

INTRODUCTION

Our Lady of Fatima Catholic School has designed a Plan to aid in navigating the reopening of our school with safety of staff, students, and families as a priority and to reduce the impact of COVID-19 conditions upon return to school. The guidelines referenced in this Plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health, the Diocese of Lafayette Office of Catholic Schools, the Louisiana Department of Education, the National Catholic Education Association (NCEA), Region 4 Office of Public Health, the American Academy of Pediatrics (AAP), as well as local and national medical professionals and federal, state, and local agencies. The school has put into place even more than the basic safety measures and policies but even with these measures, we cannot guarantee that an employee, student, volunteer, contractor, or other campus visitor will not become infected with COVID-19. This Plan and any other related policies and procedures are subject to change or revised with or without prior notice based upon guidance from the Diocese of Lafayette, government agencies, and/or other resources as listed above.

GUIDING PRINCIPLES

1. **Safety:** The Plan focuses on safety by slowing the spread of COVID-19 during our return to school. There is an inherent risk in interacting with others during the pandemic, but we also understand that it is part of a societal decision to balance this risk with the developmental, social, and emotional needs of our students that are met in the return to school life. One aspect of safety is maintaining hygiene in the classrooms and around campus. We are also blessed to have the resources available to provide virtual distance learning for those who are in a higher-risk group.
2. **Presence:** Keeping school open daily is a priority of Fatima School. We believe that learning is best in community and therefore our goal is to have students at school.
3. **Growth:** The goal for our children is to continue their academic progress and excel at grade level in all academic standards.

EMPLOYEE AND STUDENT SAFETY

1. Student Attendance

All healthy students who are permitted by their parents to attend school (with a signed waiver form, *Appendix A*), will be allowed to attend in person. **Students will proceed to homeroom wearing masks.** Daily (or as guided by the CDC) **temperature screenings will be required of all students in the morning before removing masks.**

Temperature and visual checks must be conducted on students each time they enter campus. A student who is determined by a parent or staff to have a fever at or above 100.4 degrees or symptoms of COVID-19 will be asked to leave school immediately; precautions will be taken as outlined in the OLF COVID Health Response (*Appendix B*). The student or staff will be isolated until parent or guardian can pick up the child. We have hired a school nurse who will monitor students and staff for COVID issues.

If a student or his/her family member is in a high-risk group, we will give them the option of virtual learning. Parents who are approved for virtual learning will be connected with a virtual teacher liaison and provided with assignments, assessments, textbooks, other supplies, and an Apple device (MacBook or iPad, depending on grade).

2. Social Distancing

Social distancing is a recommended way to prevent potential infection. Employees, students, parents, and visitors should follow the CDC guidelines on social distancing to the maximum extent possible in order to minimize contact with others.

In addition to the distance between students, masks will be worn by students in grades 3-8 and dividers on desks will be used where appropriate to provide an additional barrier between students.

Students will be assigned desks, textbooks, supplies and materials, and MacBooks or iPads, and these **should not be shared among students and teachers**. Classes will remain static (in “pods” or families) to minimize contact. Teachers will move to students rather than students changing classes. Junior high students will not use lockers for the time being. Center settings in grades PK3-2nd can occur within static groups, as long as cleaning, disinfecting, and distancing are maintained to the greatest extent possible.

Space between students’ desks will be maximized to the extent possible with all desks facing in the same direction. Many classes will have dividers placed on the desks where feasible. **Teachers should try to maintain 6 feet or greater distance from students whenever able and minimize the amount of time spent in less than 6 feet from anyone.**

3. Visitor Restrictions

For now, we are a closed campus—essential personnel and students only. Visitors will not be allowed on campus or at school liturgies until further notice. Any approved guests will check in at the front desk and will be escorted around campus. Visitors must wear a face mask and may be asked to complete a health screening and temperature check. (See *Appendix C* for the Health Screening form.) Visitor support of these precautionary measures help to protect the visitor and everyone in the building.

Visitor restriction includes drop off in the morning and pick up in the afternoon. Visitors are not allowed to walk up to greet their students during afternoon dismissal. In the morning, all students will enter campus and go directly to their assigned classroom or recess area. At dismissal, students will remain in their classroom or in Chance Hall (for those students whose last class is in the back of campus) until their name is called to approach the carline. Students will be escorted to their car. Parents are reminded to have a visible sign on the dashboard with the names of their student(s).

