

COVID Health & Safety Protocols

And applications to daily school routines
Updated February 2020

HEALTH

Guidelines for Adults on Campus

Before entering any campus, staff must read the following document and fill out an [“exit ticket” survey](#). They must then adhere to the guidelines at all times on campus. To the extent possible, non-staff who will be on campus should do this as well (e.g. aftercare providers and other regular vendors.) It is ok if one-off vendors do not complete it, as long as they are following protocols and pass the health screening (e.g. elevator maintenance, CINTAS delivery).

[Guidelines for Adults on Campus \(English version\)](#)

[Guidelines for Adults on Campus \(Spanish version\)](#)

Exit ticket link: <https://tinyurl.com/buildingticket>

Building Entry Process and Screening

[See Health Screening training here.](#)

Health Screening Process: Every building should have limited entry/exit points, with entrances only in use when a staff member is there to screen every person who enters. Nobody (student or staff) should enter the building without first being screened by a trained staff member. The screening should include:

1. Contactless temperature check (*must be below 100.0 degrees to enter*)
 - The EEOC has issued guidance that employers can take employees' temperature (confidentially) to assess whether they have COVID-19 symptoms
 - If COVID prevalence reaches a low enough point in a region, the region could consider stopping temperature checks, while keeping the rest of the screening steps in place
2. Visual inspection (*must be following our mask protocols, and not exhibiting any signs of sickness to enter*)
3. Question: “Have you (has your child) experienced any of the following symptoms in the past 72 hours: fever, cough, shortness of breath, sore throat, runny nose, diarrhea, vomiting, headache, or new loss of taste or smell?” (*must answer “no” to enter*)
4. Question: “Have you (has your child) been in contact with anyone who has been diagnosed with COVID in the past two weeks?” (*must answer “no” to enter*)
5. DC ONLY - Question: “Have you (has your child) traveled outside of the DC, MArilynd or Virginia area in the past two weeks? (must answer “no” to enter, until COVID Lead has approved them to be on campus)
 - If a DC staff or Rocketeers has traveled outside of the DMV they must quarantine for 14 days or wait 72 hours after their return and receive a negative test result before returning to campus.
6. Hand sanitization (*must sanitize hands at stand to enter*)

The school should keep a confidential electronic log ([use this template](#) and share it ONLY with your School Leadership Team, your DoS, and your RDO) recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

The log will be shared across the School Leadership team and will remain confidential. There should be only one log that you update ([here is the template](#)) to ensure that you are all on the same page. Business Operations Managers should ensure the Arrival team has a list of folks who should not be admitted on campus that day, each morning ahead of arrival. If any of these families arrive when they are not scheduled to, a School Leader should be radioed to assist in welcoming them back on campus, making sure they have adhered to all the requirements to return or explain why they still can not be on campus.

Rocketeer Health Screening Logistics: The health screening procedure listed above will take place at arrival while Rocketeers remain in their car and/or with their guardian. This is critical because if a Rocketeer does not pass the health screening they will need to go home immediately; thus, guardians cannot drop off students until the screening is complete. If a student is not wearing a mask (or their mask looks visibly dirty), a disposable mask will be given to them.

- NOTE: Rocketeers who ride the bus in Nashville or who may ride shuttles to school (via Rocketship or a babysitter/before care vendor) must wear a mask on the vehicle and be seated in a physically distant way (unless they live in the same household). These Rocketeers will go through their health screening (following all the steps from above) once the Rocketeer gets off the bus/shuttle on campus. This increases the risk that we will need to send a Rocketeer home and that it might be a while before a parent or emergency contact can pick them up.

Staff Health Screening Process: Campuses will need to determine the window of time their staff health screening will take place and communicate that out. Staff will not be able to enter the building without wearing their mask and passing the health screening procedure outlined above. Campuses will need to determine their own window of Staff Health Screening based on staffing. Arrival for students will be “all hands on deck” so it will be difficult (unless you have proper staffing) to overlap the Staff Health Screening Process with the Student Health Screening Process. *Example: Staff Arrival: 6:45AM - 7:10AM and then student arrival kicks off at 7:15AM, providing a 5 minute grace period in between.*

What to Do When Confronted with COVID-19 Diagnosis, Symptoms, or Exposure

One of our key strategies for reducing COVID transmission risk is monitoring COVID diagnoses, symptoms, and exposure, and having the impacted people stay home until they are “cleared” to return. Each school’s COVID Lead coordinates this work at the school level, with the school’s RDO and HRBP providing regional support, and Rocketship’s COO and VP of HR providing oversight and support across all schools.

It is critical that we do whatever we can to avoid this feeling punitive or embarrassing or isolating for staff, students, or families -- instead messaging to our community that it is something we are all doing as we work to reduce risk for the entire school community. Public health experts emphasize that the important thing here is not actually identifying 100% of people with any symptoms, for instance -- but rather creating a culture where people are openly communicating about symptoms and working together to reduce the level of risk in the building. Parents, students, and staff need to know that when they disclose symptoms or exposure, they’ll be supported as part of the school community.

And it’s worth noting that while we take all symptoms very seriously in order to best reduce the risk of transmission on our campus, it is also important for everyone to note that the majority of students or staff members who exhibit these symptoms do not have COVID, but rather just a normal cold or flu.

