

Pioneer School- Staff Requirements & Procedures

In addition, to the Pioneer School Restart and Reopening Plan, we have created this document to provide more guidance to staff members.

Masks/Shields:

All staff members will be required to wear a mask at all times while working unless they are working alone in a room or are in a large, open area with NO students present where they can maintain 6-foot distance from others at all times. Masks must cover the nose, mouth and chin. A face shield may be used in addition to a mask if desired but that is not required. Staff may also use face shields alone when necessary (such as when communicating with a student who is deaf and depends on lipreading). Face shields must curve around the face and go below the chin. We will supply a variety of masks.

Information about the options are listed below:

N-95 respirators: N-95s provide the highest level of protection. They filter out 95% of particles in the air. Not everyone is able to wear a respirator due to medical conditions as they can restrict breathing. Before using one, a person should be fit-tested. We will make N-95s available for use during times of increased risk and for people at increased risk of complications due to COVID-19 if requested.

Cloth/disposable masks: A cloth or disposable facemask does not provide the same level of protection as an N-95, but they do provide a simple barrier to prevent respiratory droplets from traveling in the air when the wearer coughs, sneezes, or vocalizes. They are designed to contain potentially infectious respiratory secretions from the nose and mouth.

Clear masks: Clear masks and masks with a clear window allow more visualization of the wearer's face and mouth to help with communication.

Face shields: The CDC does not recommend the use of face shields as a replacement for cloth face coverings. If it is necessary to use one as an alternative, they should wrap around the side of the wearer's face and extend below the chin. They must be cleaned and disinfected after each use.

While wearing a mask, you should avoid touching or adjusting it as much as possible. You should clean your hands before touching the mask, especially if reusing it. We will provide guidance about cleaning and re-using masks when appropriate to maximize our supplies in accordance with guidelines from the CDC. If a mask cannot be cleaned well or becomes soiled, it should not be reused.

In addition to masks/shields, we will also make gloves available and gowns as needed. All staff will receive training on appropriate use of PPE.

Staff members will also encourage students who are able to wear masks to wear them.

Required Safety Precautions

Please follow the required measures below:

- Maintain at least 6-foot distance from other staff members and students unless necessary to provide services.
- Avoid sharing work supplies or equipment as much as possible and clean/sanitize shared supplies after each use. Avoid entering/using the workspaces of others as much as possible. Avoid congregating in workspaces/breakrooms.
- Complete self-assessment for symptoms of illness each day before reporting. If you have a fever, cough, sore throat or new difficulty breathing, you must stay home.
- Employees must take their temperature immediately upon arrival. If you have a fever above 100, you will not be able to stay at work.
- If you start experiencing any symptoms of illness while at work, you will not be able to stay at work.
- Employees who are sick must stay home until they are free of fever (without the use of medication) for at least 72 hours (3 full days) AND symptoms have improved for at least 72 hours AND at least 7 days have passed since symptoms first began.
- Follow good hygiene practices including: Wash hands with soap and water for at least 20 seconds as frequently as possible or use hand sanitizer if you're unable to wash your hands, cover coughs or sneezes and avoid shaking hands.
- Before leaving for the day, use disinfectant wipes or a disinfectant spray with cloth to wipe down your workspace including keyboard, phone, desk, doorknobs and any other high touch surface.
- Contact your supervisor if you do not have needed masks, safety equipment, cleaning supplies, hand sanitizer or other items.
- Contact your supervisor or HR if you need accommodations due to a medical condition/risk.

*Exceptions to the fever or symptoms requirement may be made if a physician determines the cause is unrelated to a contagious illness. If an employee cannot follow any of the above guidelines for health-related reason, please contact your supervisor or HR to discuss.

Employee/Household Illness:

Employees must immediately notify their immediate supervisor of any of the situations listed below. Employees shall not report to work unless directed to do so after making the required report in the following circumstances:

The employee or member of the employee's household has been tested for, is under observation for, or has been in close contact with a person who has been tested for or is under observation the COVID-19 infection.

The employee or a member of the employee's household has been advised by a health care provider or public health authority to self-quarantine.

The employee of a member of the employee's household has recently traveled out of state. Whether or not an isolation is required will depend on the nature and method of travel and the types of activities/events during travel.

In addition, if you or someone in your home is experiencing symptoms of illness including but not limited to cough, shortness of breath, or fever of 100 or higher, you must stay home and notify your supervisor.

Classroom Precautions

Staff members should evaluate the classroom and remove any items that cannot be easily cleaned and sanitized between use. Classroom staff should limit clutter by reducing the number of toys and items in a room. Each classroom has a storage shelf available upstairs. If you need boxes/tubs or additional storage space, please contact your supervisor.

Shared tables will not be used in classrooms this year. Each student will have their own desk and supplies. Staff member desks in the classroom will be limited to the teacher and the classroom assistant to allow for maximum use of space. Staff should prevent students from coming into close contact with students from other classrooms. If a student needs to walk, staff should accompany them outside or the gym rather than walking in the hallway when possible.

Classroom staff will ensure that items and surfaces are sanitized after student contact. Additional cleaning measures will be in place throughout the school and within classrooms. Classroom staff will also assist students with handwashing and sanitizing at designated times or anytime a student's hands become soiled. Staff are encouraged to educate students and encourage them to observe safety measures.

Classroom staff will use visual cues, verbal reminders and redirection to keep student's 6 feet apart from each other. Staff members will limit direct contact with students to times when it is necessary to provide needed services.

Food/Meals:

Each staff member will have time to eat lunch in the cafeteria. The schedule for staff members to eat will be worked out within the classroom led by the classroom teacher. Needs for extra assistance during this time should be reported to the supervisor. No food deliveries will be permitted until further notice. We will also not be completing Snack Shack or Tiger Café this year.

IEP or Other Meetings:

Meetings should be completed by phone or using other technology when possible. If an in-person meeting needs to occur, consider outdoor spaces when possible. If a meeting needs to occur in the office, notify your supervisor prior to the meeting and make sure office staff are aware. Also, notify any attendees of building entrance requirements.

Attendees will enter the back of the school and will have access only to the conference room and back restrooms if needed. They will have a temperature/symptom screening and will be required to wear a mask which can be provided.

Following meetings, the table and any used chairs should be cleaned/disinfected.

Building Access/Visitors:

All visitors must be approved in advance by the Director of Educational Services. Procedures have been developed to safely allow visitors to access the building. Any visitors will be required to answer basic screening questions, have their temperature checked and wear a mask.

Confirmed/Suspected Cases of COVID-19:

In the event of a confirmed or suspected case of COVID19, the RCBDD will determine who had close contact with the person and make appropriate notifications. Any areas where the person had recently spent time will be closed until appropriate cleaning protocol can occur.

Flexibility:

Recognizing that this situation is evolving, guidelines cannot cover every possibility and we may need to change our plans. We will communicate any needed changes with as much notice as possible.