Business and Operations

FOCUS AREA 1
Physical Infrastructure
As the re-opening and re-entry of schools begin, below are some essential questions to consider when developing a plan to keep students, staff, and families safe and help prevent the spread of COVID-19.

1. ESSENTIAL QUESTION: Do we have access to the necessary supplies and cleaning protocols in place to effectively clean and disinfect when schools and offices are open?

Implementation, Recommendations, and Considerations
LEAs should ensure that proper materials including masks, gloves, hand sanitizing stations, disinfectant wipes, and disinfectants are available while establishing a standard list of supplies to be kept in each type of classroom and other general areas. Staff should use EPA approved disinfectants and follow CDC guidelines to establish daily and mid-day cleaning schedules for high touch areas, drinking fountains, and more. Provide training to staff outside of maintenance and operations to assist if possible.

LEAs should suspend or minimize the use of shared school supplies including art supplies, physical education equipment, etc. or create a cleaning protocol for in-between uses. A safe alternative is to create personal sets of supplies as feasible.

Facilities managers/supervisors should ensure HVAC filters meet ASHRAE standards and are changed on a regular basis while considering scheduling HVAC to ensure maximum outdoor air circulation. Increasing the percentage of outside air in the intake system may be feasible in many buildings. Evaluate the possibility of keeping doors open if able to maintain other student safety measures.

Limit the amount of personal or extra items in classrooms to minimize cleaning surfaces and establish a daily "put away" protocol or "clear countertop" rule to enable uninhibited cleaning and sanitizing. Consider providing cubbies or containers to keep students' belongings separate from others or have students keep belongings at desk throughout the day if cubbies are not available. LEAs are encouraged to create signage to provide guidelines for hygiene, social distancing, and face covering protocols, and display in all entries and other prominent areas.

2. ESSENTIAL QUESTION: How do we ensure social distancing in classrooms, restrooms, and high traffic areas?

Implementation, Recommendations, and Considerations
In order to ensure social distancing in classrooms, it is recommended to place desks 6 feet apart, utilize dividers if necessary, and utilize additional non-classroom spaces such as outside patio areas/quads, libraries, or multi-purpose rooms to increase physical proximity among students. Implementing staggered schedules and distance learning will assist in ensuring social distancing requirements.

To assist with foot traffic, it is recommended to establish controlled entrances and exits and institute one-way walkways. To ensure social distancing where lines may form, create markers to show the 6 foot separation. Consider developing a game or song to encourage social distancing with younger students. For restrooms, install barriers between sinks, close alternating urinals, and monitor based on maximum occupancy per regulations. Consider installing hands-free appliances.

3. ESSENTIAL QUESTION: How do we ensure students and staff are healthy before returning to work/school?

Implementation, Recommendations, and Considerations
In order to ensure students and staff are healthy before returning to campus, health checks and screenings will take place. Districts should consider developing an infographic for parents to follow before having students leave their residence to check their temperature.

4. ESSENTIAL QUESTION: How do we provide employees, staff, parents and other stakeholders the most current information?

Implementation, Recommendations, and Considerations
Districts should consider using their website, robocalls, and emails to ensure stakeholders have the most current information. Districts should assign a contact person for employees and one for students/parents to ensure consistent messaging.

5. ESSENTIAL QUESTION: Should districts continue to hold on-site training and conferences?

Implementation, Recommendations, and Considerations
Districts should ensure updated maximum occupancy numbers are posted. Tables and desks should be arranged to meet social distancing requirements—potentially removing excess furniture. Consider canceling assemblies and other large gatherings and continue to hold training(s) virtually.

Resources
- CDC Guide for Opening Schools
- CDC Guidance on Social Distancing
- CDC Guidelines for Cleaning and Disinfecting
- CDC Guidelines for Cloth Face Coverings
- ASHRAE Guidance on HVAC for Schools
- CDE Guidebook for Reopening
- Riverside Public Health School Guidance
- Cal/OSHA COVID-19 General Checklist
- CASBO – A Collection of Guidance for Schools and Districts
- The Safe Six Checklist

FOCUS AREA 2
Nutrition Services
Feeding our students has been a priority from the very beginning of the COVID-19 pandemic. As we transition back to the re-opening and re-entry of schools, we will continue to make this a priority.

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1. ESSENTIAL QUESTION: How will we provide students with nutritional meals and services that maintain social distancing in a clean and disinfected environment?

Implementation, Recommendations, and Considerations
Districts should evaluate meal options and consider "grab and go" food options and provide single serve cutlery packages. If using cafeterias for meal service, maintain social distancing by staggering meal schedules, create multiple meal distribution points, mark tables to establish separation, and keep students facing the same direction. If eating in classrooms, districts need to consider custodial implications. Establish protocols for hand washing or sanitizing before and after mealtime, utilizing portable hand washing stations or sanitation stations as necessary. Clean and disinfect tables and frequently touched surfaces between use. Other considerations include using scanners or having staff enter student ID numbers to minimize multiple people touching point of sale device. Consider options for feeding students who are not on campus due to illness, distance learning, self isolating, etc.

Resources
- CDE - School and Child and Adult Care Meals Webpage
- CDE - Additional Resources

Transportation

Providing transportation to some of our students is essential and takes careful consideration. In some cases, these are our neediest students and rely on the district providing these services.

1. ESSENTIAL QUESTION: How will we provide safe and regularly scheduled transportation routes for our students?

Implementation, Recommendations, and Considerations

Transportation services should consider installing safety barriers on buses to support social distancing, increase the number of bus routes, and stagger schedules to accommodate the school bell schedules. Alternate drop-off/pick-up locations could be utilized, if feasible.

Consider alternatives to busing students including mileage reimbursement to special education parents, carpools, and additional bike and walking routes.

Implement cleaning schedules and protocols to ensure sanitized buses after each use. Be aware that additional time will need to be built into routes/schedules that may require increased staff and/or hours.

Resources
- School Transportation News - June 2020
- Rethinking School Startup for Students with Special Needs - STN June 2020