Our clear protocols around what to do in these situations -- including around how to conduct tracing by identifying “close contacts” of confirmed cases -- can be found in our [COVID-19 Diagnosis, Symptoms, or Exposure document](#).

Cleaning our Space

PROCUREMENT OF CLEANING ITEMS (AND PPE)

We have a national contract with Cintas, which comes to each school each week to replenish custodial supplies. This gives us much better pricing, access, and comfort that we are using consistently high-quality products. Some schools have opted for a larger suite of products than others, though in this era of COVID, we would like to require all schools to use some of the same cleaning products (e.g. disinfectant) to ensure quality. Most items in this document can be procured (and replenished weekly) by Cintas, which is a large national company with strong supply chains and quick response time. However, there is no guarantee that they wouldn't run out of product at some point. We have worked with them to make large upfront purchases of many of these items to “stockpile” in our own warehouses heading into the year. Then Cintas can continue replenishing each school's stock as usual -- but then when/if Cintas runs out of an item (e.g. sanitizer, disposable masks), we can dip into our own stockpile instead.

It is worth noting that any disinfectant has a specific “dwell time” or “contact time” -- the number of minutes it must sit wet on a surface before being wiped off in order to kill the virus. Our current product that will be used on desks throughout the day has a dwell time of 90 seconds, and the disinfectant we will use during our nightly cleaning has a dwell time of 10 minutes.

NIGHTLY CLEANINGS

Every school should be disinfected every weeknight using an electrostatic sprayer. Our goal is to get all campuses electrostatic sprayers and are purchasing them as they come available. Electrostatic sprayers disinfect entire surfaces more thoroughly and efficiently than manual spraying and wiping, including cleaning the “back side” of areas sprayed -- [see a 1 minute video on how an electrostatic sprayer works!](#) Once each school has an electrostatic sprayer, they will have the option to (a) have their custodial company use it each evening (along with a Rocketship-provided disinfecting product), or (b) build time into an Ops Specialist's schedule for him/her to use it after evening custodial work or very early in the morning before other staff arrive. We are building into all custodial contracts the option for nightly disinfecting, which we can “turn on and turn off” throughout the year as we like.

As we continue working to get all campuses electrostatic sprayers, we will continue updating the plan below to ensure all schools are being disinfected in the safest and most cost-effective ways possible. Each vendor will be required to use Rocketship-provided disinfecting product, applying it using a electrostatic sprayer if possible, or else using a spray-and-wipe technique (assuming they allow proper dwell time, and change paper towels enough to avoid moving virus from surface to surface).

Once your campus has a Rocketship-owned electrostatic sprayer you can use it when needed throughout the day to spot clean high-touch areas (in addition to the evening cleanings). [Please follow this training guide and instructions to keep yourself and our staff safe.](#)

IN-DAY CLEANING IN HIGH-TOUCH/COMMON AREAS

At least twice per day (e.g. 10am, 2pm), a Day Porter, Ops Specialist, or other staff member should disinfect “high touch” areas using an electrostatic sprayer. If your campus does not have an electrostatic sprayer, use disinfectant spray and paper towels. Be sure to use new paper towels between disinfecting items to avoid spreading germs from surface to surface. This should include areas such as:

- All door handles (interior and exterior)
- All touched parts of bathrooms (faucets, soap dispensers, toilet flushers, etc.)

- All touched parts of the staff room and offices (copy machine buttons, refrigerator handle, coffee maker buttons, water dispenser buttons, sink fixtures, etc.)
- All railings
- All light switches
- All countertops
- Door frames and other key areas at student height
- Any other frequently-used areas of the school
- All staff should make sure to wipe down their cell phone with disinfectant periodically

See the [Common Space disinfecting checklist here](#).

Teachers will be trained on what to disinfect in their room daily ahead of entering the building. [Here is a checklist teachers can use during the school year](#). It is important to note that with adults rotating across classrooms that they will need to work together to wipe down high touch areas at the end of a teacher's block, before the next adult begins their block.

Any staff doing this cleaning should be trained in how to ensure the proper dwell time is met, etc. In addition, schools should disinfect the highest-touch areas in a very targeted way -- such as:

- Each time a teacher takes their class to the bathroom to wash hands, the teacher or another staff member should wipe down the bathroom fixtures afterward with disinfectant and paper towel.
- Keep wipes (or disinfectant and paper towels) by the copy machine and have staff members wipe the touchpad and any other part they come in contact with after they use it (see [Staff Room guidance](#) here)

IN-DAY CLEANING BY STUDENTS

Students will wipe down their desk surface before and after eating as described in "Breakfast and Lunch" section below, using a disinfectant that is safe for children and eating surfaces.

