

Overview

In order to open safely for in-person learning, we will all need to make a number of changes to the rules and procedures that are designed to reduce the risk of transmission of COVID-19. These are changes we are asking everyone to make in practice, and in spirit, so that we may all enjoy a happy and healthy school year together. “Keep Calm and Stay Safe” is our motto for the year, and implementing these changes will help us to do that.

Wearing masks, distancing, and providing proper room ventilation are effective ways to reduce the spread of illnesses. It is thought that 95% of transmission of COVID-19 has been through aerosolized droplets, and perhaps 5% from touching surfaces. Wearing masks alone significantly reduces the risk. Maintaining distance gives a further layer of protection. Air exchange is a third important layer to a three-pronged approach. Along with cleaning, disinfecting, handwashing, and other measures, these three strategies will require everyone’s attention and compliance.

Operating schools safely will require that all staff and students stay home if experiencing any symptoms of COVID-19. Tests are available to anyone who wants one, and the school’s administration will assist in finding testing for anyone who needs assistance. Every staff member, student and parent must become familiar with the symptoms of COVID-19 and the responsibility to stay home if sick. Checking for symptoms will be required each day, and all students and staff must complete the [COVID-19 questionnaire](#) before entering the building.

[\(ENGLISH\)](#)

[\(SPANISH\)](#)

The School’s training videos may be found [here](#). This document may be added to or changed as needed.

After and before school programs	<ul style="list-style-type: none">● Operations and safety procedures details regarding before and after school programming will be developed prior to Sept. 28● Lower School:<ul style="list-style-type: none">○ Before school programs will begin Sept. 14 and will be located in the cafeteria.○ After school programs will begin the week of Sept. 28.● Middle School:<ul style="list-style-type: none">○ Before school programming is currently unavailable at the middle school but may be added if there is demand.○ After school programs will begin the week of Sept. 28.● Upper School:<ul style="list-style-type: none">○ All clubs are virtual and will begin in October.
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	<ul style="list-style-type: none"> ○ Information about athletics will be updated after Sept. 9.
Air conditioning	<ul style="list-style-type: none"> ● Keeping a comfortable temperature in classrooms is important to the strategy of wearing masks. ● The central air conditioning units are working at the lower school and upper schools. ● The middle school uses window units. These units will be upgraded to 18,000 BTU, but not before Sept. 14.
Air exchange	<ul style="list-style-type: none"> ● <u>Lower School:</u> The NEBB test (Balometer) on lower school classroom unit ventilators has been completed and you can access that document here. The classrooms that are not included in this report are being tested the week of Sept. 8. Classrooms with windows should keep their windows open when school is in session. ● <u>Middle School:</u> There is no HVAC system in the middle school. Air exhaust units have been installed on either end of the hallways on first and second floors. The mushroom fan will be operational, and windows and doors will need to remain open to allow proper flow of air. ● <u>Upper School:</u> The NEBB test (Balometer) on upper school classroom unit ventilators will be completed the week of 9/8. The mushroom fan is operational, and windows and doors will need to remain open to allow proper flow of air. ● MERV-13 filters are on order for all HVAC systems. ● 7 HEPA filter air purifier machines are stored in each school to be used in classrooms and office spaces without windows.
Athletics	<ul style="list-style-type: none"> ● The Rhode Island Interscholastic League has decided that some sports will be allowed. Boys and girls soccer seasons will be announced. ● Students in distance learning may participate in sports. ● Information about athletics will be updated after Sept. 9. ● Middle school fall athletics will be postponed to a period between the winter and spring athletic seasons.
Arrival	<ul style="list-style-type: none"> ● Six feet distance will be maintained for the arrival period. Six feet distances will be marked outside of the school buildings. ● Students will be assigned to specific entrances and exits, which will be marked on the exterior of the buildings. ● All students and staff will be required to use hand sanitizer upon entering the building. ● Masks are required everywhere in the school building or outdoors if in close proximity to others, including arrival and dismissal. ● No touch temperature checks will be provided daily for faculty, staff, students, and others. Each school is developing a system