4. Travel Restrictions

Per diocesan mandates, work travel to conferences and workshops outside the diocese is prohibited until further notice, unless pre-approved by the Principal and the Office of Catholic Schools. Student-involved field trips and overnight events are not allowed.

5. Employee and Student Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees, the diocese requires employees to complete a daily self-screening checklist before entering campus and report any symptoms or fever to the Principal or designee. That employee should remain home until cleared by a physician or as outlined in the OLF COVID Health Response. An employee's presence at work is considered an acknowledgement that they are eligible to be on campus per criteria in the Health Screen.

Volunteers, parents, or family members should inform the school office if they exhibit symptoms of COVID-19. Clearance by a physician may be required to return to work/school by employees, volunteers, parents, or family.

Employees who are unable to work from home or on campus due to COVID-related illness may be eligible for emergency leave. The Principal and Diocese Human Resources must be contacted to advise of the process.

6. Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed and may include the following:

Facial Covering: Face masks or gaiters are required of all students, volunteers, and employees. All persons on campus should wear facial covering during transitions. Students in grades 3-8 will wear masks at all times or as directed by their teachers. Any employee or 3rd through 8th grader with medical issues which cause severe breathing difficulties are exempt with a letter from their doctor. PK3 through 2nd grade students will not be required to wear masks except as directed by their teachers (e.g., while singing, during transitions).

Face Shields: Certain shields will be allowed for teachers and staff only. An exception will be made for students who, due to medical conditions and recommended through a letter from the physician, need a face shield instead of or in addition to a mask.

Gloves: Wearing gloves does not replace good handwashing practices. Teachers or staff may utilize gloves while picking up papers or student work or while distributing items to students. Gloves should also be used by staff while disinfecting or cleaning. Proper removal and disposal of gloves reduces the risk of being exposed to pathogens.

In addition to PPE, please remember to:

- Wash your hands often with soap and water for 20 seconds. Use hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Dispose of the tissue in the trash and wash hands.
- After using the restroom, wash hands in the restroom sink, not the handwashing station outside.
- Wash hands or use hand sanitizer before/after using playground equipment, upon entering and exiting rooms, before/after using toys, centers, etc.

DISINFECTION AND CLEANING

1. Personal Workspace/Classroom

School employees are expected to disinfect their own workspace and high-touch areas (doorknobs, light switches, phones, faucets, etc.) throughout the day. Unnecessary contact and avoidance of touching surfaces touched by others should be practiced. Disinfecting spray and microfiber towels are provided. Students are not to participate in disinfection and should be out of the classroom when desks/tables or large areas are sprayed. School employees are encouraged to not visit other classrooms when possible.

2. Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Hand sanitizers are available throughout the school and common areas. The school custodial staff will clean all workspaces at their designated cleaning time. Proper equipment such as acceptable, CDC-approved disinfectant and PPE should be used on campus.

There will be limited access to certain workspaces to reduce exposure to risks and to promote employee safety. Workspace usage is as follows:

Conference rooms, break rooms, library, and lounges—employees, visitors, or students must maintain distance in these spaces. Chairs have been removed from the teacher's lounge and librarians will monitor distancing in the stacks and study areas. Large meetings will be held in a space that can accommodate the numbers or virtual meetings will be conducted.

Workroom/First Aid Room – very limited access is allowed in the workroom and the First Aid area. Students will be isolated in sections of this room.

3. Facilities Cleaning

The safety of employees and students is our first priority. In addition to the enhanced cleaning of the offices and school before reopening, the cleaning schedule below is in effect to include disinfection of workplace surfaces, chairs, tables, carpets, etc.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of the day or once per day
Appliances	Refrigerators, Microwaves, Coffee Machine, Soda Machines, Toaster	Once or Twice Daily or as needed
Electronic Equipment	Copier Machines, Computer Monitors, Keyboards, iPads, Phones	Once per day or at the end of each use and/or between use by more than one person
High-Touch Objects	Handles, Staircase Railings, Light Switches, Sinks, Restrooms, Doors	Every 2 hours or between high frequency use (after large groups)
Common Areas	Cafeteria, Library, Conference Rooms, Toys, and other Common Areas	At the end of each use/day or between groups

ENHANCED CLEANING AND DISINFECTION

Cleaning and disinfecting as defined by the CDC guidelines will be provided when a school employee, student, or visitor is identified as positive for COVID-19 (see Appendix D). The custodial staff who conducts the cleaning should wear masks, gloves, and eye protection while disinfecting the area.

