

# NPS Health and Safety Protocols

**(updated August 18, 2021)**

The Superintendent, the Director of the Nantucket Board of Health, and the Nantucket Public School nurses collaborated to develop the following protocols to keep our students and staff safe. Sections that have been updated are marked for your convenience.

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## Face Mask Procedures **(updated August 18, 2021):**

As students and staff return to face-to-face instruction in the fall, their traditional environment may continue to look different due to enhanced safety and health protocols required by the Town of Nantucket, the Massachusetts Department of Elementary and Secondary Education (MA DESE), and the Massachusetts Department of Public Health (MA DPH).

### Face Masks

Superintendent Hallett collaborated with local medical authorities to guide decision-making regarding guidelines to ensure safety for our entire district. After listening to the medical community, along with concerns from parents and staff, **the district will require face masks for students and staff at all times when inside NPS buildings with the exception of designated and guided mask breaks.** According to the [CDC](#), face masks have been shown to be an effective tool in slowing the spread of COVID-19 in concert with social distancing, hand washing and disinfecting.

### Face Mask Requirements

Students, staff, vendors and visitors will be required to wear face masks indoors at all times with the exception of the following circumstances:

- Any and all outdoor activities (recess, PE classes, outdoor classroom activities, etc.)
- Designated and supervised mask breaks
- During designated meal times (Breakfast, Snack, Lunch)
- When staff are working alone in a closed space (classroom or office) within the school

Approved masks include cloth masks with **a minimum of two layers, n95 masks, kn95 masks, or a disposable dual layer surgical mask.** Students shall wear face masks during extracurricular activities, as well as on school buses. Guidelines and protocols for athletics will be set in accordance with DESE and MIAA guidelines and are explained in the [EEA](#) guidelines (May 18, 2021). Student face masks must be school appropriate and shall not interfere with the district's dress code policy. Masks must meet [CDC guidelines](#). Face masks must cover both the individual's nose and mouth at all times and face shields may not be used in lieu of face masks. Based on new evidence gaiters and face masks with a valve will be prohibited to be worn in Nantucket Public Schools as they present safety concerns. Gaiters and masks with valves have been deemed ineffective in the prevention of COVID 19 transmission. So, please for everyone's safety no gaiters or masks with valves allowed.

### Face Mask Provisions

Staff members and students are expected to bring their own face mask which must cover both their nose and mouth to ensure each person on campus is following proper safety precautions. If a staff member or student forgets, loses or damages their face mask, a disposable one will be

provided for the day. Staff/students who arrive at school without a face mask will be provided one prior to the admittance to school. Bus drivers will also have a supply of face masks as students will not be permitted on a bus without one. Each school may have separate policies for distribution.

### **Face Mask Compliance**

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face masks prior to entering the school building. In instances where reusable face masks are left at home, a disposable mask will be provided for the day. Administration and staff will provide education around the need for masks while in school to ensure the safety of others, and restorative practices will be utilized to ensure student compliance. Students who are not able to comply due to behavioral/SE reasons will be directed to the Assistant Principal. Assistant Principals will use an educational approach when working with students around protocol compliance. An addendum will be written for the Parent/Student Handbook stating the policy as approved by the Nantucket School Committee. The nurse at each school will be the COVID Point Person for their building. The District COVID Point Person will work collaboratively with school nurses and school administration regarding any compliance issues at the school level.

### **Face Mask Breaks**

Face mask breaks will take place a minimum of four times per day, or once per block, and will not exceed 5 minutes to minimize possible exposure during this time. The breaks will be encouraged to be “working breaks” to limit conversation and movement of students while taking a break. It is suggested that the class be divided by rows/seats and breaks alternate so that the whole class is not on break at the same time. Students should have clean hands when taking face masks on and off. When masks are removed they should be placed skin side up on a paper product and replaced using proper technique or secured to clothes pins that are attached to student desks (NES only) . While taking a break students must maintain 6ft distance and breaks will be guided and supervised by staff. Staff will take mask breaks when not giving instruction and can safely maintain 6ft. distance.

### **Face Mask Exemptions**

Students or staff must have a medical issue for which a face mask would cause an impairment and must provide medical documentation that states the need for this exemption. If a student or staff needs to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate, the student, parent or staff should communicate this need to the school. If a face mask raises a safety concern for staff/students, this concern will be discussed with administration on a case by case basis.

