

# Site Preparation for Reopening

Presented to the Board of Trustees  
January 21, 2021



San Mateo Foster City School District

# Classroom Set-up

## Desk Configuration



- Desks are placed 6 ft apart (chair-to-chair; front/back/sides)
- Options: If storage of excess furniture is a concern, single desks can be placed side by side for each cohort. Place a mark on cohort A's desk OR one desk can be used for both cohorts of students following cleaning procedures



# Kindergarten or Large Table Configuration

- A 6 foot table can usually fit 2 students (diagonally seated, on opposite sides)
- Chairs should be set apart by 6 feet
- See video below for more details



# Desk Floor Markings



- Place Floor Markers under the front left and right legs of each desk

# Signage Outside of Door



- Once you have established how many students and adults can safely be in the classroom, hang this [sign](#) on the outside of the door(s)
- [Cleaning signage](#) is posted outside of each classroom

# Classroom Air Purifiers



- Each classroom should have 2 air purifiers
- Place the purifiers on opposite sides of the classroom, when possible

# Classroom Sink Area & Signage



- Hand washing sign [English](#) [Spanish](#)
- Drinking fountain water turned off AND taped off
- Check that automatic paper towel dispenser is stocked and in working order
- Fully-stocked soap dispenser
- Marker on floor designating where a student should be standing
- Option: if there is adequate 6 foot distancing, place a second marker to designate waiting for sink usage

# Classroom Hand Sanitizer



- Each room must have hand sanitizer (wall mounted or stand mounted)



# Restrooms

## Restroom Floor Markings



- Physical Distancing Markers (dots)
  - To designate where people should wait outside the door and possibly inside the restroom, if there is 6 foot spacing
  - To designate which sink should be used to maintain 6 foot distancing
  - For restrooms with urinals- designate which should be used and taped off if 6 foot distancing cannot be maintained

# Restroom Signage Inside and Outside



- Handwashing [English](#) [Spanish](#)
- Maximum capacity [sign](#) on the outside of the restroom
- [Cleaning signage](#) posted outside of each restroom

# Front Office

## Floor/Ground Markings



- Orange tape is placed outside of the front office to designate where people should wait 6 feet apart
- Physical distancing marks are placed inside of school office for parents/ community to wait
- Completed: plexiglass has been installed between staff and public areas



# Signage in Office



- Physical Distancing [English](#) [Spanish](#)
- Overall Safety [English](#) [Spanish](#)
- Mask Wearing [English](#) [Spanish](#)

# Staff Work Area

## Copiers/Work Space



- Physical distancing marks (dots) are placed to designate where staff can stand for copier and work space use
- Hand Sanitizer is provided for staff to clean their hands and areas after use



# Signage in Work Spaces



- [Physical distancing](#)
- Overall Safety [English](#) [Spanish](#)
- Mask Wearing [English](#) [Spanish](#)
- [Cleaning Signage](#) is placed outside each door

# Staff Lounge/Break Room

## Staff Room



- Maximum occupancy will match number of seats available in the staff room
- Tables will be placed so that seats will be 6 feet apart
- Remove additional chairs/tables

# Signage for Staff Room



- Maximum Capacity [sign](#) posted at each entrance



# Student Snack/Lunch Areas

## Tables/Eating Areas



- Determine areas where students will be able to eat snack/lunch. Consider a space for each class/group when possible. Mark off 6 foot distanced spots for each student
- If tables will be used, mark where students will be sitting, 6 feet apart (orange duct tape can be used for marking)

# Outside Areas and Hallways

## Entrance/Exit Gates



- 6 foot distanced markings using orange duct tape are placed at each entrance (3-8 marks depending on space)
- Steps when Entering School [Signs](#) are posted at each entrance/exit gate

# Hallways



- If 6 feet distancing cannot be maintained for 2 way hallway traffic, place arrows 6-8 feet apart to designate traffic flow

# Signage in Hallways



- Post signs throughout the school
  - [Physical distancing](#)
  - Overall Safety [English](#) [Spanish](#)
  - Overall Safety Simplified version [English](#) (only in English as of 12/14/20)
  - Mask Wearing [English](#) [Spanish](#)