



Classroom Set-Up for Re-Opening Guidelines

To ensure the safety of our faculty, staff and students, the classroom set up will look different for the 2020-2021 school year. We will need you to rethink the physical classroom space design in a way that creates a safe environment that will help enhance learning outcomes. In order to do so, the following guidelines need to be considered:

Classroom Set-up & Social Distancing:

- Increase space between students by rearranging seating to maximize space between students to be 6 feet or greater. If the physical space in your classroom does not allow for spacing students' desks 6 feet apart, space desks as far away as possible and require masks at all times in the classroom for students and staff. All desks should be arranged so students' seats face the same direction.
- Model creating space between students/staff and avoid unnecessary contact or movement within the personal space of 6 feet. Place markings on the floor as a reminder of areas that are 6 feet apart for instruction. Classrooms will need to utilize tape to create circles for student desks, materials, or designated teaching areas. Please see the diagrams below indicating spaces that have been created using circles to tape off areas to create social distancing.
- It may be necessary to have small groups pull up a chair rather than use a specific table if space does not allow for it in order to accommodate the six feet between desks. Masks would need to be utilized during this instruction and other guidelines followed.
- Teachers should have a 6 foot open space upon entering the classroom. Tape needs to be used to indicate the flow within the classroom. This will serve as a great visual for movement within the classroom.
- Maintain a social distance of 6 feet in hallways during arrival and dismissal.
- Maintain a social distance of 6 feet in common areas such as bathrooms or create barriers between sinks/stalls.
- Any extra furniture that needs to be removed should be placed in the hallway and labeled with your name and classroom. Use tape to mark off any unused desks and place extra chairs in the hallway (labeled). Extra items will be placed in storage. Any chairs that have soft surfaces, including teacher chairs need to be removed as well.
- Keep windows shut so HVAC and bipolar ionization can work and do what it needs to do. Open windows and doors while systems are working makes the system work harder and prevents it from doing its job.

Classroom materials:

- Each child should have their own materials that no one else uses. If anything has to be shared, it has to be cleaned between use. Use of shared materials should be as limited as possible. Students will have their own personal box or pencil pouch with their individual supplies. Supplies needed for special classes will be dispersed so that students have their own materials to use during specials classes. Supplies will be stored in student desks or lockers.

Student belongings:

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, lockers or other designated areas.
- Lockers will need to be assigned so that students do not have another student beside them or below them or they will need to be directed to go to lockers at separate times. The more spacing that can be created between lockers for personal belongings, the better. For example, if you have a classroom of 14 students and 30 lockers (15 on the top and 15 on the bottom); assign 7 on the top with one empty locker in between and 7 on the bottom with an empty locker in between (off set the bottom row by one so that students do not have locker immediately above or below).

Classroom PPE:

- Each classroom will be given a PPE supply kit that will contain masks, gloves, floor tape, and any other necessary items for helping maintain the safety of your environment.
- Paper bags will be provided for students to store masks throughout the day when they are able to maintain 6 ft. social distancing. Labeling bags and masks will be necessary.

Cleaning and Disinfection (Classrooms will be provided the necessary cleaning and disinfecting supplies needed for wiping down surfaces within the classroom):

- Clean and disinfect frequently touched surfaces within the classroom, specifically when students leave the classroom, after eating lunch, and at the end of the day or as needed throughout the day. Cleaning and disinfecting products should be stored in a safe area away from students.

Classroom Set-up Videos with great suggestions:

<https://m.youtube.com/watch?feature=youtu.be&v=0G6eb1LSoUg>

<https://m.youtube.com/watch?feature=youtu.be&v=F3SPRuD69XU>

<https://m.youtube.com/watch?index=4&t=0s&list=PLZTYHUY2zirE3vGcFUJMjlu1cmnx0toXP&v=YI7t76c347o>

Single classroom (800 sq. ft.)

Pre-pandemic capacity: 24 desks (33 sf/student)
 Pandemic capacity: 12 desks (66 sf/student)

The numbered strategies below reference the AIA Re-occupancy Assessment Tool framework.

3.2.2 Remove non-essential furniture, equipment, and instructional materials to increase floor area and ease of cleaning

3.9.8 Enhance acoustic treatment to students can hear and be heard through masks (ceiling application in this example)

3.2.1 Stagger desks where possible and position to face the same direction

3.4.5 Map the floor surface to delineate circulation and/or furniture location

3.2.1 Provide or retrofit locking casters to limit furniture mobility where mobility could pose an issue for physical distancing

3.7.6 Provide conferencing and "shareware" software to facilitate remote learning



3.5.4 Provide touchless handwashing hygiene station near door

3.5.5 Provide touchless drinking water dispenser

3.4.2 Post hygiene, cleaning and sanitizing signage where staff and students can easily see it

3.2.4 Ensure additional touchless trash cans are placed near entrances



HS TYPICAL LAYOUTS - COVID

TENTATIVE Student Numbers by Room:

PK 2A	10-12
PK 2B	10-12
PK 3A	10-12
PK 3B	10-12
PK 3/4	10-12
PK 4A	10-12
PK 4B	10-12
PK 4C	10-12
PK 4D	10-12
PK 4E	10-12
KA	15
KB	15
KC	10
1A	14
1B	14
1C	18
2A	13
2B	15
2C	16
3A	14
3B	17
4A	15
4B	18
5A	19
5B	18
Art	17

Petit	17
Saunier	16
Clements	14
Howard	17
Science	17
Varo	17
Phillips	18
Dombrowski	17
Yost	12