

## Bryn Mawr Elementary School

### Health & Safety Site Plan

<https://brynmawr.mpls.k12.mn.us/>

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## **Arrival to School**

### **School Staff Arrival**

School staff are expected to follow MPS established building entry protocols which include wearing a face covering, unless medical documentation is provided; completing a self-health screening prior to arriving; and maintaining social distancing; 3 feet should be maintained between children as much as possible. All staff are expected to enter through the main entrance and sign the building access log upon entry.

### **Student Arrival Requirements**

Face coverings are required at all times by students as they arrive at school and while at school, unless medical documentation is provided; 3 feet should be maintained between children as much as possible.

### **Car Drop-Off**

**Student drop-off and pick up will be around the back of the school at this time.**

Please follow the signs and cones. This is different from the past. Adults dropping students

off are expected to stay in their vehicles and use the identified drop-off/pick-up spot. Please refer to Bryn Mawr pick-up/drop-off map for specifics and visuals.

## **Student Walk to School**

Bryn Mawr walker will enter and dismiss the building through door 1. A staff member will take walkers from door 1 to the school parking lot entrance.

## **Bus Arrival**

Bryn Mawr will follow established MPS Transportation protocols and expectations. Upon bus arrival, students should be met by a school staff member and exit the bus with a face covering then walk in single file line and socially distanced into the building through door #1.

## **Bus loading and Unloading**

Loading and unloading procedures for school buses is necessary to reduce risk and ensure the safety of all children, as well as school bus drivers. Transportation will mark and color code the exact seat locations for students based on the number riding on each run. Each configuration is to maximize the distance between students with a 6 foot distance between students and the bus driver. A [seating chart](#) will be used to maintain information for contact tracing.

## **Morning loading/ unloading**

- Daily attendance will be taken by the school bus driver as each student enters the bus for contact tracing
- School bus drivers will load the bus filling in the seats starting at the back of the bus on the marked seats only (siblings will sit together)
- Limit two or three students per row based on seating chart
- School bus drivers will have students unload from the bus one at a time from front to back

## **Building access during arrival and dismissal**

Door # 1	Buses 1-6
Door # 3	ECSE Buses
Door # 15	Parent Drop Off/Pick Up & Special Ed. Buses

Wall mounted Hand Sanitizer Dispensers at each entry for student use as they enter the building or return from recess. (Wall mounted Hand Sanitizers are also available at Door #19, #20 & #23 for recess use)

## **Traffic Patterns within Bryn Mawr (Wall and Floor Signage will be Provided)**

Traffic patterns are controlled for social distancing as students/staff move throughout the building.

### **Door #1**

K students entering through Door # 1 will walk on the right-hand side of the hallway to their classrooms. Coats/supplies will be placed in cubbies that are spaced apart with a maximum of 2 students in the cubby area at a time. Staff will bring breakfast into the classroom prior to student day begins.

Grades 1-5 students entering through Door #1 will walk on the right-hand side of the hallway to the stairwell. Grades 3-5 will go up the stairwell on the right-hand side and follow the arrows (circular) on the floor to their classroom. All coats/supplies will be placed in lockers, spaced out with no more than 2 students in a locker bay at one time. Grades 1 and 2 will turn left down the Grade 1-2 hallway to their classroom. Coats/supplies will be placed in cubbies that are spaced apart with a maximum of 2 students in the cubby area at a time.

### **Door #3**

ECSE students will enter Door #3 and walk down hallways and up the stairwell on the right to their classroom. Coats/supplies will be placed in lockers spaced apart with a maximum of 2 students in the locker area at a time.

### **Door #15**

All students dropped of by families and students that ride a Special Education bus will enter Door #15 and go up the stairs, take a right towards the lunchroom grab a breakfast and then:

K students turn left and walk on the right-hand side of the hallway to their classrooms. Coats/supplies will be placed in cubbies that are spaced apart with a maximum of 2 students in the cubby area at a time.

Grades 1-2 students will continue to walk straight on the right-hand side of the hallway to their classrooms. Coats/supplies will be placed in cubbies that are spaced apart with a maximum of 2 students in the cubby area at a time.

Grades 3-5 students will then take a left and take the stairwell to the left to second floor and follow the arrows (circular) on the floor to their classroom. All coats/supplies will be kept in lockers spaced 6 feet apart with no more than two students in a locker bank at a time.

## Late Arrival

Students will enter through the main door, buzzing themselves into the building. Face coverings are required unless medical documentation is provided. The student will check-in at the office before walking to their classroom. Families should call the school to notify the student that they will be arriving late.