### **Face Covering Proper Use**

- [How to Wear a Face Mask](#) Poster
- [How to Wear a Face Mask Video](#)
- [Short Video for Elementary Students](#) about wearing masks (3 minutes)

- [CDC Face Masks Link](#)
- [Poster on Safely Wearing Face Masks](#) (CDC)

#### **How to Put on a Face Mask:**

- Ensure your face mask is clean, dry and not damaged
- Wash and dry your hands or apply hand sanitizer (containing at least 60% alcohol) before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face eliminating gaps
- Make sure you can breathe easily
- Wash and dry your hands

#### **While Wearing a Face Mask:**

- Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.
- Face masks should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- Replace the face mask if it becomes damp, damaged, or soiled.

#### **How To Safely Remove Your Mask:**

- Clean your hands with soap and water or use hand sanitizer (containing at least 60 percent alcohol). Ensure your hands are dry.
- Remove the face mask from behind (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose, and mouth when removing your mask
- Clean, store or dispose of it appropriately
- Clean your hands again (as above)

**Please note that in order to maintain school safety and security, any individual on school campus may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.**

## **Handwashing and Hand Sanitization:**

### **Handwashing/Hand Sanitization Instructions**

Handwashing/hand sanitization is required before and after face mask breaks and before and after eating during the school day.

**How to wash your hands? Follow these five steps every time:**

- **Wet your hands** with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather your hands** by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub your hands** for at least 20 seconds.
- **Rinse your hands** well under clean, running water.
- **Dry your hands** using a clean towel or air dry them.
- **Wash your hands** frequently with soap and water frequently for at least 20 sec.

**Handwashing/Hand Sanitization should be done often, but always:**

- **After** blowing your nose, coughing, or sneezing
- **Before** eating and/or preparing food
- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask
- **Before** and **after** recess
- **Before** and **after** use of playground structures
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

**Handwashing/ Hand Sanitization Information:**

- [Your Health is in Your Clean Hands](#)
- [Handwashing Poster](#)
- [Hand Washing and Hand Sanitizer](#)
- [Stop Germs: Wash your Hands](#)
- [Germs Are All Around You Handwashing Video from the staff at the Clarke Middle School](#) or [Handwashing Video for younger students.](#)

**Hand Sanitizer**

Hand sanitizer does not replace hand washing, the use of soap and water to wash hands is always preferred. However, if staff/students are unable to wash their hands, an alcohol-based hand sanitizer is an acceptable back up plan and will be available in every classroom and throughout each school. Any parent who chooses to opt their student out of the use of alcohol-based hand sanitizer will have the opportunity to do so. While in school, students should only be using hand sanitizer while under the supervision of staff. Teachers will supervise the use of hand sanitizer in their classrooms.

**Proper Respiratory Hygiene**

- Cover your mouth/nose with a tissue when coughing or sneezing.
- Throw the tissue away immediately in a trash can, and then wash your hands.
- If no tissue is available, cough or sneeze into the crook of your arm on your sleeve.
- [Cover Your Cough \(CDC\)](#)
- **Avoid touching your face, eyes, nose, and mouth**, where it is easy to spread the virus to yourself.

## **Social Distancing (updated August 18, 2021):**

Based on recent guidance from CDC and the MA DESE released on July 30, 2021, schools **“should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning to keep a minimum distance requirement.”** This means that schools will do their best to implement adequate distance between students in classrooms, cafeterias, and other learning spaces.

## **Classroom Set-up/Entering and Exiting Classrooms (updated August 18, 2021):**

Every classroom will be designed to provide adequate space and distance between each student. Administrators will preview and approve classroom designs prior to the start of full in-person learning.

### **Classroom Materials**

Teachers will require the use of hand sanitizer and hand washing when sharing items in the classroom, including learning tools, pencils and other items shared in a group setting.

### **Specific [COVID-19 guidance](#) (update May 27, 2021) from DESE in the following areas:**

- Arts (chorus, band, theater, dance, and visual arts) and physical education  
Career/vocation technical education
- Science courses and laboratory work

### **Seating Plan**

Students will have assigned seating in each classroom and seating charts will be created by the classroom teacher to assist with contact tracing if necessary.

