



RE-ENTRY PLAN

Beaufort Elementary School
 Melissa Holland, School Principal
 Wendy Oels-Small, Assistant Principal

	Detail Summary
<p>Transition to Hybrid Model</p>	<p>WELCOME! As your school principal, I want to express how happy I am to share this reopening plan for our students and families. As we navigate through safety recommendations and protocols related to COVID-19, it is our desire to provide high quality, face to face instruction in a hybrid model in the absolute safest environment possible. This plan outlines many aspects of our hybrid school day; however, we know that different aspects of this plan could change with ongoing recommendations from DHEC, our State Department of Education or the CDC. <i>Mrs. Melissa Holland, School Principal</i></p> <p>School Mission: <i>The mission of Beaufort Elementary School, in partnership with Beaufort County School District, is to develop our community of learners into responsible, world class citizens through diverse curricula that fosters creativity, collaboration, critical thinking, and communication.</i></p> <p><u>HYBRID SCHEDULE:</u> The hybrid schedule includes an AA/BB rotation with embedded blocks of time for related arts, Response to Intervention (MTSS), Special Education, ESOL and school counseling services. Students are assigned to AA days (Monday and Tuesday) or BB days (Thursday and Friday) with all students learning virtually in their home environment each Wednesday so that the school can be deeply cleaned in between student cohorts. Each school day takes place from 7:45-2:45.</p> <p><u>VIRTUAL SCHEDULE:</u> The virtual schedule includes five days of instruction from 7:45-2:45. Students will receive all content areas, plus related arts, special education, ESOL, school counseling and RTI/MTSS services through virtual learning platforms such as Google Classroom, Seesaw and Zoom. Instruction will include live lessons, uploaded instructional materials and small group opportunities. Virtual learning is monitored by the students’ family in their own home environment of choice. All students in grades K-5 receive</p>

	a school device to facilitate virtual learning. Hot spots are also available to families for those who do not have internet services in their home due to financial constraints.
Morning Arrival Procedures	Students will be released from cars and buses slowly to ensure that social distancing practices can occur. All car riders will remain in their cars until a staff member directs them to enter the building. Families will not be able to walk children to classrooms at this time. Cloth masks will be worn by all students and staff when entering the building. All students will report directly to their homeroom classroom upon arrival using social distancing protocols while traveling in the hallways. Staff members will monitor hallways and car rider/bus rider areas to ensure safety and social distancing practices occur. Walk up families will meet a staff member at the walker area (picnic table at Pilot Street entrance).
Breakfast Procedures	Breakfast will be delivered to classrooms by Sodexo or school staff each morning at 7:15. As students arrive at school and enter classrooms, they will be given a bagged breakfast to eat at their assigned desk or table. Students will remain at their seat, socially distant from other students. Tables will have plexiglass dividers in between students for added safety. After eating, trash will be collected by the teacher at each desk or table. Students will disinfect their own area after eating and practice hand washing before and after eating or use hand sanitizer when available.
Dress Code	<p>We fully expect for students to comply with the BCSD school dress code. However, given current circumstances, we will permit families to make “best efforts” to comply for a period not to extend beyond one week after the start of the hybrid period. Full compliance is expected by October 12. Our licensed school social worker, Cynthia Brown, can assist families in need of uniforms. Requests can be sent to Cynthia.Brown@beaufort.k12.sc.us.</p> <ul style="list-style-type: none"> • NOTE: “Best efforts” means that students, if not in full compliance, should maintain dress that reasonably resembles the school dress code.
Lunch Procedures	Lunches will be delivered to classrooms by the Sodexo staff, with assistance from school paraprofessionals. Students will eat lunch inside their classrooms, at their desks or table, each day. Social distancing practices will remain in place with plexiglass dividers between students while eating. Trash will be collected from classrooms afterwards from each desk or table. Students will disinfect their own space and practice hand washing before and after meals or use hand sanitizer when available.