## School Site Maps

[INSERT MAPS SHOWING BUS ARRIVAL/ DEPARTURE, PARENT DROP OFF/PICK UP AND ENTRANCES SPECIFIED FOR EACH INCLUDING WALKERS]

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## Dismissal from School

### Student Dismissal Requirements

Unless medical documentation is provided, students must wear face coverings at all times as they depart from school until they are off school property. Face coverings must also be worn while on a District bus or other transportation vehicle; 3 feet should be maintained between children as much as possible.

### Parent/Taxi Pick-Up

Bryn Mawr will continue to have staff monitoring students at designated duty stations; students will be picked up at their designated area **Parent Pick Up/Drop Off is In the Back of the Building**). Kindergarten students will exit the building several minutes before other grade levels at 3:05 to allow additional time to connect parents with students. Teachers will stagger student release based on hallway capacity to maintain 6 feet of social distancing between classroom groups and duty station assignments. **Drivers will need to stay in their vehicle** as students walk to their vehicles from the line-up station.

### Parent Walk-Up

**All Parent Pick Up/Walk Up will take place in the Back of the Building.** Schools will identify a waiting area outside of the building for parents/guardians if they are on foot to pick up their student. MPS Health and Safety Protocols will be required of parents/guardians such as wearing a face covering and maintaining a social distance of 6 feet while waiting in the designated area. Parent/guardians are not to walk up to or wait at the student entry/exit doors. Parents and visitors will not be permitted in the building without an appointment.

## **Student Walk Home**

When walking home, students are encouraged to stay away from non-family members and wear their face covering until they arrive home. Bryn Mawr staff will meet walkers at Door #1 at the end of the day to escort them to the school entrance.

## **Bus Loading**

Designated staff and MPS bus drivers will ensure students exit the school and enter the bus following established MPS Health and Safety Protocols. MPS Transportation will train their staff on expectations and protocols for students boarding the bus. Kindergarten students will exit the building several minutes before other grade levels to allow additional time.

Teachers will stagger students and release them from schools based on hallway capacity in order to maintain 6 feet of social distancing between classroom groups. Staff on duty will ensure social distancing and face covering expectations are followed as outlined in the MPS Health and Safety protocols, as well as MPS Transportation Plan protocols.

## **Afternoon loading/unloading**

- Students will line up in route order outside of bus, social distancing and entering the bus one at a time, filling in the seats beginning from the back in the bus (students who will be dropped last will be seated back in the bus with seated mark, siblings will sit together)
- School bus driver will have students unload one at a time at each stop
- Limit two or three students per row based on seating chart
- Attendance will be taken by the school bus driver as each student exits the bus for contact tracing.

## **Pre-K Dismissal**

Dismissal for pre-k students will be several minutes before other grade levels at 3:05, at the same time as Kindergarten, separated from Kindergarten dismissal.

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## **Early Childhood Special Education (plan in progress)**

- ECSE students will enter and exit the building through door 3
- Staff will get student off the bus, walk them into the building and follow the right hand side of the hallway, up the stairs to their respective classrooms
- PPE will be provide for all staff and students as needed - blue masks, 2 face shields per adult, blue gowns 1 per student during toiletring and as many as needed

- Portable dividers for staff to work with individual students or small groups
- Staff will pick up breakfast/lunch boats of food in lunchroom 1 per child, choices will be made from this assortment
- Spray cleaner and disinfectant wipes will be provided for each teaching space to be used throughout the day
- Manipulatives, toys, any materials students have used throughout the day may be placed on the floor mats provided or the tables for cleaning mid-day and at the end of the day
- Additional trash cans will be provided so that full containers of PPE can be placed outside the classrooms to be emptied by engineers
- Door by the elevator will be look to reduce chance of students moving throughout building
- Door toward the lunchroom closest to door #15 will be locked to reduce chance of movement by students
- Related Services will have specific areas of the classroom designated for their work, they will minimize the number of rooms they will go to throughout the day
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## **In-School Requirements**

### **Movement within School Requirements**

Face coverings are required, unless medical documentation is provided, and social distancing of 3 feet needs to be maintained at all times when moving through the school.

### **Entering the Classroom**

#### **Classrooms**

- Individual teachers may want to arrange their rooms with either desks or tables. Desks and table spots should when possible provide 3 foot distance between students.
- Teachers and classroom staff have prepared classroom seating charts.
- Mats have been ordered for each student. These may be used for sitting on the floor. Each student should have there own mat.
- Custodians will provide each classroom with hand sanitizer and sanitizing wipes.
- Each school will have stations where classroom staff can retrieve spray bottles of disinfecting solution and paper towels if needed. Custodial staff will keep these stations stocked. Signage explaining product and usage will be posted.
- Disinfecting stations will be placed upstairs in Mr. Hill's office and room next to 262.