### **Hand Washing and Face Mask Breaks**

Students will be encouraged to take hand-washing and face mask breaks throughout the day, in addition to washing hands before and after eating, and before sharing materials. Hand soap and paper towels will be provided at every sink. Alcohol-based hand sanitizer will be in each classroom and throughout each building.

## **Cleaning Learning Spaces Between Classes:**

Based on CDC guidance and updated information on the low likelihood of surface transmission, schools now only need to clean high touch surfaces (door handles, bus seats, drinking fountains) and shared objects within the school and on school transport vehicles once a day, excluding certain circumstances. If schools are located in an area of high transmission of

COVID-19, then they may consider cleaning more frequently, or cleaning and disinfecting surfaces and objects once a day. Similarly, for areas where masks are not worn (i.e., lunch areas), schools may consider cleaning surfaces between use. If a surface or object is visibly soiled, it should be immediately cleaned. If someone in the school in the past 24 hours has confirmed to have COVID-19, the spaces (i.e., classroom, bus and lunch area) they were in should be cleaned and disinfected. If disinfecting, ensure safe and correct use and storage of cleaning products, including storing products securely away from children.

## **Arrival/Dismissal Procedures: (updated August 18, 2021)**

### **Arrival**

Schools will open in the morning at 7:45am. Students who are walking, getting dropped off or self-driving should plan to arrive at school no earlier than 7:35am. We know in the past students have been able to arrive at school well before the start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:35am. Staff members will be positioned to receive students and to direct them according to school procedures. Schools will establish arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Special education students and bus riders will be prioritized to decrease foot traffic.

**Please note that any individual, upon entering our school building, may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.**

**Families and visitors will have limited to no access into the school, so please plan accordingly.**

### **Dismissal**

Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. All students must leave the school building by 2:30 unless meeting with a teacher or participating in a supervised event. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus. The buildings will be closed to students and staff at 5:00pm.

### **Traffic Flow**

Students are encouraged, especially our older students, to walk or ride a bike to school if and when possible. This will minimize the traffic flow in and around NPS during drop-off and pick up. It will be important for parents/guardians who are driving their student(s) to and from school to adhere to the drop-off and pick-up guidelines established for each of the four schools. Please be

mindful of bus drop-off and pick-up zones so as not to increase the number of students in those areas and to not impede the movement of buses. Please also exercise patience when navigating the traffic on the school campus as we anticipate that it will take time to fully develop this new routine for students and parents/guardians.

### **Buses**

Students will not be permitted on the school bus without a proper face mask. Disposable masks will be provided to any student who does not have one. Bus routes/pick-up times will be announced prior to the start of school. When buses arrive at the schools, students will be directed by the bus driver to disembark by row to prevent the clustering of students. Bus drivers will also stagger the unloading of students so that not all buses are letting out at once. Buses will not open their doors until 7:40 am to release students; dismissal from buses will be in a staggered fashion starting with the first bus in line.

### **Inclement Weather Plan**

Additionally, school-based teams will establish an inclement weather plan. All arrival and dismissal plans will allow for social distancing where possible. Students will be supervised by staff throughout arrival and dismissal procedures. Students will always be required to wear their face mask during arrival and dismissal and while on school campus.

## **Fire Drills and Lockdown/Evacuations Drills:**

### **Fire Drills**

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. Once outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

### **Lockdown/Evacuation Drills**

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face masks will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes.

If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building. Safety supplies including gloves and masks will be added to all classroom "Go Bags".

## **Front Office Operations (updated August 18, 2021):**

Each front main office will have a designated table outside of the main office which will be supplied with hand sanitizer, disinfectant wipes, gloves, and face masks.

### **Staff Entry and Exit of Buildings**

- Staff are required to sign in/out outside the main office of their home building when leaving for lunch or appointments during the school day.
- Any staff member who is entering a school that is not their home building, must use the front door entrance only and sign in/out outside of the front office.
- Staff with children in schools, other than in their home building, must follow the same protocol as ALL OTHER PARENTS when visiting their child's school.

