

# Williams Intermediate School



## Fall 2020 Reopening Plan Building Facilities and Operations



**Dear Williams Intermediate School Community,**

**This Reopening Plan is based on the Department of Elementary and Secondary Education's Fall Reopening Facilities and Operation Guidance. Our goal is to promote a safe return to Williams Intermediate School for our students and staff. In order to do this, we needed to prepare our building and adapt our procedures to adhere to the new requirements we are all faced with.**

**This building based Reopening Plan will hopefully provide you with answers to the many questions we are sure you may have. Please realize that the information in this guide is based on the most recently available information pertaining to COVID-19. As our knowledge and understanding of COVID-19 evolves, so may our plan.**

**Our Reopening Plan is broken down into three main sections:**

- I. Preparing Spaces**
- II. Making Systems and Other Space Use Modifications**
- III. Developing Operational Protocols**

**We are creating this guide to help students, parents/guardians, and teachers understand the changes that will be in place for the reopening of school on September 16, 2020. As you are probably aware, the school year will begin using a Hybrid Model. Students have been placed into three cohorts (A, B, or C).**

**Students in Cohort A will come to school on Mondays and Tuesdays.**

**Students in Cohort B will come to school on Thursdays and Fridays.**

**Students in Cohort C will come to school on either of the two schedules: Mondays - Fridays but Wednesdays are half days (2.5 hours) or Monday, Tuesday, Thursday, Friday where Wednesday would be a full remote day.**

**On days when students are not physically in school, they will be learning remotely from home.**

**We need to ensure, even in a Hybrid Model, that we are adhering to social distancing guidelines and safety protocols before, during, and after school. We hope this Reopening Plan helps shed light on these new procedures and answers any questions you may have.**

## **Building Spaces and Facilities Modifications Preparing Spaces**

### **Student Learning Spaces**

The different school buildings in the BRRSD face individual constraints. They present unique features and layouts so plans from one building to another may vary greatly. However, with that said, all buildings were responsible for conducting the following:

### **Space inventory**

In the summer of 2020, a building-wide walk-through was conducted and an inventory of all classrooms and large spaces (library, Kelson Lab, cafeteria, gymnasium, etc) was created. The purpose of this inventory was to provide data as the District created three different reopening plans to put forth to the school committee. Essentially, given social distance guidelines how many students could fit into available spaces. Model classrooms where student desks were set up at 3 ft, 4 ft. and 6 ft. were created. In these models, the 3 ft. classrooms could accommodate up to 25 students, the 4 ft. classrooms could fit 16 students while the 6 ft. classrooms could hold 11 students.

On July 31st, members of the BRRSD School Committee toured the district to view classroom spaces prior to making the decision of moving forward with a Hybrid model to reopen the district.

Students within the Williams Intermediate School will be housed in one classroom throughout the school day with a minimum of 4 ft. separating each pupil. Students will be cohorted thus minimizing additional contact. Any need for students to travel will be reduced as the teachers will travel to each classroom for instruction. Student travel from the classroom will be limited to mask breaks, bathroom breaks, lunch, recess and physical education.

### **Clear spaces**

All classrooms and other spaces in the school building have been cleared of any non-essential items or furniture to maximize available space for social distancing.

### **Outdoor spaces**

It will be encouraged for teachers to consider the use of outdoor spaces for classes, breaks, and other activities.

### **Design to maximize space**

As stated above, each of the classrooms has been mapped out to optimize student learning using the approved minimum distance allowed (4 feet from seat edge to seat edge), but in many instances 6 feet of spacing will be possible. All desks will be facing the same direction and all students will have assigned seating in each class and, to the extent feasible, for eating, mask breaks, and other activities.

### **Fire code and safety**

Throughout the creation of this plan it was ever important to remain cognizant of fire code and building safety guidelines. The goal was to maximize space within the building while ensuring that desks were not blocking means of egress in the event of an emergency.

### **Office Spaces**

Office space at the Williams Intermediate School has been adjusted to support physical distancing. Students will not need to enter the main office when arriving late, a member of the staff will take down their information and forward that data to the classroom teacher. The office is secure from outside visitors as it has a sliding glass window that can be locked. The interior of the office is set up where the two secretary stations are well over the 6 foot social distancing standard.

Floor tape will be placed at six foot intervals for those people who need to enter the office for school business.

