



# BEST PRACTICES FOR SCHOOLS

## CLASSROOM CREATIVITY

- Consider using magnetic or adhesive hooks on desks to hang items, such as masks or personal hand sanitizer.
- Clothes hampers near desks are a great place for students' belongings and replacement for high-touch lockers.
- Keep new classroom routines posted in an area where students can constantly review them.
- The use of a projector and small camera placed in the back of the room will help students get a full view of the class. This, coupled with a Bluetooth microphone connected to the computer, allows for online students to be more involved in the class while still hearing the instructor.
- Wiggle seats for elementary students will help kids expend energy without getting out of their chairs.
- Obtain a QR code for passes to the bathroom, nurse, etc. The student would scan that code. The student's name, destination, and time leaving the classroom are automatically entered into a Google doc.
- Obtain a QR code and attach them to the desk for student attendance. The student then scans the code with their phone. The student's name and seating location are then automatically entered into a Google doc.
- A clear shower curtain between staff and students makes for excellent and inexpensive barriers for germs.
- Create an icon for distance learners in Aspen with the expected date of return for students in quarantine.
- Use tape to mark desks with an X to remind students that no one is to sit in those seats.
- Tape markings on the floor to help indicate where desks belong. This avoids the desks from floating outside of appropriate social distancing spacing.
- Tape off a 3x3 foot area in front of the classroom door in the hallway. This area can be designated as a mask break area in the hallway for a single student at a time. It can also serve as a visual reminder that when an individual needs to enter the room, they must stop in the square and seek permission to enter.



## SUPPLY SUGGESTIONS

Restaurant Depot in Cranston is a great resource for low-cost and bulk supplies (hand sanitizer, paper placemats for mealtimes, gloves). Contact Restaurant Depot by setting up a free membership at [www.restaurantdepot.com](http://www.restaurantdepot.com) or by calling 401-275-5000.

# BEST PRACTICES FOR SCHOOLS

## UP AND ABOUT: KEEPING SOCIAL DISTANCE WHILE ON THE GO

- Use pipe insulation or a pool noodle that is cut to six feet. Staff carries this noodle to provide a visual of what six feet looks like or to provide an on-the-spot reference.
- Cut six-foot lengths of PVC pipe. Thread a rope through the lengths of pipe, connecting them together. Tie a knot in the rope at the point where it enters and exits each pipe, leaving a six- to nine-inch gap between the end of one pipe and the beginning of another. When students move as a class from one place to another, each student will grab the six- to nine-inch section of rope in between the six-foot PVC pipes. This will ensure that students are properly socially distanced at six feet apart.



## LET'S EAT!: TIPS FOR A MORE ENJOYABLE, FUN, AND RELAXING LUNCH BREAK

- Try playing movies or music during lunchtimes to occupy students. This leads to less talking while students eat lunch and reduces the spread of germs.
- To assist with lunch seating charts, obtain a QR code and attach them to appropriately spaced seats in the lunchroom. The student will scan the QR code. That student's name and seat location are then automatically entered into a Google doc.
- Heat lamps are great as the weather gets cooler to provide a more comfortable outdoor setting for lunch and other activities. Heat lamps can be purchased at a number of vendors.
- In addition to keeping students spaced out according to health and safety guidance, cardboard trifolds, like those used for science fair projects, can be set up at desks for additional mitigation measures during unmasked lunchtimes.
- Place a large X on unused tables and seats in the cafeteria to remind students not to sit in those seats.
- Create assigned seats for teachers during their lunch and break times.

## INQUIRING MINDS WANT TO KNOW! SCIENCE LABS/GROUP WORK PRACTICES

Science labs can be demonstrated by the instructor in front of the class before the students begin the lab experience. Then two students can sit on opposite sides of the lab bench. One conducts the lab experiment while the other records the results.