	<p>for temperature check.</p> <ul style="list-style-type: none"> ● Parents who are dropping off students will not enter the building. School staff will direct students to their assigned entrances. ● Students arriving by bus will follow a similar process, being directed to specific entrances. ● Schools may provide a larger window of time for arrival in order to reduce crowding. ● Students who are tardy will be greeted by office reception through the speaker system. Parents will not enter the school building but may enter the waiting area when necessary. ● Students will not use the tardy kiosk system. The school secretary or assistant to the principal will need to record these to Skyward for each tardy student each day.
Assemblies	<ul style="list-style-type: none"> ● All in-person assemblies are cancelled. ● Assemblies should be done virtually, so that at a minimum the following assemblies continue: <ul style="list-style-type: none"> ○ Lower School Monday Morning Meeting ○ Middle School Community Meeting ○ Upper School All School Meeting
Attendance for distance learning	<ul style="list-style-type: none"> ● The method of determining attendance for distance learning will be: <ul style="list-style-type: none"> ○ Lower School: Grade levels will specify attendance based on daily lessons, work completion, and parent/caregiver contact. ○ Middle School: Students will be marked present if attending virtual advisory and live Google Meets. Tardy will be the result of missing virtual advisory but attending live Google Meets. ○ Upper School: Students will be marked present if attending virtual advisory and live Google Meets. Tardy will be the result of missing virtual advisory but attending live Google Meets.
Cleaning and disinfecting	<ul style="list-style-type: none"> ● All students and staff will be instructed in the “wipe, discard, wipe” and “spray, wipe, spray” method of cleaning and disinfecting. Both techniques refer to the two-step procedure used to clean and disinfect environmental surfaces. If using liquid disinfectant, the user would spray the surface with the disinfectant and wipe it using a disposable towel to clean the surface (“spray-wipe”), followed by another “spray” to disinfect the surface. When using disposable disinfectant wipes, the process is described as wipe-discard-wipe because the user uses one wipe to clean the surface, discards the wipe, and uses a second wipe to disinfect the surface. Disinfectant products should not be used as cleaners unless the label indicates the

	<p>product is suitable for such use. The Centers for Disease Control and Prevention recommends following manufacturer recommendations for use (e.g., amount, dilution, contact time, safe use, disposal).</p> <ul style="list-style-type: none"> ● Custodial staff will clean and disinfect surfaces twice daily, as well as high touch common areas such as door knobs and handrails. ● Wipes and cleaning supplies will be provided to each classroom. ● The School may provide electrostatic cleaning after school hours. ● Students may not share materials. In early childhood classrooms sharing may be allowed, but materials will be cleaned and disinfected frequently.
Common spaces	<ul style="list-style-type: none"> ● All indoor common spaces are closed and have been converted into office spaces and/or after school spaces.
Communication about COVID-19	<ul style="list-style-type: none"> ● RIDE is working with RIDOH on communications protocols for students and staff who have tested positive. The School will notify parents and teachers as soon as we learn of a positive case. ● HIPPA regulations prevent the School from releasing personally identifiable health information
Contact tracing	<ul style="list-style-type: none"> ● The RIDOH assumes all responsibility for contact tracing. ● Teachers and staff will be expected to maintain personal contact tracing journals. ● Parents should keep contact tracing journals for members of their household. ● Teachers must maintain up to date seating charts to provide upon request.
Copy machines and printers in common spaces	<ul style="list-style-type: none"> ● Students will not be allowed to use copy machines or printers. ● Staff must clean and disinfect hands prior to using the machines. ● Staff must clean and disinfect touched surfaces prior to using the machines. ● Staff must clean and disinfect touched surfaces after using the machines.
Deliveries and Receiving	<ul style="list-style-type: none"> ● All deliveries and receiving must be accepted outdoors, with the exception of food service deliveries. Food service delivery personnel will wear masks when in the building.
Dismissal	<ul style="list-style-type: none"> ● Each school will develop a staggered schedule for dismissal that prevents crowding. ● Six feet distance will be maintained for the arrival period. Six feet distances will be marked outside of the school buildings. ● Students will be assigned to specific entrances and exits, which