<p>Afternoon Dismissal Procedures</p>	<p><u>CAR RIDER PROCEDURES:</u> Students will remain in classrooms during dismissal time. As cars begin to enter the two designated car rider lines, staff will announce student names electronically through google doc to be displayed in all Boxlight panels in individual classrooms. When a student’s name appears on the panel, the student will walk out of their homeroom classroom on a designated route to the appropriate grade level car rider line. Students will be monitored in halls by staff using social distancing protocols by traveling 6ft apart and wearing a cloth mask until they are securely placed in a car. Limited students will be permitted to stand outside at one time. While outside, students will stand on or near visual markings to ensure that they remain 6ft. apart while waiting for their car.</p> <p><u>BUS RIDER PROCEDURES:</u> Students will be gradually released from classrooms by grade level and bus number to the bus loading zones. Staff members will monitor students traveling through the halls using social distancing protocols. Siblings will be permitted to sit in the same row of seats on the bus. All students will have assigned seats on the bus with social distancing practices in place.</p> <p><u>WALK-UP PROCEDURES:</u> Students will be socially distanced as they exit the building to the ‘walk-up’ area at the picnic table at the Pilot Street entrance. Families will be encouraged to only walk up to this area if they are not arriving at school in a vehicle. Our SRO will help monitor that all parents remain in their cars during car rider dismissal times.</p>
<p>Recess</p>	<p>Classrooms will have individually scheduled recess times throughout the school day that are supervised by their classroom teacher or a school staff member. During this break, students will be permitted to walk the perimeter of the school property without their cloth masks. While remaining 6ft. apart, students can participate in exercise drills while walking. Some examples are lunges, different types of jumps, and stretching. Playground equipment cannot be used at this time.</p>
<p>Media Center Access and Protocols</p>	<p>The BES Learning Commons will be operating its Virtual Learning Commons model during hybrid school. The MTS (Media Technology Specialist) will schedule weekly times with each AA/BB cohort within their classrooms during which she will work with the students using digital resources in learning projects. Activities and lessons will be co-planned with cohort teachers to ensure alignment with the curriculum. Students will not be permitted to travel to the media center during this time. All materials will be disinfected after use. Students will maintain social distancing while participating in learning</p>