### **Parent/Guardian Entry and Exit of Buildings**

- Parents/guardians are not allowed inside school buildings without authorization from administration. Parents/guardians can communicate with front office staff through the intercom in the vestibule of each school building.
  - Unless for an emergency
  - If a student is going home sick, the child must be dismissed by the nurse and exit the building to their parent/guardian through a proximal exit to reduce movement through the building.
  - There will be a designated phone for students to use to call home for necessary reasons only or students can use their cell phone if not during class time.
- Drop-off tables will be located outside the main office of each school for parents/guardians to drop off items (lunch, homework, clothes, etc...). Blue painters tape and sharpie pens will be provided for parents to label items with their child's name. Children will be notified to retrieve their items off the table themselves with permission from their attending teacher.

### **Visitors**

- **No visitors will be allowed in buildings unless coordinated with administration.**
- Visitors (repairmen, inspectors, NFD, NPD) must be authorized by Facilities (unless an emergency) and, if possible, will be scheduled for after school hours.
  - Sticker system (throw away items) will be implemented in lieu of badges. All visitors entering/exiting will go through the front office only and trade their licence for sticker and vice versa.

- Authorized, CORI'd personnel/contractors will check-in with the front office and will receive official badges through the Facilities Department.
- UPS/USPS/FedEx will deliver through front doors only. Any large deliveries will go through the school designated loading dock/reception area.

### **Substitutes and Teacher Coverage**

- Each school will create a protocol for utilizing daily substitutes and providing coverage for teachers as needed.

### **Meetings in the School Building**

- All staff meetings will be held in person. All individuals must remain masked throughout the meeting when indoors.
- Other in-person meetings must be approved by administration, and a designated meeting room will be made available at each building. All individuals must remain masked throughout the meeting when indoors.

## **School Attendance/Health Assessment Guidelines (updated August 18, 2021):**

At Nantucket Public Schools, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. **The Department of Elementary and Secondary Education is strongly suggesting that districts implement robust COVID-19 in-school testing protocols to allow for students and staff who are presenting symptoms of COVID-19 or may have been exposed to COVID-19 as a close contact.** Nantucket Public Schools is investigating the possibility of adopting these testing protocols in the fall in order to ensure that students and staff can remain in school in person safely.

### **School Personnel**

If a staff member has any symptoms of COVID-19, they should use their best judgement and stay home if they feel ill. Otherwise, they may get tested before school starts. Staff should follow up with their Primary Care Provider (PCP) for further evaluation and/or testing.

### **Students**

Before leaving home or getting on the bus, families should assess their child's state of wellness before arriving at school using the [NPS COVID Child Screening Tool](#). A secondary screening will be conducted in a student's homeroom/first block class. If the student has any symptoms of COVID-19, they should not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

The family should notify their school front office that their child will be absent and the reason for the absence. Families, please be specific on the absence call-in line with the reason your child is out of school, it is important in identifying illness trends. The school nurse will follow up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once cleared by the school nurse and/or their PCP.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

**These symptoms include:**

- 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
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

Students and staff with a temperature above 99 degrees should not attend school until they have been fever-free (under 99 degrees) for 24 hours and without the use of antipyretic medication, such as Tylenol, Motrin, Advil, or Ibuprofen.

Students and staff will check with the district's COVID Point Person prior to returning as well. A safe return to school is based on symptom status, duration of symptoms, test results, and clearance by their PCP or the Nantucket Infections Clinic.

**Risk Assessment in NPS Post COVID-19 Pandemic**

The NPS Nursing Staff will monitor the attendance rates and clinic visits as part of the illness surveillance data. The School Nurses, building principals, and the Superintendent will continue to work closely with the Nantucket Board of Health to mitigate the risk of coronavirus spread. To maintain the safety of all students and staff, it is very important that families and staff follow this guidance.

The dismissal rates, including the time the student came into the clinic until the time of dismissal will be monitored. Any student/staff member that requires transport via the Emergency Medical System (911 call) will be monitored. Communication will be shared with the school community

via the Superintendent's Coronavirus Updates. The plan will be continuously evaluated based on information we learn about the virus and the rates of transmission within the community.