	<p>will be marked on the exterior of the buildings.</p> <ul style="list-style-type: none"> ● Students will be required to use hand sanitizer before entering the bus. ● Masks are required everywhere in the school building or outdoors if in close proximity to others, including arrival and dismissal. ● Parent pick up locations will be outside of the school. ● PikMyKid app will be instituted at the lower and middle schools to assist with managing dismissal times. The app informs the teacher when the parent has arrived at school. Lower school will begin starting the first day, and middle school may phase in PikMyKid for dismissal. ● Early dismissal will not be allowed within 20 minutes of the end of the school day. Parents will be required to call ahead when picking up their children. ● A designated staff member will escort students to parents for those who have a late dismissal. ● Each school will need to develop a plan for students waiting to be picked up, including supervision and a waiting area.
Flexible teacher work spaces	<ul style="list-style-type: none"> ● In cases where teachers are working collaboratively in a space, such as a conference room, teachers will clean and disinfect the space before leaving. ● 15 minutes should be scheduled in between teacher work groups.
Food delivery	<ul style="list-style-type: none"> ● Food delivery is not allowed at all, including from restaurants, food delivery services, or parents.
Front office spaces	<ul style="list-style-type: none"> ● Front office spaces are for the secretary and assistant to the principal. ● Staff visiting front offices should keep visits briefs. ● There is no loitering allowed in the front office spaces.
Greetings	<ul style="list-style-type: none"> ● No touch warm greetings only are allowed. This excludes handshakes, fist bumps, hugs, and other greetings involving touch.
Hallways	<ul style="list-style-type: none"> ● Six feet distances will be marked by painter's tape in all hallways. ● Classroom transition periods will be identified for all reasons for leaving the classroom including recess and outdoor periods, specials, bathroom breaks, and arrival and dismissal.
Handwashing	<ul style="list-style-type: none"> ● Teachers will teach, model and reinforce proper handwashing procedures. These procedures can be found here, and include using soap and warm water, for at least 20 seconds. Students must wash hands after blowing their nose, coughing, or

	<p>sneezing, and after touching high touch surfaces such as door knobs and handrails.</p> <ul style="list-style-type: none"> ● Portable hand washing stations and soap will be made available in all locations without sinks. Teachers may use a training video developed for portable hand washing stations. ● Hand sanitizer will be available in all classrooms for frequent use.
<p>Isolation rooms</p>	<ul style="list-style-type: none"> ● The best place for a symptomatic student to wait is outdoors. However, each school has also identified locations for isolation rooms. <ul style="list-style-type: none"> ○ Lower School: The restrooms for boys and girls on the main level have been modified to accommodate isolation rooms on either side of the hallway. A hospital curtain will be installed, and a bathroom exhaust fan will be installed in each isolation room. ○ Middle School: The nurses office has been modified to include an isolation room in the former closet, and a second room in the office adjacent to the nurse’s office. Bathroom exhaust fan has been installed in the nurse’s office and isolation room. ○ Upper School: The isolation rooms are located in the office adjacent to the nurse’s office, separated by a hospital curtain.
<p>Mask compliance</p>	<ul style="list-style-type: none"> ● A separate section has been included about masks titled, “PPE.” ● Masks are required by all faculty and staff. The best way to teach about wearing masks is to teach how the coronavirus spreads. One resource is this video. ● Students are expected to wear masks for as long as they may tolerate them. ● If students have difficulty wearing masks, teachers will need to provide accommodations that can help, including providing frequent mask breaks and a mask break station in the classroom. This would be a 8x8 area in which the student sits but may not talk. The area can be in the hallway outside the classroom. Again, students taking breaks from masks may not talk. ● Students who refuse to wear masks will be sent home. ● Students who cannot wear masks and have a medical exemption will need immediate administrative attention.
<p>Meals (breakfast, lunch and snack)</p>	<ul style="list-style-type: none"> ● Meals and snacks will be served in classrooms, or outdoors. ● Teachers will need to schedule handwashing or hand sanitizing before every meal and snack period. ● All meals will likely be “grab and go,” without serving utensils, in order to avoid adult contact.