- Disinfecting stations will be placed downstairs in the staff workroom and the staff lounge.
- Disinfecting stations will be placed in the OT/PT room, room 114 as well as room 120.
- Custodians will check and restock hand sanitizers, hand soap and paper towels throughout the day
- Teachers and classroom staff should make sure hand sanitizers should be stored away, and out of sight of children under six years of age (PreK, K, and Grade 1) and should be used only with adult supervision
- Teachers and classroom staff should limit or remove shared learning tools and materials. Any shared items will need to be disinfected by classroom staff between uses
- Toys that cannot be cleaned and sanitized should be removed by teachers and classroom staff. Examples include cloth books, paper books, games, art supplies (e.g., markers, crayons, scissors), and other learning aids).
- High touch areas such as chairs, desks and doors should be sanitized throughout the day by classroom staff and will be sanitized each night by custodians
- All staff should consider using visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- All classrooms will be fully disinfected by custodial staff at the end of the school day when rooms are empty.
- Portable HEPA filter units will be placed in rooms where we are unable to improve the filtration rate. Teachers and classroom staff should make sure these remain plugged in and operational.
- When students enter classrooms, staff should ensure they enter one at a time, are wearing face coverings, and are social distancing from one another (3 feet); classroom staff will also ensure hand sanitizer is available upon entry.
- Student's personal belongings will be stored or hung in accordance with the teacher's expectations (on hooks or in a designated area or tub). Students are responsible for managing their materials and personal belongings.
- Staff who enter the classroom with the intention of staying and working with students will be required to sign in on the Classroom Sign In/Out Sheet located on a designated clipboard. Daily sheets should remain on the clipboard.

## **Main office**

- Plexiglass dividers have been provided for key public contact areas such as the main office.



- Dividers have been ordered for small group instruction such as Special Education, EL or Interventions and small groups.
- In main office waiting areas, chairs are spaced 6 feet apart.

## **Restroom Use**

**For students in classrooms without a restroom in their classroom:** Students will exit the classroom with permission from the teacher to use a designated bathroom and designated bathroom stall. Students will wash their hands after using the bathroom. Upon returning to the classroom, classroom staff will direct students to use hand sanitizer on their hands.

**For students with restrooms in their classroom:** Students will wash their hands after bathroom use. Established MPS Health and Safety and Cleaning protocols will be followed to ensure cleanliness.

## **Multi Stall Restrooms**

- The number of students allowed into a multi stall restroom at any one time should be limited to 50% of the number of fixtures present.
- Ms. Mia will monitor the bathrooms by the lunchroom between 11:00 – 12:45 except for her lunch coverage 11:35 – 12:05. During this time Ms. Moniqua will monitor the bathrooms. These bathrooms will be closed the remainder of the day. Students in physical education will need to use the restroom in the health office and will use a paper Pass that is thrown away after each use.
- Mr. David will monitor the upstairs bathroom between 9:00 – 11:00 a.m.
- Ms. Moniqua will monitor the upstairs bathroom between 11:00 and 11:30 a.m.
- Mr. Gawienowski will monitor the upstairs bathroom between 11:30 – 12:00 p.m.
- Ms. Bather will monitor the upstairs bathroom between 12:00 – 1:00 p.m. (Cassie 12:30 – 1:00)
- Mr. Hill will monitor the upstairs bathroom between 1:00 – 3:00 p.m.
- Maximum occupancy signage will be posted by building custodian
- High touch areas in common spaces will be cleaned and disinfected throughout the day by custodians
- All bathrooms will be fully disinfected by custodial staff at the end of the school day when rooms are empty.

- All common areas, multipurpose rooms and media centers will be fully disinfected by custodial staff at the end of the school day when rooms are empty

## **Hallway Activity**

When traveling through the school, adults and students will stay on the right side of the hallway, maintain 3 feet social distance, wear a face covering, and walk in one single file. Staff are expected to assist students in following posted signage.

## **Use of Group Spaces**

When using group spaces, staff will follow MPS Health and Safety Protocols, have students wear face coverings and maintain 3 feet social distance between student groups and 3 feet between students within a group.

## **Meal Service**

### **General Information**

Students are allowed to remove their face covering while eating or drinking meals but must immediately put them back on after finishing.

### **Breakfast**

Breakfast will be prepackaged and picked up by students at the designated area as they enter the building during arrival. Breakfast will be eaten in the classroom.