DISINFECTING STUDENT MATERIALS

An increasing amount of research is showing that the vast majority of COVID transmission happens "person to person" -- not "surface to person." However, we should still work to ensure that very few materials are used by multiple students, given that there is some opportunity to share the virus this way. Any time materials do need to be used by more than one student, they should be disinfected between students. Each classroom should have:

- A book bin labeled "Book Bin - Wait 24 hours before lending out to the next Rocketeer" that is used as a hold place for books for 24 hours before another student can use it.
 - Paper materials do not need to be disinfected as long as you wait until the next day for another student to use them, though the covers of books should be disinfected.
- A bin labeled "Items to be Sanitized." This is used to hold items (other than books) that need to be disinfected (sprayed with disinfectant and wiped with a paper towel (with one new towel per item to avoid spreading virus from item to item) OR sprayed with the electrostatic sprayer before others can use them.
- Each student has their own bin/pencil box for class materials, which is labeled and only used by that student.

AIR FILTRATION

Below are the steps that Rocketship will be taking to improve indoor air quality during COVID-19. [Air filtration is key to preventing COVID-19 indoors](#).

1. Increase Ventilation
 - a. Air conditioning system will be running 24/7 whether the building is occupied or unoccupied so that air will be filtering constantly.
 - b. When possible, increase outdoor air ventilation when the external air quality is safe and or humidity levels are low externally and to the extent the system allows.

2. Increase Filtration & Preventative Maintenance
 - a. Upgrade filters to the highest MERV rating that our system will allow.
 - i. MERV13 traps particles less than .1 microns (COVID19 is .125 microns, so MERV13 traps COVID19). [Click here to see what MERV rating your campus AC filters have.](#)
 - b. More frequent filter changes. Typically filters are changed 4 times a year. This year we have told HVAC vendors to change filters as much as needed which could be monthly (will vary per school).
 - c. Increased preventative maintenance tasks to include cleaning and disinfecting the intakes and returns.
3. Maintain Humidity
 - a. Building humidity levels will be maintained (to the extent possible) between 40-60% relative humidity in order to potentially slow the transmission of the virus.
4. Install Portable Hepa Air Purifiers
 - a. Introduce portable HEPA air purifiers for increased filtration to capture the virus as there are no harmful side effects or negative impacts to the environment.
 - i. Specifically, rooms without windows or HVAC returns will need a hepa air purifier.
 - ii. As we move to welcoming small groups of students on campus we will have these same HEPA filters in the classroom spaces they will use.
 - iii. Options to purchase, the hepa air purifiers that we are recommending trap .125 microns:
 1. [Air Purifier for up to 500 sq ft](#) (approximately the size of a one-car garage)
 2. [Air Purifier for up to 840 sq ft](#)
 3. [Air Purifier for up to 1,125 sq ft](#)

Masks, Gloves, and other PPE

FACE MASKS AND SHIELDS

Face coverings are one of the most effective ways of preventing virus spread, but only if they are used very carefully. We are starting the year with a protocol of:

- **All students grades K-5 are required to wear a mask anytime they are away from their own desk.** Masks are mandatory when moving throughout the school (common spaces, hallways, stairwells, arrival, dismissal, outdoor launch/PE/recess time), even when maintaining physical distancing. These spaces have unpredictable traffic flows so it is safer to wear masks at all times in these areas.
 - **Rocketeers will have the opportunity to remove their masks when sitting at their appropriately-spaced desks during lessons and during their lunch period.** It is important to us to provide an option for Rocketeers to take a break from their masks while it is certain they will maintain physical distance.
 - When students are not wearing masks, **the class should not sing, shout, or do any loud chants**, etc. -- as this can transmit droplets further than normal speech.
 - Before a teacher starts circulating the room (coming within 6 feet of students), all students should put their masks back
 - **TK, PK3, PK4, K4** are highly encouraged (though not required) to wear masks as well
 - **Rocketeers with sensory issues, developmental issues, etc.** can work with their Principal to come up with an alternate plan before their first day on campus. (Principal must approve and school leaders and teachers must be looped in to the decision). In these cases, a Rocketship-provided face shield hat might be a better option for Rocketeers with sensory issues. (Sample options: [Small \(PreK - 1st\)](#), [Large \(2nd - 5th\)](#))
 - If any families simply don't want their student to wear a mask due to personal preference, we should explain to them the importance of this and try to change their minds. If they still refuse, we should typically require the student to move to 100% virtual learning.

- Any student who wishes may wear a face shield in addition to their mask, though shields are not required and we are not providing them
- **All staff are required to wear a mask at all times, except when eating or leading a lesson 6+ feet away from all students.** Masks are mandatory when moving throughout the school (common spaces, hallways, stairwells, serving meals, arrival, dismissal, outdoor PE/recess time), even if you are maintaining physical distancing. These spaces have unpredictable traffic flows so it is safer to wear masks at all times in these areas.
 - **When teachers are leading a lesson** in front of the class (maintaining 6 feet of separation), they have the option to remove their mask and **instead wear a face shield**. This will allow Rocketeers to see facial expressions and still reduce the risk of COVID transmission
 - **When eating lunch**, staff should remain 6+ feet from all others, and ideally eat outdoors if weather and space constraints permit.
- **All other people entering campus (e.g. elevator maintenance person, plumber, IT support, etc.) are required to wear a mask at all times.** They must also pass the entry screening as described above
- **It is critical that staff and students make every effort to sanitize hands before and after touching masks.** This is a point we must emphasize again and again, as otherwise the very act of touching the mask/face can both spread germs from hands to the mask/face, and germs from the mask/face to other places in the school.
- **Rocketship will provide reusable face masks to staff and students at the start of the year**, and will also allow staff and students to choose to wear their own cloth masks instead, as long as the masks are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting. **All cloth masks should be washed after each day they are used.**
- **Schools should have disposable masks on hand at all times.** A disposable mask should be given to someone in any of the following situations:
 - They forgot to bring a mask
 - Their mask was touched by another person
 - Their mask fell on the floor/ground
 - There is any other reason to believe that their mask is dirty
 - NOTE: In these situations, a note/text should be sent home to emphasize the need to wash the student's mask
- **Rocketship will provide a reusable face shield to each staff member at the start of the year.** If the shield breaks or becomes unusable the staff member can check with their Business Operations Manager for a replacement. We will start the year with additional face shields on campus. If and when the campus runs out of face shields, the staff member will need to provide their own if they want to continue using one. Otherwise, using a mask at all times is a fine option as well.

