

# BUILDING OPERATIONS

## Entering the Building

### **Introduction**

Entering the building every morning is the activity which unofficially begins the day. It is important that this is smooth, stress free, efficient and conducted in a manner that keeps children safe.

### **Philosophy**

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus is to help keep it from the building. During the entry into the building social distancing and hand sterilization will be implemented. The use of hand sanitation and social distancing is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. Parents are required to take temperatures of children and check for symptoms before they leave home.
2. Students should immediately sanitize their hands by using sanitizers when they enter the classroom.
3. Buses will be emptied one at a time per entrance, so social distancing can be maintained and each child's hands can be sanitized.
4. Each entrance will be monitored by staff to help insure students maintain a social distance.
5. Use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.
6. Students should store their mask in a storage bag if they are going to remove it once they reach their desk.
7. Once students enter the building, teachers will review the daily monitoring health check list.

## Daily Monitoring of Health

### **Introduction**

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily. To provide the healthiest environment possible for staff and students, our school will implement a Daily Health monitoring system as outlined below to meet the specific and unique circumstance of the school.

### **Philosophy**

Health monitoring should be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

### **Process**

Parents are asked to monitor daily the identified possible symptoms of COVID-19 listed below: (as we learn about the disease, we may need to alter the list by adding or subtracting symptoms)

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea.

Parents indicate that their child(ren)'s health has been monitored by:

Agreeing at the start of the year to monitor the health of their children daily.  
(If a child displays any of the above symptoms, he/she must stay at home.  
If a child is absent for this or any other reason, the parent must notify the school  
(215 333-3142 x 301) by 7:30 a.m. When calling, please leave the child's name,  
grade and reason for absence, including the symptoms).

After Morning Prayer, the teacher will do a daily scan of the students to monitor if there are any concerns related to health. In the course of the morning each child's temperature will be taken; concerns will be referred to the school nurse.

The health of staff and students will be monitored by tracking students' and staff's absenteeism

## Lunch

### **Introduction**

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

### **Philosophy**

A foundational premise when designing a safe lunch environment are the concepts of maintaining cohort and social distancing. The use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks.

### **Process**

1. Students will wash hands before lunch.
2. Students will stay in their cohort as they eat lunch, separate from other cohorts.
3. Students will remain socially distant during lunch.
4. The table and desks will be wiped down before and after each meal.
5. There may be no shared meals; parents may not deliver pizza, fast foods or other treats.
6. Students will wash hands after lunch.

## Recess

### **Introduction**

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to insure our students have a safe recess.

### **Philosophy**

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities, yet limit physical contact will be played.

### **Process**

1. Students will go to recess using the procedures established in school operations regarding movement within the building.
2. Students will wash/sanitize their hands before going to recess and before returning to class.
3. Students will not need to wear masks while at recess with their cohort and are playing socially distant activities. If they are unable to be with their cohort, students should wear masks during recess.
4. Equipment will be wiped down before each recess.
5. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.
6. Students will wash/ sanitize their hands before returning to class.
7. Students will practice social distancing while walking to recess.

**Other considerations regarding the type of activities.**

1. Games that require close physical contact and grabbing are not suggested (such as football and basketball).
2. Children may not bring play equipment from home.
3. We will mark out 'zones' to reduce the number of children who are in contact with each other.
4. Weather permitting, recess and PE class will be held in outside space. Weather non-permitting, recess and PE class will be held in the classroom.
5. Students are asked to bring personal water bottles for hydration before, during and after activity. Shared water fountains will not be used.
6. We will limit shared items or keep same groupings throughout activities
7. When necessary, we will use social distancing activities and face coverings when social distancing is not possible

## **Traveling Within the Building**

### **Introduction**

Movement about the building is essential and cannot be eliminated. A plan to allow for travel throughout the building while keeping the students and staff safe is being devised.

### **Philosophy**

Students need to travel from the bus to their classroom, to the lavatory and other essential areas. When leaving the cohort for any reason, all students and staff will wear a face mask, maintain social distancing and remain in cohorts as best as able.

### **Process**

1. As people travel about the building, masks should always be worn.
2. Students will be directed as to proper travel in hallways that maintains social distancing.
3. A schedule has been developed that takes into consideration the movement of cohorts around the building.
4. Planned travel, such as to recess, will be organized so several cohorts are not in the hallway simultaneously.
5. Students will not travel to other discipline areas. They will remain in their cohort; the teacher will come to them.
6. Increased cleaning of all commonly touched items such as railings, door knobs will take place throughout the day.
7. The rest rooms will be cleaned frequently throughout the day.

## Library

### **Philosophy**

Library resources continue to be an integral part of the academic program.

### **Process**

1. Activities such as the introduction of authors, genres and the reading aloud of books can be conducted in the classroom.
2. Students in Pre-K – Grade 6 will visit the library on occasion and will be done one cohort at a time. Social distancing will be maintained and areas used will be cleaned between cohort visits. Returned books will be isolated for 72 hours before being returned to circulation.

## **Physical Education**

### **Introduction**

These guidelines are written with the goal of keeping the integrity of quality physical education programs while navigating through a “new normal.”

### **Philosophy**

Physical education is an integral part of the curriculum in an elementary school and essential that it continues safely.

### **Process**

1. Weather permitting, PE class will be held in outside space. Weather non-permitting, PE may be held in the gymnasium or in the classroom.
2. Hand washing before and after activity will take place.
3. It is preferred that students are carrying personal water bottles for hydration before, during and after activity.
4. Class equipment will be sanitized frequently (classes will be scheduled to allow for this).
5. Shared items will be limited or the same groupings throughout lessons will take place.
6. Considerations for lesson planning:
  - Emphasize teaching personal health and safety and being responsible for equipment use
  - Emphasize teaching personal skill development and personal fitness concepts to promote physical distancing
7. Whenever possible we will use social distancing activities; face coverings will be used when social distancing is not possible.