1. Signage

Signage will be provided throughout campus to reinforce safe practices.

2. Preventive Material Inventory

- An adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues will be provided.
- A supply of gloves and other protective gear will also be available.
- Touchless thermometers have been provided for employee, student, and visitor health screening.
- Additional hand sanitizer stations and handwashing stations have been installed.
- Every air conditioning unit now has an air scrubber, ionizer, and/or UV system to reduce pathogens, viruses, and VOCs.

3. Restroom Usage

Maximum capacity for each restroom that allows for social distancing will be followed. The capacity varies, but a general rule of thumb is the number of students should not be more than the number of stalls. Students should not be crowded around sinks. Restrooms will be disinfected and cleaned by custodial staff. After use of the restroom, students should wash hands in the restroom sink.

CAFETERIA AND LUNCH SCHEDULES

Fatima will follow CDC guidelines for lunch procedures. Social distancing will be followed to the maximum extent possible. Staff will clean, sanitize, and disinfect between groups when students eat in the lunchroom in Chance Hall. Initially, students will be provided with grab-and-go lunches delivered to the classrooms. Students will eat in the rooms or outside with their class family. The prescribed protocol for PPE usage will be followed while preparing and distributing food. Unnecessary contact and avoidance of touching surfaces touched by others should be practiced. Sharing of food between students is not allowed. Standard cafeteria policy applies: Students are not allowed to bring lunches unless the proper form is signed by a doctor and returned to the cafeteria manager.

MASSES, LITURGIES, ASSEMBLIES, LARGE GATHERINGS

Masses and gatherings will follow current guidelines regarding distancing and allowable numbers of participants. In Phase 2, a maximum of 25 people is allowed in one gathering. In church liturgies, the school will follow the guidelines set by the Diocese of Lafayette for such gatherings, e.g., 50% occupancy with distancing. Masks are required. Parents or visitors are not allowed to attend school masses or gatherings until further notice.

Our masses will follow social distancing guidelines by allowing one grade level to attend in church while the remaining classes live stream the liturgy. Students will participate while in the classroom by wearing mass dress uniforms, standing during the Gospel and consecration, and praying together. Other liturgies will follow the same plan.

TRAINING

Administrators, faculty, staff, and custodial/maintenance employees have participated in training throughout the summer to ensure understanding of protocols and procedures. Cleaning and disinfecting protocols and information will be discussed.

During the first days of school, students and staff will practice and master the safety routines necessary to provide a safe environment for all. It is critical that everyone understands the safety practices to assist our community in staying safe and preventing the spread of the virus.

Parent orientation will be provided by teachers via video, handouts, and/or email communications. New parent orientation will be conducted in church where social distancing guidelines can be followed. The main emphasis for new parents is on arrival and dismissal, first aid and health, and communication methods, and our Catholic identity.

COMMUNICATION METHODS

We are dependent on two-way communication to ensure smooth operation of the many facets of our school. It is critical that teachers and parents/families check email often. Some of our

RenWeb/FACTS emails end up in Spam or Junk folders, so an occasional look in these spots can be helpful in avoiding missing important information. Follow our official school and church Facebook pages as well as Instagram. The school website is a good source of information, and RenWeb/FACTS is a source of information specific to parents. Teachers have developed their own class website, a Google Site, as a one-stop shop for videos, links, pictures, activities, and updates. Communication policy for teachers and staff states that we send a response to parents within 1 school day of the email/call/text.

ACADEMICS

In addition to safety and health guidelines and procedures, Fatima has prepared best practices for instruction and curriculum in any environment. Teachers have participated in professional development which focused on distance learning methods and use of digital resources. MacBooks and iPads with accessories were purchased for all classes that needed new or replacement devices. Students will be trained in the classroom to utilize the devices as if they were learning from home. They will also use the programs as they normally would in the school day. In the event we must return to Virtual learning, students will be better prepared to engage in learning in a productive, independent manner, thus supporting a continuity of educational delivery that is characteristic of the rigorous Fatima curriculum. Additional assistants have been assigned to each grade level to help teachers with daily tasks.