	<p>common activities in the classrooms and use plexiglass dividers when sitting at tables. Book check out will take place both virtually and through delivery service.</p>																												
<p>Special Education Students</p>	<p>Special Education will receive services based on their Individualized Educational Program (IEP).</p> <ul style="list-style-type: none"> • Amendment of existing Individualized Education Plans (IEPs) may be held as appropriate to address new student needs and services • Distance Learning Plan meetings have been held for all students who remain on virtual learning. • Meetings will be held virtually unless an in-person, socially distanced meeting is requested. • Eligibilities, reviews and Manifestation Determination Review meetings will all proceed 																												
<p>Restrooms</p>	<p><u>MAIN BUILDING-Downstairs</u></p> <p>All in-person classrooms downstairs have individual bathrooms. These restrooms will be cleaned by custodians throughout the day on a cleaning schedule. Students will practice hand washing after using the restroom and use hand sanitizer when available.</p> <p><u>MAIN BUILDING-Upstairs</u></p> <p>Some upstairs in-person classrooms have individual restrooms and will follow the same protocols outlined for the downstairs restrooms.</p> <table border="1" data-bbox="483 1171 1344 1835"> <thead> <tr> <th>Homeroom</th> <th>Restroom Time</th> </tr> </thead> <tbody> <tr> <td>Hill</td> <td>9:10-9:30</td> </tr> <tr> <td>Turici</td> <td>9:35-9:55</td> </tr> <tr> <td>DEEP CLEANING</td> <td>10:00-10:20</td> </tr> <tr> <td>Childcare class</td> <td>10:25-10:45</td> </tr> <tr> <td>Hill</td> <td>10:50-11:10</td> </tr> <tr> <td>DEEP CLEANING</td> <td>11:15-11:35</td> </tr> <tr> <td>Turici</td> <td>11:40-12:00</td> </tr> <tr> <td>Childcare class</td> <td>12:00-12:20</td> </tr> <tr> <td>DEEP CLEANING</td> <td>12:25-12:55</td> </tr> <tr> <td>Turici</td> <td>1:00-1:20</td> </tr> <tr> <td>Hill</td> <td>1:25-1:45</td> </tr> <tr> <td>DEEP CLEANING</td> <td>1:50-2:10</td> </tr> <tr> <td>Childcare class</td> <td>2:15-2:25</td> </tr> </tbody> </table>	Homeroom	Restroom Time	Hill	9:10-9:30	Turici	9:35-9:55	DEEP CLEANING	10:00-10:20	Childcare class	10:25-10:45	Hill	10:50-11:10	DEEP CLEANING	11:15-11:35	Turici	11:40-12:00	Childcare class	12:00-12:20	DEEP CLEANING	12:25-12:55	Turici	1:00-1:20	Hill	1:25-1:45	DEEP CLEANING	1:50-2:10	Childcare class	2:15-2:25
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<p>Water Fountains</p>	<p>The water fountains in the building will not be available for use. Students will be encouraged to bring water bottles for their own use throughout the day. Water bottles can be refilled in the classroom when a sink is available.</p>																												
<p>Visitors to the Building</p>	<p>Based on DHEC suggestions/ recommendations:</p> <ul style="list-style-type: none"> ● Limited Visitors - visitors will be by appointment only (limited number daily). ● Minimize others in the classroom - No classroom volunteers will be allowed – this will be reassessed throughout the school-year. ● Parents will be asked to remain in cars during morning drop off ● Standard vetting questions for all volunteers, visitors, vendors, etc. ● Require face coverings/masks for all visitors ● Maintenance (exterminators, filter change, etc.) will check in through front office ● Nutrition vendors will check in with nutrition manager upon arrival 																												
<p>Facilities</p>	<p>Based on DHEC considerations for schools:</p> <ul style="list-style-type: none"> ● Students will be able to bring their own water bottle. Students may 																												

	<p>fill/refill their water bottles in their classrooms where sinks are available.</p> <ul style="list-style-type: none"> • Provide isolation rooms for ill students/staff/visitors until they can exit the building. • Increase signage in the building in various locations as reminders. • Classrooms, office area, cafeteria, and high-volume areas will be sanitized daily. • The custodial staff will be following the school cleaning and sanitizing plan for our building. • The custodial staff will utilize industrial sanitizing misting machines to sanitize classrooms, common areas, and large spaces throughout the school on a consistent basis • Restrooms will be cleaned multiple times throughout the day.
<p>Safety Supplies and Materials</p>	<p>Please note:</p> <ul style="list-style-type: none"> • BCSD has an adequate supply of cleaning/sanitation products in stock for the first semester. Additional supplies have been ordered and will be available for the semester. • We currently have signage, thermometers, face coverings/masks, gloves, sanitizing chemicals, spray bottles, disinfectant wipes, hand sanitizer, and hand soap. • All staff and students will be required to wear masks. Masks have been added to the student dress code. Staff and students are encouraged to bring their own masks. We will have extra masks for students that need a mask.
<p>Sanitation</p>	<p>The following sanitation protocols will be deployed:</p> <ul style="list-style-type: none"> • Frequently sanitize classrooms: Teachers/staff will use the sanitizing spray at the end of each day. • Custodial staff will concentrate on high touch areas and restrooms multiple times throughout the school day. • The Nurse, teachers, and staff will reinforce good hygiene practices frequently. This will include handwashing before and after lunch in their classrooms. Students will also wash their hands at all visits to the restroom.
<p>COVID-19 Infection</p>	<p>See Addendum Below:</p>

