# Site Preparation for Reopening

Presented to the Board of Trustees January 21, 2021



San Mateo Foster City School District

## Classroom Set-up Desk Configuration





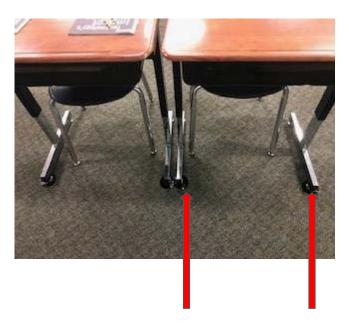
- Desks are placed 6 ft apart (chair-tochair; front/back/sides)
- Options: If storage of excess furniture is a concern, single desks can be placed side by side for each cohort.
   Place a mark on cohort A's desk OR one desk can be used for both cohorts of students following cleaning procedures

#### 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 <u>sign</u> on the outside of the door(s)
- <u>Cleaning signage</u> is posted outside of each classroom

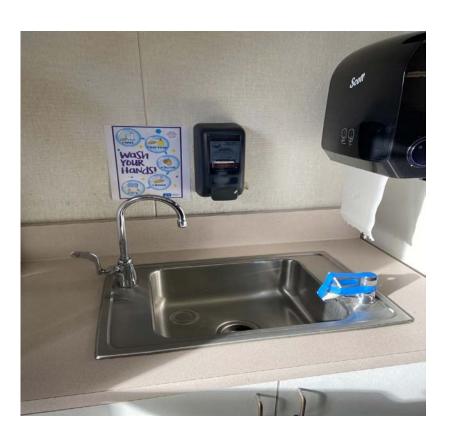
#### Classroom Air Purifiers





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

#### Classroom Sink Area & Signage



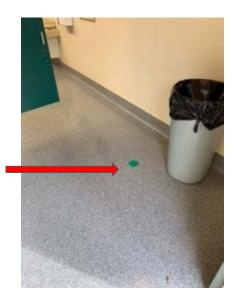
- Hand washing sign <u>English</u> <u>Spanish</u>
- Drinking fountain water turned off AND taped off
- Check that automatic paper towel dispenser is stocked and in working order
- Fully-stocked soap dispenser
- Marker on floor designating where a student should be standing
- Option: if there is adequate 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 urinalsdesignate which should be used and taped off if 6 foot distancing cannot be maintained

### Restroom Signage Inside and Outside



- Handwashing <u>English</u> <u>Spanish</u>
- Maximum capacity <u>sign</u> 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 <u>English</u>
   <u>Spanish</u>
- Overall Safety <u>English</u> <u>Spanish</u>
- Mask Wearing <u>English</u>
   <u>Spanish</u>

### Staff Work Area Copiers/Work Space





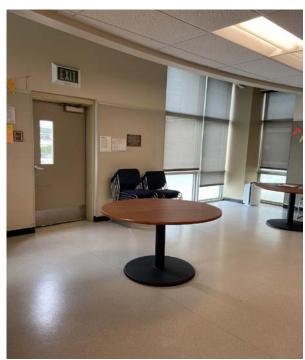
- Physical distancing marks (dots) are placed to designate where staff can stand for copier and work space use
- Hand Sanitizer is provided for staff to clean their hands and areas after use

### Signage in Work Spaces



- Physical distancing
- Overall Safety <u>English</u> <u>Spanish</u>
- Mask Wearing <u>English</u>
   <u>Spanish</u>
- <u>Cleaning Signage</u> 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



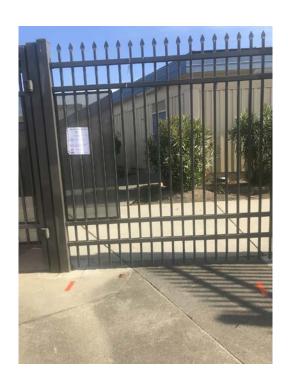
 Maximum Capacity <u>sign</u> posted at each entrance

## Student Snack/Lunch Areas Tables/Eating Areas

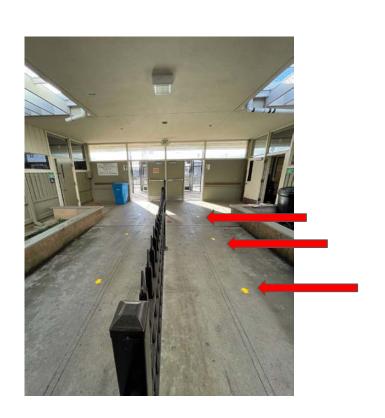


- Determine areas where students will be able to eat snack/lunch. Consider a space for each class/group when possible.Mark off 6 foot distanced spots for each student
- If tables will be used, mark where students will be sitting, 6 feet apart (orange duct tape can be used for marking)

### 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 <u>Signs</u> are posted at each entrance/exit gate



### <u>Hallways</u>

 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 <u>English</u>
     Spanish
  - Overall Safety Simplified version <u>English</u> (only in English as of 12/14/20)
  - Mask Wearing <u>English</u><u>Spanish</u>