As the year progresses, we could potentially reconsider these protocols if our assessment of risk changes in a region due to data on infection rates, more knowledge about COVID transmission, and/or changing public health guidelines.

How to use a mask -- Teacher example: *Ms. Z is teaching her Rocketeers from the front of the classroom, remaining 6+ feet away, so she has chosen to wear only a face shield -- allowing her students to see her mouth when she speaks. When students then start working independently, Ms. Z wants to check in with each student. She sanitizes her hands (to avoid getting germs from her hands onto her mask), puts on her mask, and then sanitizes her hands again (to kill any germs from her mask that just got onto her hands, as she may end up touching student desks or work.) Ms. Z then circulates the room, coming within 6 feet of each Rocketeer as she checks in with him/her individually. When she finishes, she heads back to the front of the room, sanitizes her hands once again (to kill any germs she picked up from students before touching her face), removes her mask, and sanitizes her hands a final time (to kill any germs she just picked up from the mask itself or her face.) If Ms. Z wanted to skip some of those steps of hand sanitizing, she could -- for instance, if she is sure she didn't touch anything while circulating, she wouldn't need to sanitize again before taking off her mask -- but the less sanitizing while touching masks/faces, the higher the risk of spreading the virus.*

How to use a mask -- Student example: *Jameela is sitting at her desk learning, wearing no mask since she is 6+ feet away from others. When she is given permission to go to the restroom, she puts on her mask, and then sanitizes her hands on the way*

out the door (to kill any germs she just got on her hands from her mask). She washes her hands with soap and water after using the restroom, and then sanitizes her hands again on the way back in the door, just in case she touched any railings on the way back, etc. Jameela takes off her mask only once she is back at her desk.

GLOVES

We currently recommend that gloves should typically only be worn (a) by anyone doing significant cleaning (more than a quick spray of classroom desks) and (b) by anyone serving food -- teachers for breakfast and Ops staff for lunch. Food servers should wear gloves while serving, and should change gloves if they accidentally touch their face or anything else likely to harbor germs. Other staff and students should not typically wear gloves, as they do not provide any better protection than hand washing/sanitizing, and they are an additional added cost to the school and burden for the user. However, if an unusual situation occurs wherein a teacher needs to touch something that could be contaminated, he/she should wear gloves just for this moment, per our typical practice, and dispose of them afterward

FRONT OFFICE SNEEZE GUARD

Each school will have 1 plexiglass "sneeze guard" provided for their front office for the OM/OA to sit behind. [If you would like to purchase more for your campus use this link.](#)

Staff Locations and Meetings

GENERAL PHILOSOPHY

We should work (within reason) to keep adults away from each other -- as if any adult tests positive for COVID, any other adult he/she has been in close contact with is at risk, and needs to stay home and get tested as well. Schools should be creative about how to accomplish this in all aspects of the day.

MEETINGS

We should hold as few group meetings as possible. The options for meeting locations, in order from least risky to most risky, are:

- **Best option, no added risk** Via Zoom, even if you're located the same building
- **Good option** Outdoors, 6+ feet apart, with masks
- **Least preferred option** Indoors, 6+ feet apart, with masks (*if one person later tested positive for COVID, the others would likely have to stay home and quarantine*)
- It is not an option for adults to meet closer than 6 feet apart
- It is not an option to meet without masks on

STAFF LUNCHES

Staff lunchtime can easily be one of our riskiest times of day, as having adults near each other without masks is one of the riskiest things we can do. The options for staff lunch locations, in order from least risky to most risky, are:

- **Good option** In their own classroom, to the side 6+ away from students
- **Good option** Outdoors, 6+ feet apart
- **Least preferred option** In the staff room, 6+ feet apart (*if one person later tested positive for COVID, the others would likely have to stay home and quarantine*)
- It is not an option for adults to eat lunch closer than 6 feet apart

CLASSROOM OBSERVATIONS

School Leaders can observe as many classrooms as needed as long as they wear masks, stay close to the doorway (6+ feet from anyone else), sanitize hands on the way in and out, don't touch things in the room, and don't stay in the room for very long. With these precautions, there will not be a huge risk of them spreading virus across classrooms.

