, and family technology use.
- f) The district will ensure student data privacy and security will be maintained and that the school and/or district are in compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations.
- g) The district contingency plan of complete remote learning will provide both support and flexibility to students when designing remote/online learning experiences. Students will continue to follow their daily schedule structure for class attendance even in a remote setting.
- h) Teachers of students in remote settings will consider alternative learning activities that do not require students to print.
- i) For students with extremely limited internet access, the district will provide materials and assignments on a flash drive or other file storage device.
- Prior to September 1st, 2020, each school building will hold grade-level parent meetings to review the instructional plans for the respective buildings. At said meetings, the buildings will offer training and support for students and families to ensure comfort and ease with instructional programs and any technological platforms and devices used to deliver instruction.
- UPK-3 and UPK-4 Programs
  - a) Health and Safety Considerations
    - Family style eating will not be practiced due to social distancing requirements and for health safety reasons.
    - An adult will ensure that proper hand washing protocols are followed when students are using the bathroom and before and after meals.
    - Center-based and small group learning is a critical component of a Prekindergarten instructional program. The Groton UPK program will:
      - o Avoid centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.;
      - o Provide students with individual sets of materials to avoid sharing of common items; and

- o Follow proper sanitation guidelines from the Department of Health after children have been at a learning center or in small groups.
- b) Instructional Practices and Programming Considerations
  - The UPK class instructors will refrain from strategies and practices that encourage physical contact, such as hand-holding buddy systems.
  - The building leader will consider the use of alternate learning spaces for hands-on centers that allow for social distancing (i.e. small gym at GES).
  - In the event the district has to move to a totally remote learning plan, all instructional materials for the UPK classrooms will be provided via paper packets.
- Communication
  - a) The district will communicate the instructional plan to the parents as early as feasible to allow for parents to make arrangements for daycare, and other familial needs.
  - b) The district will provide parents with applicable instructions, training and consistent digital communications (Facebook, district webpage, Robocall emails, etc.) as a means of providing them with information.

## G. Athletics and Extracurriculars

- Athletics Categorization and Participation:
  - a) Lower- and moderate-risk sports (e.g., tennis, soccer, cross country, field hockey, and swimming) may practice and play, effective September 21, 2020. **However, the IAC League in Section IV has voted to suspend all sports until January 4, 2021,** at which time there will be a modified three-sport season schedule put together for the League.
  - b) Higher-risk sports (e.g., football, wrestling, rugby, hockey, and volleyball) may practice, effective September 21, 2020, and will begin competitive play as of January 4th, 2021, and in accordance with the Section IV sports season schedules. The IAC league has adopted protocols for return to play, which the district will adhere to. The Athletic Director will be providing coaches with appropriate materials on training guidelines, protocols, and procedures prior to any sport beginning an off-season regimen. (See DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)")
  - c) If school is closed for in-person education during the school year due to an increase in confirmed COVID-19 cases, school-sponsored sports must be suspended until in-person education is resumed; provided, however, that this restriction does not apply to schools that are conducting only remote instruction.
- Extracurricular activities will be considered for a **virtual** start-up as of October 5th, 2020. All advisors must submit a plan to their building principal for how they

envision the club running in a virtual environment. Clubs may begin once they have received the appropriate approval. Beginning on January 4, 2021, extracurricular clubs may begin to meet in-person in accordance with the IAC league sports protocols, and with prior approval from building leadership.