### **Medical Waiting Room**

The medical waiting room will be room S113 and is a separate space from the nurse's office. The Medical Waiting Room will be used when a student or staff is presenting COVID-19 symptoms and needs to be separated from the school population. This room has bathrooms and is across the hall from the nurse's office. This waiting room will be staffed with a nurse's assistant.

While individuals are in the Medical Waiting Room masks are strictly required in this space. Individuals supervising this space must always maintain 6 feet of physical distance, remain masked, and wear a face shield or goggles.

Hand hygiene: Hand washing facilities or hand sanitizer needs to be used when entering and leaving the space.

Food/drink: If any food or drink must be consumed before the student is picked up, the individual will be walked outside to consume food or drink if possible (because mask will have to be taken off for eating). If a situation arises where it is not possible to go outside, one student can consume food or drink at a time in the medical waiting room, but, again, only if all others remain at least 6 feet away.

The medical waiting room is large enough to accommodate several individuals at least 6 feet apart. All people in the COVID-19 waiting room must be as far apart as possible and no less than 6 feet apart, even when masked. The medical waiting room has windows that open and exhaust directly into the outdoors.

### **Visitors and Volunteers**

Unfortunately, there will be no outside visitors or volunteers that will be permitted this year. The lone exception would be to contracted service providers or parents arriving to the school for a scheduled meeting.

Single entry/exit: As has been utilized in the past, a designated single entry and exit point for all visitors will be used. Visitors who need to enter the building will be briefed on school COVID-19 policies and verify they do not have symptoms. All visitors must wear a mask covering their nose and mouth at all times

Track visitor log: A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrival/departure times, and areas visited within the building for each visit.

Minimize parent/family: Parents are being asked to be extremely mindful of the strict social distancing guidelines schools are faced with. BRRSD will not have the ability to allow parents to drop off items at the school as they have done in the past. We realize that emergencies do happen, but we are asking for your assistance in ensuring your child has everything they need for the day so as to minimize the dropping off of “forgotten” items, such as folders, sneakers, etc.

### **Entry and Exit Points**

Bus drop off will occur on the north side of the building in the bus parking lot. Busses will be emptied one at a time to ensure social distancing through doorways and egresses. Walkers and parent drop offs will occur on the south side of the building. Parents will be encouraged to stagger drop offs. In the afternoon, student dismissal will be staggered to ensure that the student population can exit the building but maintain social distancing.

### **Storage of Extra Furniture**

As previously mentioned in the Space Inventory section, classroom spaces were set up to create maximum space for social distancing. In many cases, extra furniture such as work stations, cubbies, tables and bookcases needed to be relocated. In addition, teachers were given several days to come into the building and declutter their classrooms and gather any materials they need. Unwanted items were thrown away. Additional classroom items such as tables, book cases, etc, were stored in a portion of the gymnasium

## **II. Making Systems and Other Space Use Modifications**

### **Handwashing and Sanitizing Stations**

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when hand washing is not feasible. At the Williams Intermediate School, every student learning space in the building has a working sink

for students to wash their hands. Teachers will also have hand sanitizing stations by their doorways for students entering and exiting. Also, there are two larger student bathrooms (boys/girls) with banks of sinks on every floor. There are two staff bathrooms per floor that contain handwashing stations. In addition, each classroom and learning space will be equipped with hand sanitizer and PPE for disinfecting learning spaces.

Hand sanitizing stations will be available in (8) locations throughout the Williams Intermediate School

Main Lobby - Entrance

Bus Entrance

Cafeteria

Gym Entrance

Recess Entrance

1st floor near the bathroom

2nd floor near the bathroom

3rd floor near the bathroom

### **Ventilation and HVAC**

The HVAC system at the Williams Intermediate School is a mixed system consisting of RTU (Roof top units) to supply fresh air, Heating/Air conditioning and exhaust throughout select areas of the building. Unit ventilators provide areas with fresh air, heating and exhaust. Working windows throughout the building allow for the introduction of more fresh air. The HVAC system is currently operating as designed. Service has been performed in the summer of 2020 and preventative maintenance is in progress. Several unit ventilator motors have been replaced

While air purifiers are not required, they will be placed in the nurse's office and the medical waiting room as an added precaution.

### **Cleaning and Disinfecting**

Proper cleaning and disinfecting are a good method of reducing germs on surfaces. We will ensure our facilities are properly cleaned and disinfected each day. Cleaning and disinfecting should occur at least daily for shared spaces and furniture. For high-touch surfaces (e.g., door handles, light switches, water fountains, toilet seats) cleaning and disinfecting should occur three to four times per day and/or between uses.

