

SOCIAL DISTANCE POLICY

BROOKFIELD SCHOOLS wants to assure its school community of its continued commitment to maintaining a safe and healthy educational environment by implementing numerous safety measures designed to protect you and prevent the spread of COVID-19. As part of those efforts, we are implementing a Social Distance Policy.

Importance of Social Distancing

The Centers for Disease Control and Prevention ("CDC") has found that one of the most effective ways to prevent the spread of COVID-19 is to limit face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority ("OSHA") similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distance Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread.

It also is noted that in order to ensure proper social distancing practices, the building as well as the classrooms may go through physical alterations. Specific locations typically intended to facilitate the gathering of large groups may be closed in the interim for safety. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet or two arms' lengths) for at least 10 consecutive minutes.
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from his/her mouth or nose get in the air and land in, or are carried to, the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. In order for social distancing measures to be effective in this new environment, each employee and student must cooperate and comply with all social distancing requirements.

Social Distancing Requirements

This policy applies to all areas of BROOKFIELD SCHOOLS's premises, as well as all school sanctioned transportation, events, and extracurricular activities.

NOTE: The Social Distance Policy is not a substitution for, and does not, in any way, modify, companion policies requiring individuals to stay home when they have symptoms of illness.

(1) Hand Hygiene and Personal Protective Equipment ("PPE")

- Employees and students must wash (for 20 seconds with soap and water) or sanitize hands upon arriving on the premises, upon moving into a new area of the premises, before and after eating, after coughing/sneezing/blowing noses, and after using the bathroom. Employees and students must wash or sanitize their hands after removing gloves or after directly handling used food service items. Proper hand hygiene will be enforced throughout the school building through signage and reinforced by administration. Administration will ensure that antibacterial soap and water and hand sanitizer containing 60% ethanol are available in various locations throughout the premises, including at each entrance and exit of buildings, in each classroom, and near lunchrooms and bathrooms. Children under age 6 will be supervised while using hand sanitizer.
- Employees must wear cloth or other approved face coverings that cover the mouth and nose, and other appropriate PPE, as set forth in the PPE Policy.
- Staff and students must cover coughs and sneezes with a tissue. Used tissues must be thrown in the trash and hands washed immediately with antibacterial soap or sanitized with hand sanitizer containing 60% ethanol. Where practicable trash cans will be no-touch/foot-pedal trash cans.

(2) Physical Contact and Space

- Employees and students must maintain a distance of two meters¹ between themselves and others, at all times, to the extent practicable.
- Physical contact (including but not limited to handshakes, hugging, high fives, fist bumps, elbow bumps, games involving touching or tagging, etc.) shall be strictly limited and discouraged. Age appropriate behavior by students should not be punished, but faculty and staff must model appropriate social distancing and remind students of the importance of social distancing.
- Classes, including students and faculty, will be assigned to cohorts or small groups not exceeding the number required by applicable state and federal agency guidance. These groups will avoid intermingling.
- Properly spaced seating arrangements will be made in each classroom. Seating/desks will be spaced at least six feet apart when feasible. Desks will be turned to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart. Learning stations and activities will be modified as applicable so there are fewer students per group, placed at least 6 feet apart if possible.
- Gatherings of students larger than the number of students permitted in a single cohort will track state law guidelines for indoor gatherings, will be held outdoors when practicable, and will

¹ This is approximately 6.56 feet. This distance has been recommended by the CDC's "Operational Considerations for Schools," issued August 25, 2020.

proceed only if they can be conducted in accordance with social distancing and hygiene requirements.