Other Processes Supporting Health and Safety

HAND WASHING

Students and staff need to clean their hands regularly throughout the day -- and washing with soap and water for 20 seconds is significantly more effective against viruses than using hand sanitizer. In an ideal world, students would thoroughly wash their hands at the following times:

- Upon entering school, before touching their desk for the first time and eating breakfast, if possible
 - Option 1: Follow the Bathroom procedure (see below)
 - Option 2: Purchase a free standing sink ([this is an option](#)). Campus will need someone to fill and empty the sink daily (or multiple times/day)
- Before lunch
- After using the restroom
- Any other times during the day when it is reasonably convenient for Rocketeers to wash their hands -- e.g. after PE, after Recess, any other time they'd be near a restroom

If it is not possible to wash with soap and water at these times, students can use hand sanitizer instead, though this is not fully as effective.

HAND SANITIZER USE

Though washing with soap and water is the best way to remove the virus from hands, we will also use hand sanitizer regularly throughout the day as an additional opportunity to disinfect hands. We will mount a contactless hand sanitizer dispenser inside the door in each classroom and other frequently-used room (e.g. SL office, staff room, etc.), and also purchase enough bottles of sanitizer for each classroom to have one for them as well. Students and staff will need to sanitize their hands:

- On their way into the building
- Any time they enter the classroom or other room
- Any time they exit the classroom or other room
- After breakfast
- After lunch
- When putting on and removing face masks (often this will coincide with entering/leaving the room)
- After any extended period when they haven't had a chance to wash hands

Cintas can install these hand sanitizers for free in every classroom and other often-used space (building entrance, staff room, offices, etc.) as long as we keep purchasing refills from them, which they will restock into our supply closet every week. Ops Specialists or others need to put the refills into the actual sanitizers.

We can also rent freestanding hand sanitizer stands to use at entrances (so every adult and student sanitizes on the way into the building upon arrival), outside in the PE area, etc.

STUDENT LOCATIONS

Students (and adults) should maintain a physical distance of 6 feet wherever possible. This means that desks should be spaced six feet away, measured from the middle of the desk, wherever possible. (Desks can be a bit closer if needed to fit in the classroom, but they should be close to 6 feet apart.) Desks should be all faced in the same direction in order to help prevent droplets from one person's breathing from carrying virus to someone else.

We will strive to have students stay in the same location as much as possible. This means:

- Each student will stay in one classroom with a stable set of classmates for most of the school day (including lunch)
- Each student will have one desk only used by him/her for the week

We should remove rugs from classrooms, even if there is space for them. Rugs cause students to touch the ground, including in places others have stepped and may have tracked the virus. They are much harder to truly disinfect than hard surfaces. And it is harder to ensure that Rocketeers are maintaining physical distance and facing the same direction while on a rug.

There cannot be any type of Lost & Found, so all adults should put extra effort into helping students keep track of their belongings. Items must be removed from the building daily.

Each school should define a separated area for students with symptoms to wait for parents or guardians to pick them up. This should ideally be close enough to the front office that the Office Manager can “keep an eye” on the student; while we want to limit potential virus transmission, we do not want a student with symptoms to feel “locked up” in a room away from other people for an extended period. Any staff member supporting a student with symptoms is encouraged to wear a face shield and/or disposable gown in addition to their mask.

QUEUEING (LINING UP)

We will place decals on the floor to show what a safe (6-foot) distance looks like, with clear indications that people should stand on each decal, with one person per decal. These should be placed anywhere people queue (line up), such as:

- In the front office
- Outside the door to the front office
- Outside each restroom (student and staff)

MOVEMENT THROUGH THE SCHOOL

We will have many fewer student transitions than usual, given that students will stay in one classroom throughout most of the day instead of rotating locations. However, sometimes classes will need to “move together” (e.g. to PE or to the restroom to wash hands), and other times individual students or adults will be moving through the school alone. To make this as safe as possible, we will take measures such as:

- There should be one point of entry to the campus all day and throughout all systems and the entrance needs to be staffed to ensure a health screening happens before entering campus.
- Have no more than one person in an elevator at once, or two if required to accompany a student
- Separate into “up” and “down” stairwells wherever possible, with clear signage
- Floor stickers in classrooms, hallways and stairwells should be placed to show adults and students where to stand to maintain 6 feet of distance.
- Take any other measures we can think of to ensure physical distancing is maintained

BATHROOM SYSTEM

- Focus should be on scheduled all-class bathroom breaks
- A bathroom should be used by 1 student at a time (1 out, 1 in)- schools will need to create a system for monitoring “1 out, 1 in” for student bathrooms
- For kids who need to use the restroom outside of the bathroom breaks, the campus comes up with a plan to either 1. Escort individual Rocketeers or 2. Monitor bathrooms
- Rocketeers should not use the bathroom on their own without a monitor, as it will be impossible to ensure physical distancing
- Each bathroom must have a cleaning bin (gloves, disinfectant spray & paper towels) for adult use only
- Each time a teacher takes their class to the bathroom to wash hands, the teacher or another staff member should wipe down the bathroom fixtures afterward with disinfectant and paper towel

WATER

All water fountains must have a bag over them, with a sign saying “Not in use” or something similar. Otherwise, this is a hotbed for virus transmission, given students touching their mouths to the fountain, dribbling water that has touched

their mouths back into the fountain, and even just breathing on the fountain while drinking. It is critical that Rocketeers and staff have access to water throughout the day.