RESOURCE AND STUDENT COUNSELING SERVICES

Resource teachers and staff will review the support plans for students with accommodations and learning differences. Students will continue to be observed to determine effectiveness of interventions during virtual learning as well as in the classroom.

Our Mental Health and Crisis Response Team consists of Fatima school counselors who will develop resources for parents and teachers. Counselors will work with students individually or in small groups to address any social-emotional needs. Communication between staff and parents is encouraged to further assist students during the return to school life.

School counselors will develop effective systems to address the social-emotional well-being of students, staff, and families and the possible emotional issues such as fear and anxiety that arise during times of illness, stress, and uncertainty. Resources and lessons are ready for in-school and at-home learning environments as needed to provide support and assistance.

EXTRACURRICULAR ACTIVITIES AND AFTER SCHOOL CARE

Parents are expected to keep their child(ren) at home from athletics, clubs, After School Care, or extracurriculars if symptoms of illness are evident.

After School Care (ASC) is available beginning August 12. Students will be grouped in grade levels (not class families). Masks, social distancing, handwashing are encouraged and part of the schedule. The ASC policies will be shared with each family.

Extracurricular activities such as clubs will be provided as guidelines allow. Groups of 25 or less are the maximum threshold in Phase 2; groups of 50 are allowed in Phase 3.

Reentry to athletic programs are dependent upon policies set by LHSAA and the Diocese of Lafayette. Practices must follow the distancing and contact directives. Disinfecting of equipment is required after each use.

EMPLOYEE ABSENCE/TRAVEL/RETURN TO WORK

The Diocese of Lafayette policies for expectations of employees and the school are found in *Appendix G*. The document includes guidance for sickness, absence, and leave.

A Day in the Warrior Life

- ⇒ Students arrive no earlier than 7:30 am via the car line, and proceed directly to the homeroom wearing masks. Masks remain on until temperature is taken.
- ⇒ Students will wash hands with soap and water or use hand sanitizer before and after class, lunch, or recess and throughout the day.
- ⇒ Classes begin at 8 am with prayer and announcements.
- ⇒ Non-contact thermometers will be used to take each student's temperature.
- ⇒ Students will remain with their class family during the day. They will be assigned a desk/chair, materials and supplies, MacBooks or iPads, textbooks and are not to share with others.
- ⇒ Teachers and custodians will clean and disinfect frequently, with special attention paid to high-touch areas.
- ⇒ Masks will be worn throughout the day (3rd-8th) and during transitions (PK3-8th) as directed by teachers. Mask breaks will be taken at different times, especially during outdoor activities.
- ⇒ A grab and go lunch will be delivered to the classrooms for indoor or outdoor dining.
- ⇒ Water fountains are disabled. Students need to bring a clear, un-tinted water bottle which can be refilled as needed.
- ⇒ At dismissal, students will be called from the classroom to the car line to be picked up. All will exit campus through the front doors of Chance Hall. Parents or visitors will not be allowed on campus and must wait in the car line.
- ⇒ After School Care is available starting August 12.

APPENDIX A

**DIOCESE OF LAFAYETTE
COVID-19 CONSENT FORM AND LIABILITY WAIVER**

Name(s) of Child(ren): _____

Parent/Guardian's Name: _____

Home Address: _____ Home Phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and social distancing is therefore recommended. Our Lady of Fatima Catholic School will endeavor to follow state and local standards relating to COVID-19 containment and has put in place reasonable preventative measures to reduce the spread of COVID-19 during the 2020-2021 academic year at the School including, but not limited to, during student arrivals/departures; before, during and after classes, meals and class/school assemblies; extracurricular meetings and activities; sports practices and events; and other activities (each, an “**Activity**” and collectively, the “**Activities**”). By signing this COVID-19 Consent Form and Liability Waiver (“**Agreement**”), I and my child(ren) agree to comply with all School mandates and protocols relating to COVID-19 safety.

I further recognized that, even with reasonable measures in place, there remains a real risk of exposure to all persons and, the School cannot guarantee that my child(ren) and/or persons with whom they have contact will not become infected with COVID-19.