	<ul style="list-style-type: none"> ● Only adults may distribute snacks and meals, with gloves and masks. ● Students may not pass meals, snacks or drinks. ● Students may not share food and there will be no share tables. ● Food service staff will deliver meals and snacks to classrooms. ● Custodians will visit classrooms after meal and snack service. ● Students will be expected to clean up after themselves when they are finished eating. ● Teachers will use a point of sale system, identifying who was served a meal and record keeping may not personally identify any student eligible for free or reduced priced meals. ● In classrooms with students having a food allergy, the school nurse teacher will work with classroom teachers and parents to institute nut free classrooms. ● The best way to mitigate transmission of COVID-19 during meals and water breaks is to a) do it outside or b) institute a no-talk rule. In the absence of those two features, distancing and portable plexiglass structures should be used to mitigate the risk of transmission.
Nurse visits	<ul style="list-style-type: none"> ● Staff will be asked to reduce the frequency of sending students to the nurses office unless related to COVID-19 symptoms. ● All classrooms will be provided with first aid kits. ● Students visiting the nurse for COVID-19 symptoms must be escorted to the nurse’s office by a staff wearing face masks and gloves if holding a young child’s hand.
Outbreak Response Protocol	<ul style="list-style-type: none"> ● Report to the school nurse teacher any student or staff with symptoms (staff self report). ● Students must be escorted to the nurse's office by staff wearing face masks and gloves if holding a young child’s hand. ● All students and staff with any symptoms will be sent home immediately. ● Probable cases may not return until a negative COVID-19 test. For a positive COVID-19 test, it is a minimum of ten days since symptoms started before the student can return to school, and the RIDOH will identify the return date. ● All students and staff who have traveled outside the U.S. or from one of the identified states may not come to school, or will be sent home for the 14 day quarantine period. ● If you know of a student or staff who has traveled out of the country or a state on the list linked above you must report that to the school nurse teacher. ● Again, students and staff may not be in school due to the required 14 day quarantine for purposes of travel so report any known cases immediately. ● All probable cases will be tested for COVID-19 before returning

	<p>to school. Symptoms for probable case: cough, shortness of breath, difficulty breathing, new loss of taste or smell; or, two or more of the following: fever, chills (rigors), muscle aches (myalgias), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose</p> <ul style="list-style-type: none"> ● Close contacts of a positive case must be tested and quarantined while waiting for a test result.
<p>Personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> ● Face masks are required for all employees as identified in workplace safety policy. ● Face masks are required by all students as identified in dress code. ● Students and staff should bring their own cloth face masks. ● Face masks are available at each school as a backup, however all staff and students are expected to bring their own daily. ● Each school currently has an ample stock of cloth masks, 3-layer masks, KN95 masks, face shields for adults and children, gowns for nursing staff, gloves. ● Teaching students about using PPE will be required in all classrooms. See here for a list of resources. ● Teachers should use developmentally appropriate ways to recognize and reward students for meeting mask wearing expectations.
<p>Physical exchange of paper and other material</p>	<ul style="list-style-type: none"> ● Teachers must sanitize hands prior to distributing materials. ● Students must return materials and work into a bin, one at a time, and the bin should remain untouched for 24 hours. ● There cannot be any shared materials in the schools. ● In the case of early childhood, shared materials will be cleaned and disinfected after each use. ● Students will be expected to clean and disinfect their work areas frequently.
<p>Recess and outdoor time</p>	<ul style="list-style-type: none"> ● If it can be done outside, teachers should find ways to increase the amount of time students spend outdoors. ● Adults facilitating activities during recess and outdoor time can significantly improve school culture. A number of resources are available, and should be shared using this link. ● Spending time off campus is permissible under the following conditions: approval by building administrator and head of school, parent/guardian permission on file and updated regularly. ● Students and staff are expected to wear masks when in close proximity to others when outdoors. ● Students may take breaks from masks outdoors but should maintain physical distance from others. ● Students who are doing vigorous exercise may be allowed not to wear masks but must be distanced 14 feet away from others.

Restrooms	<ul style="list-style-type: none"> ● Restroom schedules will be developed by classroom. ● Students who require to use restrooms outside of scheduled hours will be assigned locations. ● Custodial staff will be stationed outside of restrooms according to the developed schedules.
Self-attestation	<ul style="list-style-type: none"> ● Anyone entering the school buildings must complete a self-attestation form every day. This is required every day anyone will enter the building. ● For students and staff, the PikMyKid app will be the most efficient method of collecting these forms. ● Staff using PikMyKid must use the phone app, not the web browser version. Staff who have children attending Paul Cuffee School need to pay attention to the difference between the school in which they work and the school their child attends. ● For anyone else, a hard copy form must be submitted each day.
Sharing	<ul style="list-style-type: none"> ● Sharing of materials is not allowed, except for in early childhood classrooms with sufficient cleaning and disinfecting.
Sick leave and absences	<ul style="list-style-type: none"> ● All staff should read and understand the School's COVID-19 Sick Leave policy.
Signage	<ul style="list-style-type: none"> ● Signage has been purchased and will be installed for CDC guidance including hand washing, no touch greeting, social distancing and mask wearing.
Social distancing	<ul style="list-style-type: none"> ● Every student and staff should attempt to remain at least six feet away from others, or if less than 6 feet for fewer than 15 minutes. ● Classroom set ups should be designed to accommodate six feet distance when measuring from center of desk to center of desk. ● In cases where six feet distance cannot be maintained, contacts should be limited. Also, teachers should keep records of students within six feet of others for greater than 15 minutes. ● It is understood that students may be closer than six feet when in small, stable pods. ● Social distancing should be maintained in school buildings and outdoors. ● Students in stable groups must remain 14 feet away from students in other stable groups.
Staff Lounge and Workroom	<ul style="list-style-type: none"> ● Students will not be allowed to enter staff lounges or workspaces. ● Staff must clean and disinfect hands prior to using appliances. ● Staff must clean and disinfect touched surfaces prior to using the appliances. ● Staff must clean and disinfect touched surfaces after using the appliances.