Dedicated custodial staff will handle all disinfection requiring chemicals for facilities (e.g., classrooms, bathrooms, mask break areas) and high-touch objects (e.g., door handles, light switches, water fountains). For other surfaces, determine cleaning responsibility on a case-by-case basis. All custodian disinfecting will be accomplished by applying EPA approved disinfectants using the following methods: Electrostatic Sprayer, pump sprayer spray bottle, wipe down and mop and bucket where required. Disinfectant wipes will be available to teachers and students in order to disinfect surfaces, equipment, etc throughout the day,

## **Cleaning Schedule**

***All buildings close at 6 p.m. Mon. -Fri.***

### ***No Weekends or Off Hours***

All Custodian Disinfecting will be accomplished by applying EPA approved disinfectants using the following methods: Electrostatic Sprayer, pump sprayer spray bottle, wipe down and mop and bucket where required

Disinfectant wipes will be available to staff in order to disinfect surfaces, equipment, etc throughout the day

Hand sanitizer will be available for use at main entrances, cafeteria, and all classrooms

Masks will be provided to staff during covid 19 mitigation

### **Offices / Office Suites:**

Trash collection 1x per week

Refill soap 5x per week

Refill paper towels where applicable 5x per week

Clean sinks & counters 5x per week

All floor surfaces

- Spot clean 4x per week

- Vac, sweep, Dry/Wet Mop 1x per week

Disinfect all high touch surfaces

- Desk tops, chairs, ledges, switch plates 5x per week

- Door glass & knobs 5x per week

Note 1: Staff// Please place all food/perishable trash in common area container (confirm w/ Head Custodian)

Note 2: Staff//All surfaces must be made clear by the end of the school day 3 p.m.

### **Computer Labs, Library, Auditorium:**

Trash collection 1x per week

All floor surfaces

- Spot clean 4x per week

- Vac, sweep, Dry/Wet Mop 1x per week

Dust easy to reach spaces As needed

Disinfect all high touch surfaces

- Desk tops, chairs, ledges, switch plates 5x per week

- Door glass & knobs, keyboards 5x per week

Note 1: Staff//Please place all food/perishable trash in common area container (confirm w/ Head Custodian)

Note 2: Staff//All surfaces must be made clear by the end of the school day 3 p.m.

### **Restrooms:**

Trash collection including sanitary bins 5x per week  
Refill soap 5x per week  
Refill paper towels/toilet paper 5x per week  
Clean sinks & counters 5x per week  
Clean toilets & urinals 5x per week  
Dust easy to reach spaces As needed  
Sweep & Wet mop floors (using disinfectant) 5x per week  
Spot clean walls As needed  
Disinfect all surfaces 5x per week

### **Nurse office and Isolation Rooms:**

Trash collection 5x per week  
Refill soap 5x per week  
Refill paper towels 5x per week  
Clean sinks & counters 5x per week  
Clean toilets 5x per week  
Dust easy to reach spaces As needed  
Sweep & Wet mop floors 5x per week  
Spot clean walls As needed  
Disinfect all surfaces 5x per week

### **Classrooms:**

Trash collection  
-Daily Breakfast / Lunch 5x per week  
-Nightly collection 5x per week  
Refill soap where applicable 5x per week  
Refill paper towels where applicable 5x per week  
Clean sinks & counters if applicable 5x per week  
All floor surfaces 5x per week  
-Spot clean after breakfast/ lunch 5x per week  
-Nightly vac, sweep, dry/wet mop 5x per week  
Dust easy to reach spaces As needed  
Walls Spot clean

### ***Disinfect all high touch surfaces***

-Desk tops, chairs, ledges, switch plates, 5x per week  
-Door glass & knobs, keyboards 5x per week  
Art, Band, Chorus, and Dance shared equipment  
-Teachers disinfect using wipes in between usage and will coordinate one location for nightly custodian electrostatic spraying 5x per week

Note 1: Assigned supervision coordinates student clean up after breakfast & lunch

Note 2: Staff//All surfaces must be made clear by the end of the school day 3 p.m.