Campuses will need to determine how they want to make sure their Rocketeers have access to drinkable water:

- Option 1: Ask Rocketeers to bring their own filled water bottles from home daily/weekly. If a Rocketeer needs more water during the day the campus could:
 - Have a system for using sinks to refill water
 - Have gallons of water or smaller plastic water bottles on hand to refill water
 - [Have a water bubbler/dispenser installed](#)
 - [Install standing water dispensers from Cintas](#) (~\$40/month), located somewhere with access to a water hookup and power.
 - A system would need to be in place to ensure that only adults are refilling bottles, and that they are very careful not to touch the mouth of a bottle to the dispenser, as this can spread germs. Any dispenser should also be disinfected regularly throughout the day.
- Option 2: Provide plastic water bottles for Rocketeers each day or as needed.

SHARED ADULT EQUIPMENT

Encourage schools to consider having only 1-2 assigned users for each of the following pieces of equipment to avoid sharing germs touching them:

- Poster printer
- Laminator
- If feasible, copy machines

Either way, we should keep disinfectant wipes next to each piece of equipment to allow staff to wipe them down after use

USE OF COMMON SPACES FOR ADULTS

Any space that could hold multiple adults (SL office, Staff Room, etc.) should be clearly labeled with the maximum room capacity based on the square footage and a need to respect a physical distance of 6 feet between people. We can mark shared tables/desk spaces with tape to show where to sit to allow for the 6-foot distance.

DAILY ROUTINES

This section provides guidance on planning for our daily routines when students are on campus.

Launch and Landing

Option 1: Classroom launch for all students (also live streaming on FB live)

Option 2: Rotational launch- You can utilize your common space launch area (outdoor/gym/cafeteria) on a rotational basis. You can have as many children as your space permits as long as students are 6 feet apart and wearing their mask. (Though the 6-foot spacing would be in place, students are likely to move around a bit during launch -- and singing/chanting does spread droplets more than regular speech.) The 6-foot spaces must be shown with floor tape or chalk to ensure safety. This would require 2 SLs to lead launch: 1 indoor SL & 1 outdoor SL. Could rotate groups daily or weekly. (Live streaming for the virtual kids)

Arrival

[Please use this Arrival/Dismissal System Checklist to self-audit your system during COVID-19.](#)

We will need to adhere to the physical distancing guidelines set by local officials in each region (or national Rocketship

guidance, if we decide to that). All school leaders will be expected to staff these systems throughout the school year. A school leader can greet each child, but with maintaining physical distance. School Leaders can not touch students, as they normally would with a hand shake, hug, high-five.

- All staff temperatures will be checked before student arrival begins (staff temp check station should close no later than 7:10am).
- Arrival staff must have a list of Rocketeers & Staff who can not be on campus and include the approved return date and/or documentation required to return (refer to the What to Do When Confronted with COVID-19 Diagnosis, Symptoms, or Exposure section of this playbook for guidance)
- In the car line, staff will open car doors if needed, do the health screening (see “Health” section above), and then move back 6 feet to allow students to exit. Students will close their own car door.
- If the student doesn't pass the screening, he/she can just go right back home with the parent, following our protocol in the “What to Do” section above.
 - If a student arrives without an adult and does not pass the health screening they will be sent to the isolation room and their family will be contacted. If the parent cannot be contacted or cannot pick up the student right away, the school will continue calling emergency contacts until the Rocketeers is picked up.
- All students and staff sanitize hands as they enter the launch area/building. Freestanding sanitizer dispensers are being ordered for each school and should be placed at the entrance to launch.
- Late students: Late students will form a line adhering to the physical distancing guidelines. Recommend marking 6 foot separation lines on the ground, similar to a grocery store, for this line.
- Stagger arrival times in order to (a) support physical distancing on the way into the building, and (b) make it possible for students to wash hands with soap and water (not just sanitize) before touching their desk and their breakfast with dirty hands. Staggering could be done by last name.

Dismissal

[Please use this Arrival/Dismissal System Checklist to self-audit your system during COVID-19.](#)

- All dismissal is to be held indoors in classrooms. Students should be dismissed from their desks. When called, a student will place their chair on top of their desk.
- **We will use car line pick-up only** unless there are extenuating circumstances. Parents will indicate on orientation documentation if they do not have access to a vehicle and need to walk for pick up. Walker cards will only be given to families who do not have the option to drive.
 - Schools should be prepared for an anticipated increase in the number of families picking up by car.
- This will require an “all hands on deck” situation with staff. Everyone will have a role.
- Schools should increase the amount of staff in the hallways to ensure the “safe” flow of students to their cars and to make sure students go straight to the dismissal area without mingling with other students.
- In the dismissal area, students should line up 6 feet apart (marked on ground).
- Late Pick-ups: Parents will not enter the school. This should be a location near the front of the school. One OS should be posted in the front of the school and an additional 1-2 should be stationed with the students. When a parent arrives with their dismissal card, OS walkies the other OS who is with the children to send the child to the front.
- Afterschool programs must follow all Rocketship dismissal protocols

Cleaning protocol before/after meals

Staff will oversee students in disinfecting their desk space before and after eating. This will be done with a product called [Pure Hard Surface cleaner](#), provided by Solutex.