## **Illness of Staff/Student During the School Day: (updated Aug 18, 2021)**

If a student becomes ill at school, the supervising teacher should call down to the nurse in advance of sending the students. Families will be notified and for everyone's safety asked to pick up the student within 30 minutes. The School Nurse will direct parents to the best location to pick up their student. An ill student will need to be isolated until a parent/guardian is able to come to the school and pick up the student. It is important that the school have two emergency contact names and numbers on hand for every student indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day. Dismissing sick children (and staff) in a timely fashion (within 30 minutes) is imperative for the safety of all.

Parents/guardians will be strongly urged to keep contact information current in ASPEN, so they can be reached by the School Nurse.

Any student or staff member exhibiting COVID-19-like symptoms must stay home. Staff and families should not come to school if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or are unvaccinated and have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case ([see NPS procedures](#)). Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.

[Staff and students with COVID-19 symptoms at school](#) (such as fever, cough, or shortness of breath) will be separated from well students/staff. Individuals who are sick will be triaged by the School Nurse and asked to either go home immediately or to a healthcare facility depending on the severity of the symptoms. Any individual who becomes sick at school will be triaged for further medical assessment and testing based on their symptoms. They will be asked to follow [CDC guidance](#) for caring for oneself and others who are sick.

Each school will have a designated "sick area," where staff and/or students will be triaged and assessed for an appropriate disposition. Sick students and staff will be separated from well students and staff who are well. Areas used by a sick person will be closed off until after [cleaning and disinfecting](#).

School nurses should use standard precautions when caring for sick students/staff. If the nurse/school personnel are calling an ambulance or bringing someone to the hospital, they will alert the dispatcher that the person may have COVID-19.

## General COVID-19 Education

- [Stop the Spread of Disease Poster \(6 ways\)](#)
- [Stop the Spread of Germs Video \(1 minute\)](#)
- [CDC how to don and doff PPE Posters](#)
- [COVID-19 CDC Fact Sheet](#)

## General Ways to Stay Healthy

Practice preventative health measures:

- Eat well-balanced meals
- Get enough sleep
- Exercise
- Stay hydrated
- Manage your stress- take a break from the media
- Wash your hands frequently

## Notifying Health Officials and Close Contacts:

The NPS Nursing Team will work collaboratively with the Nantucket Department of Public Health to identify individuals who had [close contact](#) with a person diagnosed with COVID-19. Individuals and families will be instructed to stay home and [self-monitor for symptoms](#), following [CDC guidance](#) if symptoms develop. Close contacts who were exposed to a COVID-19 positive individual while outdoors at recess do not have to quarantine.

A spreadsheet will be created which lists all students who travel to and from the school bus and the seating plan for each bus. A district file will be kept which includes seating plans for all classrooms in the district for the purpose of contact tracing if necessary.

## Building Cleaning/Sanitization **(updated August 18, 2021):**

NPS has undertaken new protocols and routines to ensure that our facilities and surfaces are regularly cleaned, sanitized and disinfected in accordance with health and safety guidelines using industry standard COVID-19 cleaning procedures. The cleaning will be done by the Facilities Department in all four schools after school hours and continuously throughout the day as needed. It should be noted that our cleaning protocols meet and exceed the [CDC guidelines for the cleaning of schools](#).

### **Daily Cleaning Routines**

In addition to the special work outlined above, custodians will perform regular daily cleaning, including wiping down surfaces, emptying trash, cleaning staff restrooms, vacuuming and cleaning floors.

### **High Touch Point Areas**

- Door handles and push bars/plates
- Bathroom stall handles, toilet seats, manual toilet flushers, sinks & faucets, toilet paper dispensers, soap & paper towel dispensers,
- Countertops, light switches, classroom doors, windows, tables & chairs
- Elevator push buttons
- Stairwell railings
- Water bottle filling stations
- Printers and Copy Machines

### **Bathroom Monitoring and Cleaning**

Student and staff bathrooms will be cleaned thoroughly each day. Bathroom occupancy will be dependent on bathroom size and the number of stalls for use. Each bathroom will have a sign-in/sign-out sheet for bathroom use and bathroom break schedules will be created for each school building.