<p>Health Protocols</p>	<ul style="list-style-type: none"> • Parents will be asked to check their children’s physical condition (any signs/symptoms such as fever, cough, sore throat, etc.) before sending their child to school. • Monitoring absenteeism of students and staff that could signal Covid-19 cases. • Require sick staff members and students to stay home. • Staff members or parents will be asked to contact their health care provider to determine if testing is needed. Staff members are required to report test results to the school. Parents will be asked to report children’s test results to the principal/nurse. • A plan to communicate information to DHEC and the community is in place. We will follow DHEC guidelines with contact tracing. • The school/district will report any cases of COVID-19 to the S.C. Department of Health and Environmental Control (DHEC). • Two health offices: one for sick students who will wait in the sick room (with staff member) until the parent arrives and will exit out of the side door and one for students without sickness and are able to return to class. • Limit volunteers and visitors in the building. • No student field trips. • Ask questions recommended by DHEC to visitors before allowing someone into the building. • Informational/directional signs will be posted for student movement showing social distancing along with signs reminding students of protective measures. • Teaching hygiene practices, including hand washing with frequent reminders to wash hands. Demonstrations of handwashing will be provided to each class. • Classroom teachers each have their own PPE. • Avoid sharing any items in the classroom. • Disinfecting work areas as needed. • Scheduled frequent restroom cleaning (see schedule) • Students and staff will wear cloth masks at all times. • Plexiglass dividers placed on tables in the classroom. • Students traveling in hallways will be limited. • 6ft. markings on corridor floors. • Lunch and breakfast will be delivered to classrooms.
<p>Transportation and Bus Riders</p>	<p>During hybrid learning, students scheduled to attend school on AA days will have bus transportation on Monday and Tuesdays, as scheduled BB students will have bus transportation on Thursday and Friday. No bus services will be provided on Wednesdays while all students are working virtually from their home setting on those days. Bus sanitation and safety protocols are established by our district transportation department. Students will enter and exit busses gradually, one seat row at a time to</p>

	allow for social distancing to occur. Cloth masks will be worn at all times on the bus. Siblings may ride together in the same row of seats when possible to allow for additional space for social distancing.

COVID-19 RESPONSE PLAN

What happens when there is a COVID-19 diagnosis, exposure or when someone is experiencing symptoms?

Beaufort county School District (BCSD) closely monitors up-to-date guidance from our public health officials to determine when our students should be sent home and when they may return to the school building after being notified of a confirmed COVID-19 diagnosis or test, an exposure or close contact with COVID-19, or when someone is experiencing symptoms. Please inform your school nurse of any potential COVID-19 exposures.

BCSD relies heavily on DHEC, CDC and our Medical Director to assist us in making a range of decisions for our district.

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

This would include living in the same household as a sick person with confirmed COVID-19 or caring for a sick person with confirmed COVID-19.

Students and staff should be excluded from school if they have any of the following with or without fever:

- Shortness of breath or difficulty breathing -or-
- Loss of taste or smell -or-
- New or worsening cough

If these symptoms are explainable by an underlying condition (such as shortness of breath for an individual with asthma) exclusion may not be necessary.

This is not a complete list of all symptoms of COVID-19, but only those that should trigger an automatic exclusion and evaluation for COVID-19. Other symptoms may include: fever, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Many COVID-19 cases show no symptoms at all, and a person is able to spread the

virus up to two (2) days before they have any symptoms. Given the overlap of these symptoms with other more common illnesses and the lack of symptoms in many cases, it is not possible to identify and exclude all cases of COVID-19 through screening of symptoms. Careful preventive actions within the school are needed to reduce the chances of spread. For example:

- If the student or staff member is having symptoms they should stay home and contact their supervisor, their school nurse and their healthcare provider
- If the student or staff member is at school, the school will isolate and send home. The diagnosis from the healthcare provider should be reported to the school nurse.
- If a school determines that a student or staff member was contagious with COVID-19 while on campus, DHEC requests that these individuals be reported to the appropriate regional DHEC office by phone within 24 hours. DHEC will also notify schools of any reported cases that may have been contagious while on campus. All close contacts at the school will need to be identified and reported to DHEC. This will include everyone the ill individual would have been within six (6) feet of for fifteen (15) minutes or more. (This will be done by the school nurse).