### **Cafeteria:**

Note: Will follow classroom schedule if being used as classroom

Entrances Exits /Common Hallways / Stairwells:

Trash collection 5x per week

All floor surfaces 5x per week

Glass doors 5x per week

Walls Spot clean

Dust easy to access areas As needed

DAYTIME CUSTODIANS MIN 2X PER DAY Disinfect all high touch surfaces

- Handrails, ledges, switch plates, door glass & knobs 5x per week

- Door glass & knobs 5x per week

NIGHTTIME CUSTODIANS Disinfect all high touch surfaces

- Handrails, ledges, switch plates, door glass & knobs 5x per week

- Door glass & knobs 5x per week

### **Gym:**

Trash collection 5x per week

All floor surfaces

- Spot clean 4x per week

- Using Auto scrubber 1x per week

Dust easy to reach spaces As needed

Bleachers

- Spot clean As needed

- Disinfect As needed

Walls Spot clean

Disinfect all high touch surfaces

- Handrails, ledges, switch plates, door glass & knobs 5x per week

- Door glass & knobs 5x per week

PE(Physical Education) Shared sports equipment,balls,matts etc

- PE Teachers disinfect using wipes in between usage and will coordinate one location for nightly custodian electrostatic spraying 5x per week

### **Playgrounds:**

Playground equipment

- disinfected as needed and coordinated with Head Custodian 5x per week

Trash collection

- as needed and coordinated with Head Custodian 5x per week

### **Hallways:**

Entrances Exits /Common Hallways /Stairwells:

Trash collection 5x per week

All floor surfaces 5x per week

Glass doors 5x per week

Walls Spot clean

Dust easy to access areas As needed

DAYTIME CUSTODIANS MIN 2X PER DAY Disinfect all high touch surfaces

-Handrails, ledges, switch plates, door glass & knobs 5x per week

-Door glass & knobs 5x per week

NIGHTTIME CUSTODIANS Disinfect all high touch surfaces

-Handrails, ledges, switch plates, door glass & knobs 5x per week

-Door glass & knobs 5x per week

### **Bathrooms**

Student bathrooms will be sectioned off to ensure social distancing. Teachers will monitor student bathroom breaks throughout the day. In the event that bathrooms are full and in use, students may wait outside at socially distanced spots marked with floor tape.

### **Water Fountains**

It will be highly recommended for students and faculty to bring their own water to school. Water fountains and hydration stations will be in operation around the school. Throwaway cups may be provided for students who have forgotten their water bottles. There will be two water fountains/hydration stations per floor, any additional water fountains will be turned off to minimize high touch areas.

### **Lockers**

The Williams Intermediate School will not be utilizing lockers this year.

### **Signage**

The Williams Intermediate School will post proper signage throughout the building. The signage will be compliant with the Bridgewater-Raynham Regional School District's COVID Signage Plan. The signs will include but are not limited to information for social distancing, mask wearing, hand washing, hand sanitizing and COVID 19 symptoms.

## **Daily Operational Procedures**

### **Arrival**

The Williams Intermediate School opens the doors at 8:10 each day. Busses will be emptied one at a time and students will enter through the bus entrance on the north side of the building with 6ft social distancing spacing.

Students arriving via parent drop-off will enter the building through the main office entrance doors while maintaining 6ft social distancing.

Staff will be positioned at various points throughout the halls to ensure social distancing continues as students enter.

All persons entering the building will be masked and will wash/sanitize hands upon arrival to the classroom.

Attendance will be taken at 9:00 each day.

### **Dismissal**

Student dismissal occurs at 2:40 each day. A tiered approach will occur where parent pick up students will be dismissed by grade.

Bus dismissal will begin promptly after that where 2 buses will be called at a time to ensure social distancing. Staff members will be stationed throughout the halls to monitor the process and give the all-clear for each set of buses.

### **Mask Breaks**

There will be three scheduled mask breaks throughout the day. One in the morning, one during lunch and one in the afternoon. It is preferable for mask breaks to occur outdoors, but in the event of inclement weather, rooms are available for mask breaks. Sanitizing stations and paper towels (to place mask on) will be available in each of these rooms.

### **Shared Items**

Sharing materials is discouraged, but when shared, they must be cleaned before being used by other students. To the extent possible, sharing of electronic devices will be limited. Art material and other items that are difficult to clean or disinfect should be brought from home, however a limited supply will be available for students to keep or clean when done using. Supplies and equipment will be limited to one group of children at a time, and will be cleaned and disinfected between uses.

It is recommended that students bring their materials from home. Of course, if a student does need something it will be provided and disinfected upon return.

Library books may be checked out if students clean their hands before and after use and if students only select books from the shelves, instead of the return area. Books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning procedures.