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## ROCK & ROLL: BUSES

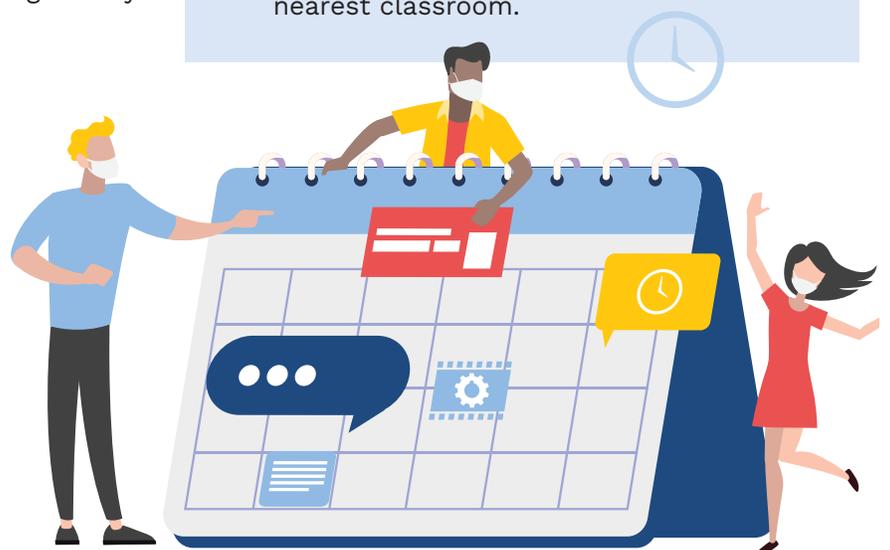
- Bus drivers can take a picture of students on the bus to ensure the seating chart is updated daily.
- Require bus drivers/bus monitors to provide updated seating charts for their AM and PM runs every afternoon. They could have several copies of the same seating chart but would be required to cross off any students who were not on the bus for that run.

## LET'S READ!: LIBRARY SCIENCE CONSIDERATIONS

- Library books can be placed on long tables. Students can then point to the book of their choosing. A media specialist hands them the book. Upon book return, the books are placed in a return container/area and left to sit for several days before they are placed back on the bookshelf.
- Various grade-specific library books can be placed on a cart and rolled to the classroom by the library specialist. This allows students to remain in their designated classroom while still obtaining library books.
- Create a library book order form that is passed out to various classes. Allow students to check off a desired book on the form. Media specialists can deliver ordered books to classrooms within a certain time frame.
- It is important to note that in each of these scenarios, returned books should not be touched for several days before they are restocked or redistributed.

## LOCKDOWN DRILLS

- Lockdown drills can be conducted with an announcement from the main office.
- Lockdown drills will be handled as normal. Teaching stops and doors are closed and locked while students remain silent. Students should be kept socially distanced while remaining out of sight from the hallway.
- Teachers will continue to check hallways for students as they close their doors; however, due to COVID-19 restrictions, other classes cannot bring a student outside of their stable group into their classroom. For the purpose of the drill, a custodian or available staff member will check hallways and escort these students to a common area. They will be kept socially distanced for the remainder of the drill. The students will receive the explanation that it is a drill, and in an actual emergency lockdown, any students in the hall will be brought into the nearest classroom.



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## NO CAUSE FOR ALARM: FIRE DRILLS

- Fire alarm activations can be preempted with an announcement from the main office indicating that it is a drill.
- Teachers/staff will have students line up in the classrooms, keeping social distance between students.
- Classroom teachers will monitor the hall and exit the classroom, with students, after the classroom next to them, closest to their exit door, has left their room. Keep 14 feet between classes/groups.
- Meeting locations can be set up outside to provide 14 feet of distance between each class/group with paint markings.
- Masks are to be worn during the drill.
- Return to classrooms in the same order.



## PLAYTIME!: RECESS OPTIONS

- Plastic chains, cones, painted lines, or rope can create a visual separation of different recess areas.
- Designate labeled areas for specific pods. Throughout a given time period (day or week), the pods can rotate through the areas.
- Assign a container of equipment to each pod.

## EVERYONE'S GOTTA GO!: RESTROOM PROTOCOLS

- Mark off every other sink/urinal/ bathroom stall (if not already divided).
- Coordinate assigned bathroom times to ensure multiple classes do not use the restrooms at the same time.
- Taped lines outside restrooms indicating six-foot spacing will help ensure proper social distancing while students wait.

## PHYSICAL EDUCATION OPTIONS

- Tape off 14-foot squares in the gym. Students exercise in the middle of the squares while maintaining proper social distancing.
- A central container placed in the middle of the gym can be utilized for used equipment. This equipment is then marked for sterilization.
- Obstacle courses can be drawn with chalk in parking lots for PE. Students can attempt to beat their own times while challenged by obstacles such as hopscotch.
- You can personalize gym equipment and make students or pods responsible for maintaining their own equipment.