- Physical Distancing
  - a) For any indoor sport or recreational activity, capacity is limited to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy, inclusive of employees and patrons/players/spectators, and will not exceed 100 total occupants at an indoor facility.
    - Spectators will be limited to no more than two spectators per player for indoor sporting events, and will be in accordance with the IAC league protocols as they relate to spectators.
  - b) A distance of at least six feet will be maintained among individuals at all times, whether indoor or outdoor, unless safety or the core activity (e.g. practicing, playing) requires a shorter distance. If a shorter distance is required, individuals must wear acceptable face coverings, unless players are unable to tolerate a face covering for the physical activity (e.g. practicing, playing); provided, however, that coaches, trainers, and other individuals who are not directly engaged in physical activity are required to wear a face covering.
  - c) Admissions to all athletic events will be free of charge. If admissions are required at an extracurricular event (e.g. school musical) the district will ensure social distancing is maintained between the patrons and employees and will encourage payment be made via check. Pre-sale tickets will be highly encouraged. Employees collecting admission at the door will wear appropriate PPE (face coverings and gloves).
  - d) The athletic director and his designees will ensure spectators maintain six feet of physical distance between individuals and/or family/household units at all times and all spectators must wear face coverings when they are in common areas and situations where six feet of distancing is not able to be maintained, so long as they are over the age of two and medically able to tolerate such covering.
  - e) Student athletes and coaches will be required to wear face coverings while riding a school bus to/from an athletic contest. The school will, whenever possible, maintain proper social distance for students on the bus by ensuring one athlete per seat, unless they are a sibling group.
  - f) No concession stands will be permitted for the 2020-2021SY at any athletic or extracurricular event.
- Hygiene, Cleaning and Disinfection
  - a) The district will adhere to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH for school facilities. (See NYS DOH's "[Cleaning and Disinfecting Guidelines for Primary and Secondary Schools for COVID-19.](#)")
  - b) For outdoor facilities, the district will provide hand sanitizer at the points of entrance/exit for use by employees, patrons/players/spectators.

- c) Coaches/Extracurricular advisors shall ensure that equipment is properly cleaned and disinfected after each practice. Student athletes will be encouraged to bring their own equipment (balls, gloves, etc.).
- Contact Tracing and Tracking
  - a) To the extent possible, the athletic director or, in the case of a club, the extracurricular advisor, should maintain a log of every person, including employees, who may have close contact with other individuals at the site; excluding patrons/players/spectators and deliveries that are performed with appropriate PPE or through contactless means.
  - b) The Superintendent and/or his/her designee, will notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee at their site.
  - c) In the case of an individual who interacted at the site testing positive, the district must cooperate with the state and local health department to trace all contacts in the work area and notify the state and local health department of all employees, vendors, and other individuals who entered the site dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
  - d) The Tompkins County Health Department will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
  - e) Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self report to their employer at the time of alert and shall follow the protocol referenced above.
- Outside organizations will have access to the Groton Central School District effective February 22, 2021. These organizations will be required to complete a building use form, have an on-site coordinator at each event, and follow the IAC league protocols in its entirety, as they relate to spectators allowed, concession stands, and face coverings of participants and spectators. In addition, these organizations will be responsible for taking attendance at every event in order to be able to contact trace, should there be a positive COVID case.

### **Participants in Plan Development**

The district engaged stakeholders in the development of this plan through parent surveys that included student input, parent meetings by grade level, management team meetings, building leadership team meetings, instructional planning committee meetings, faculty surveys, coordination with Tompkins County Public Health personnel, Cayuga Medical Center personnel, and input from the student support services and health services faculty within the district.

# APPENDICES

## APPENDIX 1: Schedule for Grades UPK - 6

### **UPK-2 & Grade 6**

8:00: Bus Arrival to School (**M-F, 5 days/week**)

8:00-2:08: Instruction within self-contained classrooms (including core instruction in math, ELA, specials, lunch, recess, etc.)

2:08 - Dismissal

### **Grades 3-5**

8:00: Bus Arrival to School (**M-F, 5 days/week**)

8:00-10:55: Group 1 (Former AM Shift Students) - Core Instruction in ELA & Math

8:00-10:55: Group 2 (Former PM Shift Students) - Specials (\*PE daily),

Guided/Independent Reading, Science

10:55-11:25: Lunch

11:25-2:08: Group 1 (Former AM Shift Students) - Specials (\*PE Daily),

Guided/Independent Reading, Science

11:25-2:08: Group 2 (Former PM Shift Students) - Core Instruction in ELA & Math

2:08: Dismissal

## APPENDIX 2: Schedule for Grades 7-12

### **Grades 7-12 - Monday, Tuesday, Thursday, Friday**

7:55: Bus Arrival and Grab-n-Go breakfast (M/T/TH/F - 4 days/week)

8:00-2:15: Attend all scheduled classes

10:49-11:19: Grab-n-Go Lunch (eating in 6th period class)