New classroom protocols that reduce passing supplies or items between students will be developed by individual teachers.

### **Snack**

Teachers may schedule a time for snacks that best fits their daily schedule. Snacks should occur outdoors whenever possible. All snack breaks must follow the same guidelines as lunch. Students must be 6 ft apart when eating, wash or sanitize hands before eating, have a napkin/paper towel for masks to be placed on when removed. Families will be reminded that we are a "Peanut Aware" School.

### **Lunch**

Lunch at the Williams Intermediate School will be held in the cafeteria. The cafeteria comfortably holds 75 students. Two students will sit at opposite ends of an 8-ft cafeteria bench. Rows will be positioned so students are faced forward. There is 6 feet of distance between each row and aisle. Benches and table tops will be disinfected between lunch periods. A sanitizing station will be set up in the cafeteria for student use. The lunch provider of the school district is Chartwells.

Chartwells at Bridgewater-Raynham Regional School District will continue to provide food services during school days for students and B-R staff during the COVID19 Pandemic. Chartwells staff at all schools will adhere to all health and safety guidelines, USDA guidelines, and are required to attend training prior the school year, which will include topics on health, safety and COVID19. Chartwells staff are required to maintain social distancing of 6 feet and wear gloves and masks at all times. In addition, face shields will be worn by staff when interacting with students and B-R staff. Often touched surfaces in serving areas and kitchen production areas will routinely be cleaned and sanitized by Chartwells staff.

The Hybrid Plan presents opportunities to have different service models at different schools, depending upon the age of the student, school set up and other factors. At the Williams Intermediate School, in the morning at the start of school, students in Grades 4 through 7 will be allowed to access the cafeteria service area for grab and go breakfasts if they plan to have a breakfast. Students will report to their home rooms upon entering the school building. Those getting a meal will be dismissed to the cafeteria at the beginning of the day. They will pick up a breakfast in the cafeteria, cash out with the cashier telling the cashier the student name or PIN,

then return back to their home room. Students must maintain social distancing standards and wear a mask at all times.

Lunch will be served throughout the day starting in the mid morning, based upon a preset schedule. Students will be allowed to access the cafeteria, choose a lunch in the food service area, and then eat in the adjacent cafeteria area. Students must maintain social distancing standards and wear a mask at all times. Meals will also be available remotely. Students that are not attending school but are attending remotely, may pick up meals at 2 different locations, Laliberte Elementary in Raynham, and at the Mitchell Elementary in Bridgewater, from 945-1230 every school day. For up to date information, menu links and other resources visit the cafeteria website at [bridge-rayn.org](http://bridge-rayn.org) then Parents then Cafeteria.

### **Full Remote-Food Services-Williams Intermediate**

Chartwells at Bridgewater-Raynham Regional School District will continue to provide food services during school days for students and B-R staff during the COVID19 Pandemic.

Chartwells staff at all schools will adhere to all health and safety guidelines, USDA guidelines, and are required to attend training prior the school year, which will include topics on health, safety and COVID19. Chartwells staff are required to maintain social distancing of 6 feet and wear gloves and masks at all times. In addition, face shields will be worn by staff when interacting with students and B-R staff. Often touched surfaces in serving areas and kitchen production areas will routinely be cleaned and sanitized by Chartwells staff.

Meals will be available remotely. Students that are not attending school but are attending remotely, may pick up meals at 2 different locations, Laliberte Elementary in Raynham, and at the Mitchell Elementary in Bridgewater, from 945-1230 every school day. For up to date information, menu links and other resources visit the cafeteria website at [bridge-rayn.org](http://bridge-rayn.org) then Parents then Cafeteria.

### **Recess**

Weather permitting students will have recess outdoors. Students must wash hands or use hand sanitizer hands prior to exiting the building for recess and upon returning from recess. Hand sanitizer stations will be located at all exit and entrance doors. Recess should occur in an outdoor space that allows for each class to be separate to avoid cross contamination and allow for 6 ft social distance. This will allow students to remove their masks while maintaining a 6ft distance during recess.

Weather permitting will be provided with a recess break every day. This time will also double as one of the 3 mask breaks throughout the day.

- **Hand hygiene:** Hand washing facilities or hand sanitizer needs to be used upon entering and leaving recess space.
- **Cohorting:** Outdoor spaces will be separated by cohorts and support physical distancing while still providing recess opportunities.
- **Masking:** If students are outdoors and maintain a distance of at least 6 feet, recess can be used as an unmasked time.