CECIL COUNTY PUBLIC SCHOOLS
SAFETY PROTOCOLS
DRAFT

Human Resources and Operations

Logistics:
- Staff and students who are exhibiting any COVID-19 symptoms should remain home.
- Staff or students who become ill during the school day should go home as soon as possible.
- Staff or students who are living with someone who has COVID-19 or who is exhibiting symptoms of COVID-19 should remain home.
- A complete list of CDC COVID-19 symptoms may be accessed at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- Contact tracing protocols will be enacted with each incident of a sick employee or student at a school, a report of an illness at home, or contact with a person outside of the school environment who demonstrates symptoms or who tests positive.
- Based upon extent of exposure, additional steps may be taken to ensure safety of students and staff.
- Immediate contact with the Human Resources department (Joe Buckley at rbuckley@ccps.org or Sean Cannon at scannon@ccps.org) and Maintenance and Operations (Tom VanDyke at tvandyke@ccps.org) should occur anytime the above occurs.
- Direct information from the CDC on the operation of schools may be accessed at: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

Transportation
- Buses will operate following the CDC guidelines for operation. Bus cleaning will address expectations for protocols as defined by the CDC.
- Students will be routed based upon the number of students allowed given parameters.
- CCPS will provide training for drivers and contractors to inform them of any policy updates as well as protocols for cleaning buses.
- Seats will be taped off to provide social distancing while students are on the bus.
- Pre and post-trip inspections will now include sanitizing high use areas on the bus.
Building Cleaning and Disinfecting
- Daily cleaning and frequency will be a function of the schedule for instruction. Daily cleaning and preparation for occupants will be completed during the evenings with ongoing disinfection on high touch and high traffic areas frequently throughout the day.
- Electrostatic sprayers will be used to disinfect rooms, hallways, locker rooms, lockers, etc. Spray disinfectant will be used where the appropriate time will allow for it to sanitize the surface and be wiped as intended.

COVID-19 Cleaning and Disinfecting Plan
- This plan will be used to prevent the potential spread of Coronavirus in the event that a sick person has entered a CCPS facility. This plan will help guide the cleaning response team on what areas to clean, what products to use, how to disinfect, and ways to protect themselves.

Cleaning Response Team
- Team members will be custodial staff members from schools spread throughout the county who have volunteered. Some or all members may be asked to respond to any CCPS facility, possibly with short notice. Training will be conducted for all team members.
- Each team member will be provided a supplies kit to use when cleaning response is needed. The kit will contain disposable gloves, gowns, masks, and hand sanitizer, along with a copy of this plan.

Cleaning Procedures
- Upon notification of the possible exposure, the affected area(s) should be closed off.
- Wait 24 hours before entering the area(s) to be cleaned. If 24 hours is not feasible, wait as long as possible.
- Wear the provided disposable gloves and gown during all steps of the cleaning process.
- If possible, open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, focusing especially on high-touch surfaces.
- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Disinfect surfaces using Virex or a Protexus Sprayer.
- Allow surfaces to remain wet for 10 minutes.
- When finished, gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Staff Cleaning Supplies
- Applicable supplies will be provided within all school buildings. EPA approved and CDC recommended methods and materials will be used by trained staff and occupants.
- Key locations and replacement of these supplies will be monitored by custodians.

Personal Protective Equipment (PPE)
- Follow CDC guidelines for appropriate use of PPE.
• Face coverings should be worn by all students and staff throughout the day.
• CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain such as hallways, cafeterias, and large group instruction areas.
• Face masks may be removed by the child for meals, snacks, naptime, outdoor play (when social distancing can be maintained) or when it needs to be replaced.

Facility Enhancements and Modifications
• Building access and pedestrian flow should be indicated through proper signage that is highly visible. Whenever possible, separate hallways within each building as entrance and exit hallways. When not possible instruct occupants to travel back and forth while attempting to maintain a 6-foot separation and also wearing a mask.
• Student movement will be scheduled and carefully monitored so that most halls will only have one-way movement at a time.
• Student arrival and dismissal will be scheduled to ensure social distancing as much as possible. Separation of students shall be monitored and maintained as they arrive and leave each day.
• Physical guides, such as stanchions or tape will be used to indicate direction and encourage distancing.

Ventilation
• Heating, cooling, and ventilation throughout the buildings will be monitored and scheduled with an emphasis on adding additional fresh air into the building.
• When outside temperatures allow, operable windows may be used to increase outside air flow into classrooms and the interior of the building. Humidity will be monitored to ensure that indoor temperatures do not increase the probability of mold.
• To the extent possible, activities will be planned to maximize use of outdoor space.

Playgrounds
• Playgrounds will not be in use for the re-opening. Further guidelines will be developed in the near future.

Lockers
• Lockers will not be shared.
• The exterior of each locker will be cleaned and treated as a high touch area at the end of each day (once they have been issued for use).

Classroom Modifications
• Classroom modifications shall be incorporated into each room in the form of furniture placement.
• All desks shall face the same direction.
• All desks and chairs will be a minimum of 6 feet apart.
• When calculating the number of students and staff per room, building administrators are to use 113 square feet per person. Floor plans including the square footage of classrooms will be provided to each building administrator.

Hand Sanitizer
• Shall be provided at key locations throughout the buildings. Supplies will be monitored by custodians and health staff.
• All staff members shall report when the supply has reached the end at a key location so that it can be replenished.

Signage
• Templates for signage can be provided.
• Appropriate signage shall include:
  o Travel direction
  o Wash your hands
  o Wear a mask
  o Respect social distancing
  o Don’t share phones, laptops, or other personal devices or supplies
  o We can beat this together (and other signs featuring a positive message)

Visitors
• All visitors are to report to the main office.
• All visitors should have an appointment.
• Visitors must wear a mask and remain 6 feet away from any occupant.
• All visitors must complete screening information.

Community/User Group
• Before and after school care will follow the same guidelines for during the school day as described above.

Health Room Protocols
• Health Room isolation space
  o Work with building maintenance and principal regarding the use of appropriate disinfectants.
  o Thorough cleaning of all surfaces in the health room must be done several times daily by custodial staff and trained nursing staff.
  o Continue to promote handwashing techniques.
  o Clean surfaces regularly.
  o Also continue to practice social distancing to the extent possible in the school setting.
• Health screening protocols
• Staff screening
• Student screening
• Response to COVID-19 infections
Students

Staff

Food Services

- Food shall be eaten in classrooms. Cafeterias may be used to stage students who will be purchasing lunch at the school.
- When waiting to be served, face masks must be worn and social distancing shall be respected.
- Cash shall not be used to purchase meals.
- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
- Enforce strict handwashing with soap and water after food contact.
- Disinfect surfaces after food contact is made.
- Ensure there is a “do not share” food policy among students.
- Before school resumes, teachers and school leaders review food allergy and 504 plans for all children with food allergies.
- Teachers should refresh their understanding of food allergies, including symptoms of allergic reactions to food.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee.
- Avoid sharing food and utensils and ensure the safety of children with food allergies.