How to Use:

- Teacher will spray product on desks
- Product will kill all germs, including COVID19, in 1.5 minutes
- The product is optional to wipe off (or can let air dry)
- Product is safe for children and for use on eating surfaces.

NOTE: All disinfectant products should be only used by adults and kept out of student reach.

Breakfast

[Please use this Breakfast/Lunch System Checklist to self-audit your system during COVID-19.](#)

- If at all possible, all students wash hands with soap and water on the way into the building prior to eating breakfast, as this is much more effective against viruses than hand sanitizer alone. If not, at a minimum they should sanitize on the way into the building and into the classroom -- in case they touched any railings or anything else in between.
- All breakfasts will be unitized (i.e. delivered by the vendor in one package per student)
- Before serving breakfast, teachers must sanitize their hands and then put on a clean pair of gloves
- Teachers place breakfast on student desks ahead of time (no lines)
- No parents allowed for breakfast set up
- If there is reason to believe that student desks have been contaminated since being disinfected the night before, they should be wiped down before eating breakfast (see cleaning protocol above)
- Students must stay 6 feet apart, seated in their desks while eating.
- No sharing buckets. All waste goes in trash.
- Clean-up procedure (same as lunch): staff will teach the clean-up procedure the first week of school. Students will be called one by one to clean up. Students will line up on Xs in front of trash can and take turns throwing away meals
- Each student must sanitize hands before returning to his/her desk and then ideally not touch the desk until it is wiped down
- Teacher leads students in disinfecting and wiping down desks after breakfast (see cleaning protocol above)
- SLs frequently check that teachers are following appropriate protocols

Lunch

[Please use this Breakfast/Lunch System Checklist to self-audit your system during COVID-19.](#)

- Lunch proceeds on a largely normal bell schedule
- All lunches occur in the classroom
- Rocketeers who bring lunch from home need to store it at their desk during arrival.
- Teacher leads students wiping down tables before lunch begins (see cleaning protocol above)
- Students are brought to a sink to wash their hands with soap and water for 20 seconds
- All components of lunch need to be pre-plated on one boat.
- Distributing lunches:
 - Option 1: If possible, lunch is out on desks before Rocketeers come back from washing their hands. (have to put on the desk when kids are NOT in the room)
 - Option 2: If this is not possible, Rocketeers pick up their lunch from a cart one by one while wearing their mask and maintaining 6 feet of space between them and others.
- Students stay at their desk for the duration of lunch
- Lunch Clean-up Procedure
 - 1. Put all trash on your tray
 - 2. Wait for me to call on you to stand up
 - 3. Walk to the X, wait until your told to move forward
 - 4. Throw all trash away in the trash can

- 5. Sanitize hands
- 6. Walk back to your desk when I tell you to
- Each student must sanitize hands before returning to his/her desk and then ideally not touch the desk until it is wiped down
- Lunch staff sprays each desk with disinfectant when the student stands up to go throw away their trash, and leads students wiping down desks after the dwell time has passed (see cleaning protocol above)
- Schools run meal distribution for families not attending school that day. This will occur from 8:30-9:30am via the car rider line and will be staffed by 1-2 Ops Specialists depending on need. Each family receives one breakfast and one lunch for each student. Schools should make sure to allot additional prep time for staff to have this ready.

Recess/PE

[Please use this Recreation Time System Checklist to self-audit your system during COVID-19.](#)

[Updated 3/31/21] If your campus would like to bring back the use of the playground and equipment you may.

Rocketship is permitting the use of playgrounds and equipment during recess & physical education. Rocketeers will adhere to mitigation strategies before, during, and after use, This is a welcome step for returning to school safely as playing outside is important for student's social-emotional well-being.

What this will look like on the playground:

- We will be limiting the use of the playground to one cohort at a time to support physical distancing.
- Rocketeers must sanitize their hands immediately before and after using the playground
- Rocketeers must wear masks while using the playground
- Rocketeers will be supervised while using the playground to ensure safety and adherence to mitigation strategies
- Rocketeers should keep some distance between each other to the greatest extent possible, staff will be supervising to support in this.

What this will look like in the pavement/grass area:

- Rocketeers must wear masks when playing
- The distancing that is happening at recess should mirror the physical distancing inside the building.
- Schools can utilize "play circles" if helpful.
 - "Play Circles" are clearly defined play areas using chalk, floor tape or non-permanent spray paint (on grass)

What this will look like for shared equipment:

- Cohorts have their own set of recess equipment that is identifiable by class.
- The equipment used will be nonporous and easy to disinfect (ex. plastic or rubber, not cloth or sponge)
- The equipment will be used individually (hula hoop, jump ropes) or in pairs with "foot use" only (soccer balls).
- BOMs will ensure custodians disinfect the cohort's equipment each evening using the Electrostatic sprayer

Things to keep in mind as you plan your outdoor play time:

- Rocketeers must wear masks during any outdoor play time, with others
- Classes that have outdoor recess/PE will need to have staggered transition times
- Rocketeers should bring their water bottle to recess, water fountains cannot be used (see "Water" section above)
- Restroom breaks the last five minutes of recess/PE block.
- Most games will consist of exercises, calisthenics, contactless obstacle courses, and relays in order to

- encourage physical distancing, when possible
- Each BOM will designate the line-up area for each recess zone with pre-marked Xs. At the end of recess/P.E, students will go through a typical recess/P.E landing, but asked to line up on their X

Rocketship Events

Events that bring groups of people together increase the risk of spreading COVID-19. At Rocketship, our goal is to bring all Rocketeers who want to be on campus back by Fall 2021. To do that we need to focus on keeping our communities safe and limit group gatherings to stop the spread.