- Field trips, community-based instruction and extracurricular activities will be held in accordance with state law guidelines for the particular activity. If no applicable guidance has been issued, such activities will be held only in the event that they can be conducted safely and in accordance with social distancing and hygiene requirements.
- Any external community organizations that use school facilities will be required to follow school procedure and health and safety protocols.
- Meetings where the number of people expected to attend exceeds the number permitted under the State's indoor gathering guidelines will be conducted virtually or outdoors until further notice. Virtual meetings continue to be encouraged. In-person meetings should take place only where consistent with business necessity. Employees attending in-person meetings must remain two meters apart and wear cloth (or other approved) face coverings. In-person meetings must take place only in locations where there is enough space for all present to maintain proper social distancing.
- Close communal use spaces in which proper social distancing cannot be maintained will be closed for their normal purposes, and will be utilized for alternate purposes during this time. Mealtimes will be held in each respective classroom.
- Employees may not use shared appliances such as coffee makers, refrigerators, or microwaves until further notice. Employees may take breaks in their classrooms or outdoors. Non-exempt employees are not permitted to do work during their lunch breaks without prior written approval from their supervisor.
- Hallways will have signage both on the walls and on the floors indicating a flow of traffic that will encourage proper social distancing.
- Multiple entrances and exits, and in some instances, staggered arrival and departure times, will be utilized to prevent crowding during arrival and dismissal.
- Use of shared spaces that must remain open (entry ways, restrooms) shall be carefully controlled to ensure that children and staff maintain at least two meters of separation from children or staff from other groups
- Barriers and partitions will be placed at specific locations, such as between bathroom sinks, to prevent the spread of germs.
- Outdoor play time on shared playgrounds shall be staggered to prevent mixing between groups. Space will be partitioned and clearly delineated to keep groups at least two meters apart. Sharing of outdoor equipment will be discouraged, and the outdoor equipment will be disinfected in between use by each group of cohort. Children and staff must wash their hands upon returning from outdoor play.

- Where feasible, students and employees who use public transportation or ride-sharing to get to school should arrange to use forms of transportation that minimize close contact with others. Student and employees who use public transportation should follow CDC guidance to protect themselves while using public transportation.²
- Parents and caregivers will not be permitted to enter the building at pick-up and drop-off. There will be signs noting where parents and caregivers must wait, if they do not wait in their cars, and they must remain at least two meters apart from other persons. Parents and caregivers are required to wear cloth face coverings that cover the mouth and nose during pick up and drop off times.

(3) Shared Items and Supplies

- Sharing of student supplies and other items used by students will be strictly limited. The school shall supply art and other supplies to preclude the need for sharing of items, and items will be provided to each student in separate containers and sanitized between uses. Student belongings shall be kept separate in individual storage bins, lockers or cubbies and those areas will be disinfected at the conclusion of each school day.
- Sharing of food among students is prohibited. When food is served, it must be served to each individual student, using separate plates, bowls, cups, utensils, etc. Until further notice, there must be no "family" or "buffet" style serving of food or snacks. Any individual who handles used food service supplies must wear gloves and must wash hands immediately after removing gloves. If disposable items are not feasible or desirable, ensure that all non-disposable food service items and equipment are handled by staff with gloves and washed with dish soap and hot water or in a dishwasher.
- Students will not be permitted to bring in outside toys, other than, in specific circumstances to be pre-approved by an administrator, one comfort item that will remain on the premises for the duration of each week. Toys used by students must be used only by one designated group of students at a time, and must be sanitized in between uses. Toys that come into contact with bodily fluids must be removed from the play area by an employee who is wearing disposable gloves, and sanitized immediately.
- Employees are not permitted to share personal office supplies or equipment, and should notify Dr. Kiernan if they need equipment that was previously shared, such as staplers, scissors, or other personal office equipment. Employees should wipe down/sanitize their work surfaces including tables, desks, computers, screens and printers at the beginning and end of each work day.
- Employees must limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. Employees must consult posted notices regarding social distancing and sanitization in connection with the use of such equipment, should maintain a six foot distance from others while waiting to use the equipment,

² CDC guidance on public transportation is located here: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

should sanitize hands before and after use, or use disposable gloves, and should use disinfectant wipes to disinfect equipment before and after use. Hand sanitizer, disinfectant wipes, and disposable gloves will be available near all shared equipment. Departments also may designate a specific person to be responsible for using the equipment, to avoid high traffic in the areas where the equipment is located, and to limit the number of people who access the equipment.

(4) Visitors

- Visitors to the premises will be strictly limited in accordance with the Visitor Policy. All visitors permitted to enter the premises in accordance with the updated visitor policy must comply with the Social Distance Policy in addition to other policies.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. BROOKFIELD SCHOOLS reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

No Restriction on Concerted Activity

No provision of this policy is intended or should be construed to limit or restrict employees from communication with one another, including with regard to terms and conditions of employment, and their work environment.

Enforcement

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment.

Reporting and Non-Retaliation

Any employee who witnesses or becomes aware of any other employee's or individual's violation of or failure to enforce this policy, must report them to a direct supervisor or NEMR HR immediately. Employees who fail to report violations of this policy may be subject to discipline, up to and including termination of employment.

BROOKFIELD SCHOOLS prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and the school will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

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