2:15: Dismissal

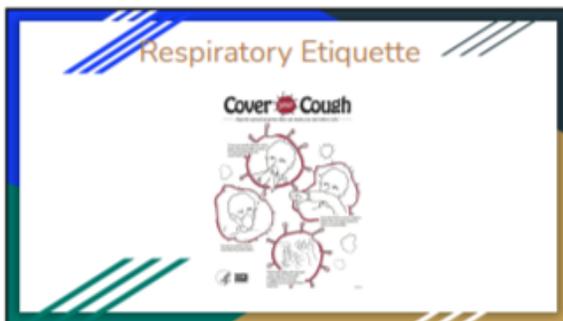
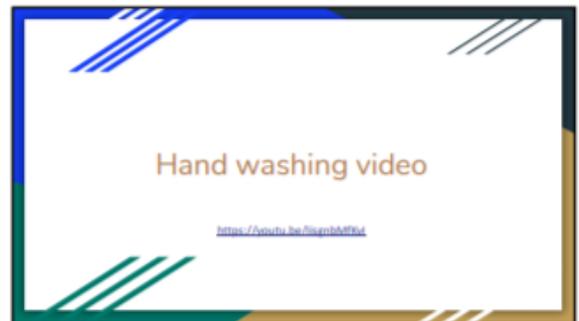
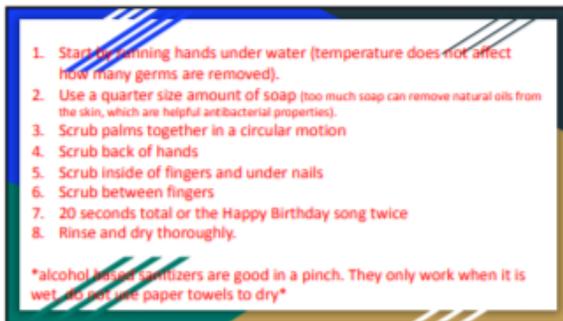
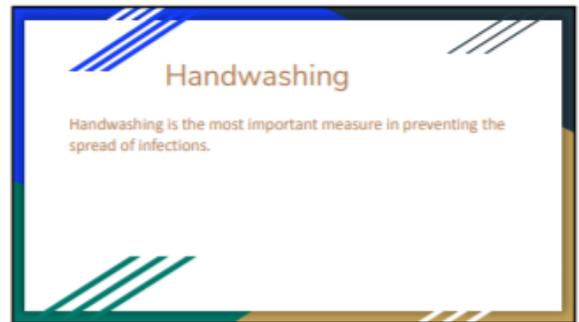
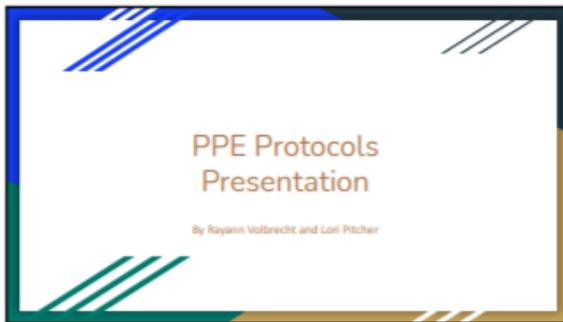
### **Grades 7-12 - Wednesday (\*assigned students only)**

7:55: Bus Arrival and Grab-n-Go breakfast

8:00-10:49: Attend all scheduled classes (science labs, ELA, math, academic support)

10:49: Grab-n-Go Lunch & Dismissal

## APPENDIX 3: PPE Protocols



## Covid 19 symptoms

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea and vomiting
- diarrhea

## Protocol for When a Student Shows Signs of COVID

- Call the Nurse (x3443 Rayann; 2444 Lori)
- Make sure the student has a mask on (apply one if assistance is needed)
- For Gr. UPK - 1st: Send to the nurse's office with an aid.
- Gr. 2-12 - Send to Nurse's Office
- **Maintain student confidentiality**

## Applying a mask on child

- STEP 1: Hold mask by strings.
- STEP 2: Place string behind both ears
- STEP 3: Pull mask down to cover mouth and chin
- STEP 4: Pinch the nose to seal mask (if it has a nose piece)

Thank you for your time. We are all in this together.

