

## BLACK MESA COMMUNITY SCHOOL FACILITY PROCEDURE PLAN

### Classroom Entrance

- Each student will stand at the "X" marker (6 feet apart) on the sidewalk, in front of classroom when they arrive at the school.
- All students will have a temperature check at entrance into classroom.
- All staff, students are required to wear a face mask upon classroom entrance or any room where another person is present.
- Students will all discard facemask upon classroom entrance, wash hands with soap and water, then put on a new face mask and sit in assigned seat.
- Each student will be provided a see-through plastic barrier, water bottle, hand sanitizer, and disinfectant wipes at their desk.
- Breakfast will be served at the desk.
- Students will remain in the same classroom for the duration of school.
- Teacher/students will take walks or do exercises for physical education (only structured outdoor activities – keeping 6 feet distance).
- Teachers will walk students to board the bus, always 6 feet apart.
- Students will discard facemask at the bus stop and pick up a new face mask to wear on the bus.

### Restrooms and sink usage

- Student will use hand sanitizer before entering the restroom.
- After the restroom, student will wash hands with soap and warm water in the classroom in view of the teacher.
- Student will take disinfectant wipe to wipe sink handle, door handle and flusher; then dispose of disinfectant wipe.
- Student will, again, use the hand sanitizer before returning to desk/seat.
- Restroom will be sprayed with Lysol after each use.

### Cleaning and disinfection

- **All heavily used surfaces will be cleaned with soap and water first, then use disinfectant wipes.** Cleaning with soap and water will **reduce the number of germs, dirt, and impurities** on the surface. **Disinfecting kills any remaining germs** on surfaces, which further reduces any risk of

spreading infection. To clean and disinfect, workers will **wear disposable gloves** to clean, disinfect then discard after each use, and workers will always [wash hands](#) after removing gloves.

- [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, doors, door handles, sink handles, drinking fountains, countertops, pens, pencils, tables, light switches, desks, phones, keyboards, toilets, sinks, faucets, etc.) *within the school* (hourly) and on *school buses*, after each use.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games, technology) will be limited when possible. If shared objects are used, students will wash hands, use hand sanitizer, wipe items with disinfectant wipes before and after each use.

### **Modified layouts**

- Seating/desks will be placed at least 6 feet apart.
- Desks will face in the same direction (rather than facing each other), or sit on only one side of tables, spaced apart.
- Modify learning stations and activities so there are fewer students per group, and placed at least 6 feet apart.
- Students will use disinfectant wipes to wipe down desk, chair, sneeze guards on an hourly basis.
- Teachers/staff will use disinfectant wipes to wipe down desk, door knobs, sinks on a hourly basis.
- Lysol spray in the classroom and restrooms, when students are not present in the classroom.

### **Physical barriers and guides**

- All office/teacher desks will have physical barriers, such as sneeze guards and partitions, at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways) for students and staff.
- Hallways and other rooms will all be lightly sprayed with Lysol, every 2 hours.

## **Communal spaces**

- Communal use shared spaces such as dining halls and playgrounds with shared playground equipment will be closed; otherwise, stagger use and [clean](#) between use.
- Physical barriers will be added, such as plastic flexible screens, between bathroom sinks and urinals especially when they cannot be at least 6 feet apart.
- Animals will not be allowed that are at higher risk for infection with COVID-19 in the classroom. These include cats, dogs, and small mammals like ferrets, hamsters, and rabbits.

## **Alternating schedule**

- Staff will call with facetime, use facebook messenger or skype to Administrative Assistant when arrived at work station. Only one person will be allowed into building 700, at a time besides the office staff, only if approved by the principal.
- Appointments will be made with support service business supervisor, payroll/personnel technician, principal to visit otherwise it is encouraged to only use skype from Microsoft 365 or facetime.

## **Alternating class scheduling**

- Classes will be staggered
  - **K, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>** grades for face-to-face instruction on Monday and Thursday, and homework on Tuesday, Wednesday, Friday;
  - **1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>** grades for face-to-face instruction on Tuesday and Friday, and homework on Monday, Wednesday and Thursday.
- **Wednesday** will be cleaning day (wipe down building/all surfaces with soap and water, disinfectant wipes and spray disinfectant in all rooms/hallways).
- When possible, use flexible worksites (e.g., telework at home) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (staying at least 6 feet apart).