	<ul style="list-style-type: none"> ● Staff may not eat or loiter in the staff lounge/workroom. ● Staff must wear masks in all areas of the building, including the staff lounge/workroom, and if outside in close proximity to others. ● Staff are encouraged to bring their own coolers and avoid using the staff lounge/workroom.
Start and end times	<ul style="list-style-type: none"> ● <u>Lower School:</u> Students: 8:00-2:00 Staff: 7:30-3:00, teaching partners until 3:30 ● <u>Middle School</u> Students: 9:20-3:20 Staff: 8:50-4:20 ● <u>Upper School:</u> Students: 9:15-2:15 for Grades 11-12; 9:15-3:20 for Grades 9-10 Staff: 7:45-3:25
Student personal belongings	<ul style="list-style-type: none"> ● Personal belongings will be stored in personal backpacks and backpacks will be stored in cubbies, on the back of one's own chair, or on an adjacent chair. Where cubbies are used, students will visit cubbies one at a time. Students may not use lockers. In the youngest grades, staff will facilitate student storage.
Testing sites for COVID-19	<ul style="list-style-type: none"> ● A link to testing sites for COVID-19 can be found here. https://docs.google.com/spreadsheets/d/1zFQ5zbG3frQ1vLgOqZMb8H4irqMWe1c6ar54tnkDE6I/edit#gid=1383286284
Transportation for grades K-8	<ul style="list-style-type: none"> ● CDC guidelines significantly reduce the number of students who can ride the bus at 36 students per bus or 50% capacity. ● Students will be eligible for transportation based on the school's current policy: 1.0 miles lower school; 1.5 miles middle school; 2.5 miles upper school. ● The School may consider extending the walking distances if unable to accommodate additional students. ● Parents/guardians will complete a self-attestation form via PikMyKid prior to students boarding buses. ● Students will stay in assigned seats. ● Bus windows will remain open. ● Student expectations on the bus will need to be adhered to regularly. Staff may need to ride the buses with the students to teach and reinforce expectations. ● Students will be expected to wear masks, stay seated forward, and keep voices low. No food or beverage will be allowed. ● Siblings will be assigned to the same seat. ● Schools will assign bus duty, with one individual bearing responsibility for collecting seating charts at the beginning of each day (driver will record students present in the AM as well as PM run from the day before). Bus duty staff will provide copies to

	<p>the front office each day.</p> <ul style="list-style-type: none"> ● Students who do not meet bus expectations will not be allowed to continue riding the bus. ● If a student has been discovered to have had symptoms while on the bus, the student will wait outdoors until a nurse teacher can address the situation.
Transportation for grades 9-12	<ul style="list-style-type: none"> ● Students selecting in-person learning are eligible for a RIPTA bus pass if they live further than 2.5 miles from the upper school.
Travel restrictions	<ul style="list-style-type: none"> ● Students and staff must quarantine for a period of two weeks if traveling from outside the United States or from specific states. That document can be found here.
Uniforms	<ul style="list-style-type: none"> ● Face masks are required and should be cleaned daily, must cover nose and mouth, may not be a neck gaiter or handkerchief, and may not include a vent. Face shields may not substitute facemasks. There have been no other changes to the Dress Code Policy.
Visitors	<ul style="list-style-type: none"> ● The School will not allow visitors into the building for the first four weeks, and will reassess policy mid-October. ● Staff should make every attempt to meet with families and partners via videoconference.
Water	<ul style="list-style-type: none"> ● Water fountains are not allowed to be used by any student or staff. ● Students and staff are encouraged to bring their own water. ● The School has provided bottled water to every classroom. Teachers should notify the front office when supply gets low.