## APPENDIX 4: Protocol for Detecting Illness and Follow-up Procedures

1. The school nurses for both GES and the Jr-Sr High will provide training to all faculty and staff on the signs and symptoms of COVID-19, including, but not limited to the following:
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headaches
  - new loss of taste or smell
  - sore throat
  - congestion of runny nose
  - nausea or vomiting
  - diarrhea
2. If a student presents with any of the listed symptoms, faculty will be advised to take the following steps:
  - a) The faculty member will call the Nurse and let her know the name of the student that is displaying symptoms and is being sent to the health office for further screening. Students in grades 6-12 will be advised to put their mask on before proceeding to the nurse. Faculty will assist students in K-5 in putting a face mask on and, if necessary, will escort the child to the health office.
3. Once the student arrives he/she will be placed in isolation and an assessment will be performed. If it is determined that the student is displaying COVID-19 symptoms, the parent/guardian will be called and the expectation will be they pick up their child within the hour. The student will remain in isolation until their parent arrives, or, if being transported by school personnel, until the bus arrives to take the student home.
4. The school nurse will advise the parent/guardian to contact their primary care provider/pediatrician for follow-up care, including whether a COVID-19 test needs to be performed.
5. The student will not be allowed to return to school until they have a physician's note negating a COVID-19 diagnosis and/or they have received a negative result from a COVID-19 test.

## APPENDIX 5: Cleaning Procedures

### **CLASSROOMS & OFFICES**

- 1) Empty all trash containers; pencil sharpeners
- 2) Disinfect all door handles with virex/vital oxide
- 3) Disinfect light switches with virex/vital oxide
- 4) Disinfect telephone with virex/vital oxide
- 5) Disinfect all desks with virex/vital oxide
- 6) Disinfect all chairs with virex/vital oxide
- 7) Sweep floor with microfiber dust mop
- 8) Mop floor with microfiber wet mop and Stride
- 9) Make sure all windows are shut and doors are locked
- 10) GES - Clean bathroom in the classroom according to procedures below
- 11) GES - Clean sinks in rooms that have them
- 12) GES - Disinfect all drinking fountains with virex/vital oxide
- 13) GES - Load paper towels, and fill soap dispensers
- 14) GES - vacuum carpets/rugs
- 15) Disinfect with Clorox 360 Spray
- 16) Disinfect all toys and manipulatives
- 17) Complete Cleaning Log

### **BATHROOMS & LOCKER ROOMS**

- 1) Empty all trash containers
  - a. Empty feminine sanitary disposal boxes in ladies' bathrooms
  - b. Disinfect with virex/vital oxide
- 2) Spray sinks and toilets with virex/vital oxide
  - a. Wash sink with virex/vital oxide wipes
  - b. Clean toilets with toilet brush - flush and rinse with clean water
- 3) Disinfect light switches with virex/vital oxide
- 4) Disinfect all drinking fountains with virex/vital oxide
- 5) Disinfect all soap and paper towel dispensers with virex/vital oxide
- 6) Clean mirrors with glance window cleaner and a clean cloth
- 7) Check walls and all partitions for writing or dirt
  - a. Use Go-Getter and magic eraser to remove writing etc. - wipe down afterward with a clean cloth
- 8) Stock toilet paper, paper towels, and soap
- 9) Sweep all floors
- 10) Mop all floors (including shower floors) with virex/vital oxide
- 11) Clorox 360 Disinfecting Spray
- 12) Complete Cleaning Log

### **HALLWAYS**

- 1) Disinfect all interior and exterior door handles and doorbells with virex/vital oxide
- 2) Disinfect all light switches with virex/vital oxide
- 3) Disinfect all drinking fountains with virex/vital oxide
- 4) Sweep, spot mop, remove black marks
- 5) Vacuum carpets
- 6) Elevator – vacuum, disinfect buttons with virex/vital oxide

### **CAFETERIA**

- 1) Disinfect all tables with virex/vital oxide
- 2) Disinfect door handles and light switches with virex/vital oxide
- 3) Sweep floors, moving tables and washing the floor with the floor machine and Stride
- 4) Put all tables back
- 5) Empty all the remaining garbage cans from the kitchen and put on school truck
- 6) Mop serving area and kitchen floors
- 7) Clean main entrance and kitchen bathrooms
- 8) Complete Cleaning Log

### **GYMS**

- 1) Sweep floor with dust mop
- 2) Mop floor with microfiber mop
- 3) Wipe down high touch areas
- 4) Pick up trash
- 5) Wash glass on doors
- 6) Complete Cleaning Log

### **FITNESS CENTER**

- 1) Vacuum floor
- 2) Mop floor with microfiber mop
- 3) Wipe down high touch areas
- 4) Pick up trash
- 5) Spray Clorox 360
- 6) Complete Cleaning Log

## APPENDIX 6: Isolation & Transportation of Potentially Infected Student

In the event that a student reports to the nurse with symptoms of infectious disease.

