



MASE Facilities Safety Protocols

Area	Safety Guidelines	Next Steps
Parking Lot	<ul style="list-style-type: none"> All families stay in the car when dropping off their child, unless there is an extenuating circumstance where they need to enter the building. If parents enter the building, they adhere to the front office safety guidelines listed below. All buses must follow their company's policies and MASE's social distancing guidelines as students exit the bus and walk into the parking lot/ school. 	<ul style="list-style-type: none"> Schools determine driving routes in the parking lot. Schools receive info from bus companies about what their current policies are for social distancing on buses. (ex. 1 child per seat or temperature taken before getting on the bus)
Entrances/ Exits for staff/adults	<ul style="list-style-type: none"> All staff, students and visitors must enter Building A's main entrance. Upon arrival, staff, students and visitors will go through the screening process and have their temperatures taken. 	<ul style="list-style-type: none"> Place Tape (X's) outside of entrance/exit. Post safety guidelines on entrance/ exit
Entrances/ Exits for students	<ul style="list-style-type: none"> Upon arrival, students will use Building A's main entrance only. During dismissal, students in the A building will be dismissed from the side doors and the main door. Students in the C building will be dismissed from either door. 	<ul style="list-style-type: none"> Place Tape (X's) outside of entrances/ exits Post safety guidelines on entrance/ exits
Front Office	<ul style="list-style-type: none"> All staff and visitors must wear masks. All staff and visitors remain 6 feet apart. (use floor decals) Staff will wipe down the office as needed. Plastic dividers have been placed in the main office. 	<ul style="list-style-type: none"> Create sanitation station with materials (hand sanitizer, gloves, etc)
Conference Rooms	<ul style="list-style-type: none"> All conference rooms will be off limits. Conferences will take place virtually. 	<ul style="list-style-type: none"> Rearrange conference room to space chairs 6 feet apart, mark with tape Determine maximum occupancy for conference room
Admin Offices	<ul style="list-style-type: none"> All conferences will remain virtual. If Admin assistance is needed, conferences will take place virtually. 	<ul style="list-style-type: none"> Rearrange office spaces to space desk + chairs at 6 feet apart, mark with tape Determine maximum occupancy for each space

Cafeteria	<ul style="list-style-type: none"> ● The lunch period will be split into two lunch sessions: a middle school lunch period and a high school lunch period. <p>Please refer to the in-person master schedule.</p>	<ul style="list-style-type: none"> ● Floor decals are placed in the cafeteria 6 feet apart for the lunch line ● Seating is organized within the CDC guidelines.
Hallway	<ul style="list-style-type: none"> ● Students and staff do not use the hallway water fountains. Instead, everyone is able to bring water bottles. ● All students must transition to the right side of the hall. ● All students and staff are to stay 6 feet apart in the hallway. ● No socializing or congregating in the hallway. 	<ul style="list-style-type: none"> ● Principals create expectations for use of water bottles during class. ● Principals create routes for one-way hallways at each time during the school day. ● Floor decals are placed in the hallways for 6 feet apart.
Restrooms	<ul style="list-style-type: none"> ● Soap dispensers, paper towel dispensers, and sinks should be automatic (if possible) - if not automatic, provide students with easy access to supplies to limit contamination. ● No more than 2 students in the bathroom at a time. 	<ul style="list-style-type: none"> ● Floor decals are placed 6 feet apart outside the restroom for whole-class restroom breaks ● Train students in handwashing procedure and post signs with picture guides ● Determine maximum occupancy of restrooms ● Plan for longer bathroom breaks in the schedule
Classrooms	<ul style="list-style-type: none"> ● No more than 12-15 students in one classroom and all desks placed 6 feet apart. If using tables, students must be six feet apart from each other ● Social distancing requirements remain during transitions. ● When giving feedback, teachers must remain socially distant from students. 	<ul style="list-style-type: none"> ● Classrooms rearranged and measured to place desks and rug spots 6 feet apart ● Xs are placed 6 feet apart inside the classroom when transitioning to different areas of the room ● Kidney tables for small group instruction are taped with spots 6 feet apart ● Rugs in K-1 classrooms are taped with spots 6 feet apart
Sick/Isolation Room	<ul style="list-style-type: none"> ● The sick room will be used for students and staff who are sick AND/OR exhibiting COVID 19 symptoms. ● Students and staff will be monitored. 	<ul style="list-style-type: none"> ● Align with the school nurse
		<ul style="list-style-type: none"> ● Designate isolation room ● Have an adult ready to manage the sick room if the nurse is needed for the isolation room