Whenever possible events should be held virtually. However, we do have some flexibility to hold events in person this spring as long as they are thoroughly planned, and also receive approval ahead of the event. **All in-person gatherings must be approved by your Executive Director, Director of Schools, and Regional Director of Operations prior to the event.**

[Follow the Guidelines & Approval Process for Rocketship Sponsored Events During COVID-19](#) for staff and family events in order to get your event approved.

In-person recruitment and enrollment tours are permitted, but must follow Rocketship's [Guidelines for In-person Recruitment & Enrollment Tours](#).

STAFF PROTOCOLS

Staff travel

We discourage nonessential travel, especially to high-risk areas. Staff no longer need to quarantine after travel except if regions where quarantine post travel is required by local government authorities. Instead, we are implementing three new protocols to reduce risk:

- Providing **regular on-campus COVID testing** for all staff who spend any time on site
- Building a **“buffer period”** into school calendars after each significant break before students are back on campus, along with an on-campus opportunity for staff to be tested five days after the end of the break
- Providing more **education and resources** to staff regarding COVID transmission to help support and empower our team to reduce their COVID risk outside of work

NeST staff on campuses

To limit exposure to students and staff, we are striving to eliminate non-essential visits to campus from individuals who are not regular members of the school community. Interactions should be limited to things that must occur on campus (e.g. observations, direct student work, modeling.) In planning time on campus, NeST staff should reduce the number and intensity of interactions and comply with all protocols related to PPE, handwashing expectations, etc. When on campus, follow all protocols, including avoiding groups of adults being near each other (i.e. typically no more than 1 adult in an SL office, 2 in a classroom, 3 in a Learning Lab.)

Guidance for specific staff groups is based on the fact that in a situation where someone is confirmed to have COVID, contact tracing would go back 72 hours. All “close contacts” within that 72-hour window would need quarantine for 14 full days, even if they were to receive a negative test themselves.

Guidance for Specific NeST Groups			
Please notify the school's Campus COVID Lead in advance that you will be visiting their campus			
Category	Sample roles included	School visit protocol	Sample Schedule
Category #1: Related Service Providers	Evals: Psychs, SLP; OT; APE	Evaluations: No more than 1 campus in a day. No more than 2 campuses in any 72-hour period. No more than 3 campuses in a week. <i>(Same as Category #2, below.)</i>	If needed, an RSP could visit one campus for evaluation purposes on Mon/Tues, another on Wed, and a third on Fri
	Service Provision: SLP; OT; APE	Service Provision: Due to closer contact with students than experienced during evaluations, different protocols apply. Serve no more than 1 campus and 2 cohorts in person in any 72-hour period, with the rest served virtually.	If needed, an RSP could serve one campus in person on Mon/Tues, and another on Fri -- with only virtual service provision Wed/Thurs to avoid visiting two in any 72-hour window
Category #2: Other NeST staff in roles that require direct on-site support	DOS; RDO; IT Technician; Facilities Maintenance Tech; Program Specialist <i>Note: If you have a different role and believe you fall into this category, please confirm with your manager and then email Carolyn Lynch and Lynn Liao for approval</i>	No more than 1 campus in a day. No more than 2 campuses in any 72-hour period. No more than 3 campuses in a week.	If needed, a staff member could visit one campus on Mon/Tues, another on Wed, and a third on Fri
Category #3: Other NeST staff	Achievement Manager; HRBP; Any SOSA supporter; Anyone with a one-time need to be on a campus	No more than 1 campus in any 72-hour period.	If needed, a staff member could visit one campus on Mon/Tues, and another on Fri.

Adult Warnings for not following COVID Protocols

We won't be perfect, but we do need to try our hardest to follow these procedures. It is important that we all hold each other accountable when we see slip ups happen. When on campus following the protocols are required to keep each other safe, if you do make a mistake you should expect to receive feedback in the following ways.

1. **First warning.** Verbal in-the-moment feedback from COVID Lead, a School Leader, or your manager. E.g.: "Please always make sure to cover your nose with your mask"
 - a. The staff member needs to make sure to solve the problem. E.g. Do you need a different mask? Ask for a disposable one for the day.
2. **Second warning.** Formal email to staff member and manager to make sure the staff member really understands the change that needs to be made in order to keep us all safe.
3. **Third warning.** Further follow-up to ensure unsafe behavior does not continue on our campus. This could include further discussion of the issue, more individual training, a "pause" from being on campus, and/or other steps.