### **ISOLATION:**

Upon examination of the student and identification of COVID-19 symptoms by the nurse the following procedures will take place:

1. The student's parents will be contacted to pick up the student immediately
2. The student will be isolated to a room connected or near (within sight) of the nurse's office while they wait to be picked up or transported.
3. The student will be given a face mask.
4. After the student is picked up by a parent or transported, the nurse's office and holding room will undergo a deep clean.

### **TRANSPORTATION:**

If the student needs to be transported to their home, the following procedures will take place:

1. The bus driver will use a bus to transport the students to ensure recommended safe distancing.
2. The student will wear the provided face mask and sit in a seat that is at least 4 rows behind the bus driver.
3. The bus driver will also be provided a mask upon request.
4. After the student is dropped off at their home, the bus will return and undergo a deep clean.

## APPENDIX 7: Transportation Cleaning Procedures

### **BUSES**

- 1) Put on Personal Protective Equipment (PPE)
- 2) Open emergency doors for ventilation
- 3) Empty garbage
- 4) Spray seats and handrails with Crew - wipe down seats and handrail with a towel
- 5) Spray windows with glass cleaner and wipe down windows with paper towels (as necessary)
- 6) Sweep bus floor
- 7) Mop bus floor with Crew
- 8) Spray disinfectant throughout the bus Clorox 360
- 9) Complete cleaning log

### **OFFICES and DRIVER'S ROOM**

- 1) Empty all trash containers; pencil sharpeners
- 2) Disinfect all door handles with virex/vital oxide
- 3) Disinfect light switches with virex/vital oxide
- 4) Disinfect telephone with virex/vital oxide
- 5) Disinfect all desks with virex/vital oxide
- 6) Disinfect all chairs with virex/vital oxide
- 7) Sweep floor with a microfiber dust mop
- 8) Mop floor with microfiber wet mop and Stride
- 9) Make sure all windows are shut, and doors are locked
- 10) Vacuum carpets/rugs
- 11) Disinfect with Clorox 360 Spray
- 12) Complete Cleaning Log

### **MAINTENANCE BAY**

- 13) Empty all trash containers; pencil sharpeners
- 14) Disinfect all door handles with virex/vital oxide
- 15) Disinfect light switches with virex/vital oxide
- 16) Disinfect telephone with virex/vital oxide
- 17) Disinfect all desks with virex/vital oxide
- 18) Disinfect all chairs with virex/vital oxide

- 19) Sweep floor with a microfiber dust mop
- 20) Mop floor with microfiber wet mop and Stride
- 21) Make sure all windows are shut, and doors are locked
- 22) Vacuum carpets/rugs
- 23) Disinfect with Clorox 360 Spray
- 24) Complete Cleaning Log

### **BATHROOMS**

- 1) Empty all trash containers
  - a. Empty feminine sanitary disposal boxes in ladies' bathrooms
  - b. Disinfect with virex/vital oxide
- 2) Spray sinks and toilets with virex/vital oxide
  - a. Wash sink with virex/vital oxide wipes
  - b. Clean toilets with toilet brush - flush and rinse with clean water
- 3) Disinfect light switches with virex/vital oxide
- 4) Disinfect all drinking fountains with virex/vital oxide
- 5) Disinfect all soap and paper towel dispensers with virex/vital oxide
- 6) Clean mirrors with glance window cleaner and a clean cloth
- 7) Check walls and all partitions for writing or dirt
  - a. Use Go-Getter and magic eraser to remove writing etc. - wipe down afterward with a clean cloth
- 8) Stock toilet paper, paper towels, and soap
- 9) Sweep all floors
- 10) Mop all floors (including shower floors) with virex/vital oxide
- 11) Clorox 360 Disinfecting Spray
- 12) Complete Cleaning Log