By signing this, **Agreement**, I acknowledge and assume the risk of the contagious nature of COVID-19 and that my child(ren) and persons with whom they have contact may be exposed to or infected by COVID-19 by his/her/their attendance at the School and/or participation in any Activities and that such exposure or infection may result in bodily harm, illness, permanent disability, death or other currently unknown effects (“**Injury**”). I understand that the risk of becoming exposed to or infected by COVID-19 during attendance at the School or participation in an Activity may result regardless of the measures taken and/or also as the result of the actions, omissions or negligence of myself, my child(ren) and/or others including, but not limited to, School employees and volunteers; third-party service providers; other students and visitors at the School; and participants in an Activity and their families.

Considering the foregoing, and notwithstanding the risks associated with the COVID-19 virus and group activities, I, grant permission for my child(ren) named above to attend the School and participate in all Activities during the School Year, some of which may require transportation to a location away from the School site.

I further agree on behalf of myself, my child(ren) named herein, and my spouse (if any), my/our heirs, successors and assigns, to release, indemnify and hold harmless the School and The Society of the Roman Catholic Church of the Diocese of Lafayette, its/their members, officers, directors, employees, volunteers, agents, representatives and indemnitors (collectively referred to as “**Indemnitees**”), from any and all claims and/or law suits related to an Injury associated with attending the School and/or participating in one or more Activities and arising from or in connection with the negligent acts or omissions of the Indemnitees, relating to the prevention of COVID-19 infection. Furthermore, I acknowledge that nothing in this agreement is intended to nor shall have the effect of waiving any defenses, limitations of liability and/or immunities provided by law, all of which are reserved by School. I SPECIFICALLY ACKNOWLEDGE AND AGREE TO THE FOREGOING.

Signature: _____ Date: _____

Print Name: _____

APPENDIX B

Our Lady of Fatima Catholic School
COVID Health Response and Return to School Protocol

Fatima is committed to providing a safe on-campus environment for our students and staff. As a part of our partnership with Fatima families, we ask you to commit to the following safe practices.

- » Ensure your child is fever-free (without medications) each morning prior to coming to school.
- » Keep your child at home if s/he has fever, is sick, or is not feeling well.
- » Agree to pick up your child immediately if they become ill during the day.
- » Instruct your child to wear a mask or face covering during the day when requested by the teacher or staff. PK3 to 2nd graders are asked to wear a mask during transitions.
- » Send your child to school with a filled, clear (un-tinted) water bottle labeled with the name.
- » Report any positive COVID test to the school nurse or first aid office and not return to school until cleared by a physician.

Temperatures will be taken of each student upon arrival to school, usually in the homeroom. Students who have illness with fever (over 100.3) must be fever-free for 24 hours without fever-reducing medications.

Fatima will follow the symptom-based policy utilized by healthcare workers and approved by our physician committee.

Students or employees who may have had contact with a COVID-positive person

There are two types of contact with a COVID positive or suspected COVID positive person.

High risk: close contact, defined by less than 6 ft of distance, without a mask, for greater than 15 minute; or if that individual directly sneezes or coughs on you or near you.

Low risk: less than 15 minutes of exposure to the person, more than 6 feet away, mask on, and without direct contact.

If you have a low-risk exposure, no quarantine is necessary. You may return to school, wear a mask, and monitor for symptoms, as will be our daily practice anyway.

If you have a high-risk exposure, you must quarantine for 14 days. The question of when and if you should get tested will be guided by your doctor, as will be your clearance and return to school.

Obviously, there will be gray areas. We encourage you to lean on your pediatricians or our school nurse if you have any uncertainty or questions.

Return to School Protocol (for those confirmed or suspected COVID-19)

Student or employee was NOT tested for COVID-19 but is symptomatic (fever 100.4 or greater with respiratory symptoms), and had contact or exposure to a person who was known or suspected to have COVID, exclude from school until:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
- Cleared by a physician who evaluated the student or staff for symptoms by physical exam or PCR testing OR at least 10 days have passed since symptoms first appeared.
- Once the above criteria are met, student or employee should contact school health office for clearance to return.