### **Approved School Cleaning Products**

The products used at NPS are Disinfectant, Oxivir disinfection solution, and the Protexus Electrostatic Disinfectant Sprayers (to be used on an as-needed basis). The Protexus Sprayer uses PurTab tablets for disinfecting efficiency. Due to the electrostatic charging of particles, it provides three times the coverage of traditional spray bottles. It delivers a charged droplet with an attractive force fifteen times greater than gravity. This magnetic attraction to all surface areas ensures consistent, 360-degree application of PurTab disinfecting and sanitizing solution. All cleaning chemicals used are registered EPA disinfectants and are approved for use in schools.

Cleaning supply caddies will be provided for each classroom and office. Each caddy has a spray bottle of disinfectant and/or soap and water, disposable gloves, alcohol-based hand sanitizer, and masks, Touchless paper towel dispensers have also been added inside each classroom to ensure each staff member has access to any and all supplies they may need throughout the school day.

Touchless hand sanitizer stations will be provided at the entrances of all schools. There are touchless hand sanitizing stands and touchless hand sanitizing stations located throughout each school. Alcohol-based hand sanitizer will also be provided for each classroom and office space. Adults should always supervise the use of alcohol-based hand sanitizer by children.

All students and staff must engage in frequent handwashing upon arrival, before and after meals, after bathroom use, after coughing or sneezing and before dismissal. All sinks have

running water with soap dispensers. The custodians will ensure each dispenser is fully stocked each day.

## **Personal Protective Equipment Preparedness:**

According to school PPE guidelines, NPS currently has PPE supplies available in the buildings. Supply reorders will then be placed according to the rate of consumption and demand of products.

## **HVAC System Assessment and Maintenance:**

The [systems in all four schools](#) are checked and serviced by professionals several times throughout each year. The following is a representative list of equipment but is not meant to be all inclusive.

### **Equipment**

Serviceable HVAC control items and repair items include all air handling units and associated apparatus, unit ventilators, compressors, controls components, valves, fan coil units, rooftop units, exhaust fans, pumps, oil booster pump systems and domestic water booster pumps.

## **Food Service (updated August 18, 2021):**

### **Breakfast Service**

At NES and NIS pre-packaged breakfast is available for students on carts in the hallways. Breakfast will be eaten in the classroom at NES and in the grade-level cluster at NIS to maintain proper social distancing. At CPS and NHS pre-packaged breakfast meals will be picked up by the students in the Café, students will provide their Pin# to the cashier, and they will then eat in the cafeteria until it is time to transition to their first block class. All CPS/NHS students will be served and dine with social distancing and safety protocols in place.

### **Lunch Service**

Lunch will be eaten in classrooms, the cafeteria, or outside to maintain proper social distancing. Access to a sink/bathroom for hand washing before and after meals will be provided. Students will be responsible to clean their space after their meal. Extra trash barrels will be available to collect lunch trash including food, packaging and utensils. Facilities personnel will clean thoroughly after school day is over.

### **Eating in the Classroom, Cafeteria, or Outside**

Students must remain in their assigned locations (classroom, cafeteria, cluster space, outside) during lunch unless given permission to see the nurse or use the bathroom. Face masks will be removed while students are having lunch and once face masks are removed students must

remain in their seat. Once finished, students will be required to put their mask back on. Students will not exchange or share utensils/plates/cups and will remain at their desks/tables while having lunch.

## **Administrator Safety Checks and Procedures:**

The site-based administrators will determine site-based procedures that minimize the spread of the virus including minimal transitions and consistent grouping whenever possible. This includes all classroom settings, teacher directed PE, specials/electives, and special education services locations when possible and appropriate. Administrators will also create site-based procedures for community restrooms and confined spaces to allow for social distancing and proper hand washing. Signage will also be placed in classrooms and around the building outlining procedures for these areas and to assist students in understanding the need for social distancing.

Education will be provided to NPS staff during the Professional Development days prior to the return to school. Family education will be ongoing and will begin prior to the start of school. Student education will be ongoing and visual cues, such as posters and infographics will be placed around the school to remind the student ways to stay healthy and prevent the spread of COVID-19. The modes of education will include: videos, PowerPoints, posters, infographics, stories, fact sheets, website updates, social media, as well in person demonstration of educational topics- such as handwashing, respiratory etiquette, masks and social distancing.