Student/staff has a negative diagnosis of COVID-19 (and no known exposure)

Student/staff has symptoms, but no known exposure and a negative diagnosis of COVID-19

- Students or staff excluded for symptoms can return if they test negative for COVID-19 using a PCR or similar test that directly detects the virus, or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat).
- In this latter case, the individual can return when they meet criteria for that condition (i.e., on antibiotics and fever-free without fever-reducing medication for 24-hours with a diagnosis of strep) and they obtain a negative diagnosis of COVID-19.
- Siblings of the symptomatic student may also return the day after receipt of the negative diagnosis if they have not been a close contact or had a COVID-19 exposure.
- Students/staff should not return to school while waiting for COVID test results

For the safety of the entire school, a negative test should accompany any medical determination that symptoms were likely due to a different diagnosis.

Student/staff has a positive diagnosis of COVID-19

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

- Ten (10) days have passed since symptoms started - and –
- Twenty-four (24) hours have passed since last fever without taking medicine to reduce fever - and –
- Overall improvement in symptoms.

Those who test positive by a PCR (mouth or throat swab) test or similar viral test but do not have symptoms will be required to stay out of school until ten (10) days* after the specimen was collected.

Cases in classroom

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms).

- It is essential that staff ensure 6 feet or maximum distancing between students and other staff while in the classroom and throughout the day to limit the possibility of transmission.
- Anyone known to be a close contact (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19.
- People who have recovered from a confirmed illness (PCR test, nose or throat swab test or saliva test) in the past three (3) months will not need to quarantine after a close contact with someone with COVID-19. See “Quarantine” section below:
- For any classrooms where social distancing could not be maintained (classes with young children who do not have assigned seating throughout the day), all children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period.
- Students and teachers in a classroom with a known COVID-19 case in which social distancing was reliably maintained should remain together in the same cohort to the extent that is possible. They should receive screening for fever and symptoms (see above) each morning until 14 days after last contact with the case. Note: anyone determined to be a “close contact” must be excluded.
- Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and they will be required to get tested or complete the required isolation and initial quarantine period to return to school.
- If three or more COVID-19 cases are identified within a classroom within fourteen (14) days of each other, consideration should be given to excluding all students and staff in the classroom for fourteen (14) days after contact with the last identified COVID-19 case.
- The classroom will need to be closed for cleaning and disinfection before use again. When time allows, a room will be closed for occupancy for up to 2 days prior to

cleaning. When needed to reuse immediately, sanitization services will be provided by an outside contractor.

- **Students who are sent home will be allowed to complete work through distance learning.**

Quarantine

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. For students (after the quarantine period has been met) a parents' note that they have been cleared from quarantine, following consultation with the school nurse, may be used to allow return to school. CDC provides guidance on appropriately counting the quarantine period for different scenarios.

- Household contact: If the child or staff member lives in the same household as the case, they will have to quarantine an additional fourteen (14) days after the date their household member has been cleared from their isolation period. (will be 24 days)
- Other close contact: If a child or staff member has been told they are a close contact to a case of COVID-19, they will need to quarantine until 14 days after the last contact with the case.
- Other household member in quarantine: If the child or staff member lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is determined to be a COVID-19 case. DHEC will notify those who are required to complete quarantine.
- The person must provide either a note from a healthcare provider that they had the positive lab result in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive)

NOTES:

1. *For any negative test result, BCSD will follow the recommendations of the healthcare provider for the individual student and continue as normal.*
2. *If multiple students in the same classroom exhibit symptoms, the entire class will be sent home until diagnoses can be obtained.*
3. *Students, who are sent home, while awaiting a diagnosis, will be allowed to complete work through distance learning.*

EMPLOYEE SUPPORT

Childcare

BCSD will provide childcare for the children of all BCSD staff members whose child(ren) are currently enrolled in a BCSD school. Students must receive their childcare at the school in which they are currently enrolled, barring exigent circumstances. Ex. limited capacity

- Childcare will be available for students, ages 5 through 12

PERSONAL PROTECTIVE EQUIPMENT (PPE)

BCSD will supply each school with the necessary Infection Control and PPE supplies to begin the year (hybrid mode) safely. Based on the statistics related to COVID-19, routine assessments will be completed to ensure our schools have a sufficient supply of infection control items and PPE. As usage is monitored, recommended quantity thresholds will be established for replenishment. If you are ever needing additional PPE, please report to administration as soon as possible so that a request can be made for additional PPE through the work order system. Safety of our students and staff are a high priority.

- Personal Protective Equipment acts as a barrier designed to reduce the number of illness-causing germs. Proper use of PPE is believed to reduce the spread of infectious disease such as COVID-19. PPE is essential for school staff that has high exposure to student and staff with assisting high-intensity classrooms or school nurses. These specific items will be used when monitoring or assisting a person exhibiting symptoms where safe distancing is not possible.

Examples:

- Six-foot (6') Separation – Will be used whenever possible to limit the spread of droplets through the air from person to person.
- Cloth Masks – These will be used to slow the spread of infection by reducing transmission of diseases such as COVID-19.
- Disposable Masks – A base supply of disposable masks will be provided to each classroom to be used should a student or staff members cloth mask become unusable. If a student or staff member fail to bring their cloth mask, disposable masks will be distributed by the school administrative staff, not taken from class quantities.
- Reusable face shields – Will be used by school nurse or staff to monitor symptomatic persons or when providing an ordered respiratory procedure. Face shield should be cleaned after each use per the CDC guidance.
- Plexiglass Barriers – Will be used where individuals are:
 - less than 6' from the public, or
 - work/learn together in a space closer than 6' for longer than 10 minutes, or
 - work/learn together in a space closer than 6' and are unable to wear masks.
- Disposable surgical masks – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.

- Disposable gowns – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.
- Disposable Gloves – Will be used by school nurse or designated staff when interacting with a person who may be producing respiratory or body fluids that could promote exposure.

DISTRICT GUIDANCE TO SCHOOLS

Based on Center for Disease Control and DHEC suggestions and recommendations, the following guidance has been provided to the schools:

- Allow parents to send a reusable water bottle that students take home daily for cleaning
- Examine opportunities for outdoor activities for specials, connections, and elective courses when possible
- Eliminate large group assemblies that do not allow for six feet social distancing
- Rearrange desks and furniture in classrooms to allow for as much space between students as possible
- Face the student desks in the same direction as much as possible
- Reduce student travel to different areas of building where possible
- Implement teacher rotation to classrooms instead of students moving where possible (strategic guidance for elementary schools)
- Eliminate/minimize as much as possible the sharing of supplies and materials. If materials are shared, schools will develop and implement a cleaning and sanitizing procedure.
- Schedule restroom breaks and hand washing routines throughout the day
- Avoid handshakes, hugs, or high fives. Students and teachers will need to create hand signals or other ways to replace this practice.
- Work with Nurses and Facilities Department to establish isolation rooms for ill students/staff/visitors
- Increase signage throughout the school building
- Establish entrance, exit routes, and hallway travel routines
- Reinforce good hygiene practices frequently
- Place markers/tape on the floor to indicated 6 feet distancing in the cafeteria to promote social distancing while waiting in line or when using cafeteria in a reduced capacity method
- Do not allow students to share food