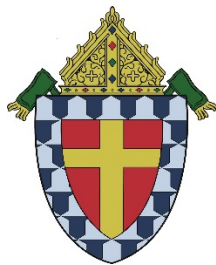
If student or employee has been tested for COVID-19:

- If test results are NEGATIVE, return to school after:
 - 24 hours fever-free without the use of fever-reducing medications, AND
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - Once the above criteria are met, student or employee should contact school health office for clearance to return.
- If test results are POSITIVE, return to school after:
 - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
 - At least 10 days have passed since symptoms first appeared.
 - Once the above criteria are met, student or employee should contact school health office for clearance to return.

Notifying Families and Staff of Positives on Campus

Every student/staff member who has a confirmed case of COVID-19 is **required** to report the results to the school nurse. This is strictly for tracking and monitoring purposes and to ensure that students and staff have met all requirements for a safe return. All HIPAA and FERP laws will be enforced and followed. Information submitted will be kept private and confidential.

In the event there has been a confirmed case of COVID on campus, the school will notify all necessary individuals. The student/staff member is encouraged to notify individuals that were in close contact or at high risk for exposure.



APPENDIX C

DIOCESE OF LAFAYETTE

COVID-19 (Self) Health Screen

July 28, 2020

Effective June 8, 2020, employees are required to self-screen each day prior to reporting to Campus. If a student's or employee's response to questions below warrants that they not report to school/work, he/she must immediately notify the Nurse's Office or Principal.

At any time during the work/school day, students/employees should remove themselves from any situation where they feel unsafe and report same to the Nurse's Office or Principal (or designee).

1. What is your current temperature? _____ If above **100.4°**, do not report to campus.
2. Do you currently have any of the following symptoms?

*If you respond **yes** to **one or more** of the following, do not report to campus.*

- Cough Yes No
 Difficulty Breathing Yes No
 Shortness of Breath Yes No

*If you respond **yes** to **two or more** of the following, do not report to campus.*

- Headache Yes No
 Sore Throat Yes No
 New Loss of Taste and/or Smell Yes No
 Chills Yes No
 Repeated Shaking with Chills Yes No
 Muscle Pain Yes No
 Congestion/Runny Nose Yes No
 Fatigue Yes No
 Diarrhea Yes No

3. Have you been in close contact* with anyone who has been diagnosed with or suspected to have COVID-19 in the past 14 days? Yes No (if "yes", please notify the Nurse's Office or Principal (or designee)).

*Close-contact is defined as being within 6 feet for at least 15 consecutive minutes of someone who tests COVID positive, OR having unprotected direct contact with their infectious secretions/excretions (i.e., sneeze, etc.).

Student's or employee's presence on campus will be considered his/her acknowledgement that they meet the above-stated criteria for returning to the school.

APPENDIX D

Cleaning and Disinfecting Guidelines

Guidelines for all school staff, though custodians will be responsible for daily cleaning routine, e.g., bathrooms, mopping, etc.

Wear disposable gloves and face covering.

Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface.

Disinfecting kills germs on surfaces.

Clean surfaces with soap and water.

Disinfect after cleaning. Follow directions on the label.

Ensure good ventilation.

High-touch surfaces should be cleaned every 2 hours or between groups AND at the end of each day: Tables, doorknobs, light switches, countertops, desks and chairs, toilets, faucets, sinks, etc.

Electronics: Use a wipe or damp microfiber towel. (See Meagan or Tami if you have questions.)

Clean bathrooms after transitions, recess, lunch, and dismissal, at minimum every 2 hours.

Soft surfaces such as carpets, rugs can be cleaned with soap and water or appropriate cleaners and then disinfect.

- Wash hands often for 20 seconds with soap and water. Always wash immediately after contact with a sick person and after removing gloves.
- Use hand sanitizer if soap and water are not available.
- Wash hands after blowing your nose, sneezing, or coughing, after using the restroom, before eating or preparing food, after contact with animals or pets, and before and after providing routine care for another person.

Cleaning and disinfecting if someone is sick:

- » Close off the area used by the sick person
- » Open outside doors and windows to increase air circulation in the area.
- » Wait 24 hours or as long as possible before you clean or disinfect.
- » Clean then disinfect all areas used by the sick person.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks do not require disinfection.**

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Water fountains are turned off.

Hand wash or sanitize before using refrigerator, soda machine, coffee machine, etc.