Trash from breakfast should be placed in trash barrels that will be positioned in hallways and pulled by custodians after the first hour of school.

### **Lunch**

Building staff will be assigned to meal supervision, which may include monitoring social distancing, assisting in serving students meals, escorting students to pick up their meals, and cleaning tables and spills between students groups depending on the spaces used when eating lunch. Staff who supervise meal service are entitled to a free meal

- All meals will be pre-packaged in individual per student containers

- Breakfast will be Grab and Go and picked up in front hallway for those entering from doors #1, and by the lunchroom for those entering door #15. ECSE will be picked up from the lunchroom as usual. Breakfast will be eaten in the classroom.
- Teachers will bring students to the lunchroom and seat them at their table/spot. Lunchroom supports will send students one at a time to go to the rack to pick up their lunch and return to their table. Students are to remain seated and raise hand if they need anything. 1 student or adult will move barrels around to collect garbage and bring towels to table for students to wipe up their area. Custodial staff will spray down the tables as well after students exit the lunchroom and between each lunch period.
- Meal boxes and CACFP boxes for students in Distance Learning will continue to be available
- Classes will be scheduled for lunch to maintain social distancing from other classes that are either picking up meals or eating meals in the lunchroom.
- For students bringing their own lunch, students will carry their own lunch boxes to and from the lunchroom.

### **Recess access**

- Recess exit points – through lunchroom doors # 19 & # 20 or door #23 Wall mounted Hand Sanitizer Stations are available
- One grade level is assigned the field for recess, one classroom will be assigned the playground (when available) and one classroom will be assigned the forest/hill area
- Field recess enters building at Door #23 with use of hand sanitizer
- Playground/Field/Forest recess enters building at Door #15 with use of hand sanitizer
- Designated entry and exit points will have wall mounted hand sanitizer dispensers available to students and staff upon reentering the building.

### **Playgrounds**

- Outdoor areas, such as playgrounds (if temperature is above 32 degrees), forest and activity fields, will be open
- School based staff will be assigned to monitor recess and should remind students to stay 6 feet apart and to wear face covering and monitor during recess
- Wall-mounted hand sanitizing station are mounted at recess access points
- Daily cleaning and sanitizing will take place on hard surfaces by building custodians

- Playgrounds apparatus may not be accessible when outdoor temperatures are below 32 degrees Fahrenheit as the disinfecting solution will not be effective below freezing

## **Hydration Breaks**

- Water fountains will be wrapped by building custodians and unavailable for use
  - A water bottle filler will be available in all schools. Students should be encouraged to bring a personal labeled water bottle from home.
  - Three have been ordered for Bryn Mawr, at least one, the one in the lunchroom will be available when students return.
  - A water bottle has been ordered for all students.
  - A full building water flushing process will be conducted by Plant Operations two weeks prior to return to in person learning.
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## **In-Class Requirements**

### **Classroom Environment Requirements**

- Face coverings required at all times.
- Social distancing of 3 feet when possible for children
- Handwashing and sanitization when necessary.
- Cleaning and disinfecting surfaces when necessary.

### **Seating and Movement within the Classroom**

Teachers will arrange tables or desks to maintain 3 feet distance between each student, if possible, and 6 feet of distance for adults/teachers with assistance as needed from custodial staff. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom.

Teachers will determine the amount of existing furniture to be used and the room layout to support learning. Teachers will create and post seating charts. Teachers choosing to gather students on the floor or learning areas will use visual spacing such as tape or objects to define individual seating locations.

MPS will provide portable desktop barriers for adults to use when providing one-on-one or small-group instruction where 6 feet between adults and students cannot be maintained.

## **Sanitization of Room Once Cleared**

Custodial staff will follow MPS Plant Operations [service level and protocols](#) with a full room disinfection after the room is vacant at the end of each day. Teachers and staff will have ready access to approved disinfecting solutions and towels to sanitize desks and hard materials throughout the school day, if desired. Custodial staff will follow a process to ensure spray bottles are filled each day with approved disinfecting solutions. After students have finished eating in the classroom, surfaces will need to be cleaned by classroom staff.

## **Common Areas**

The Building Safety team will ensure tables or desks are arranged to maintain 3 feet distance between each student. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom. The Building Safety team will determine the amount of appropriate furniture and room layout to support learning. Teachers choosing to gather students on the floor or learning areas will use visual spacing such as tape or objects to define individual seating locations. Teachers will decide if coat hooks, tubs, or alternate storage will be used for personal belongings such as snow gear.

## **Collaborative Work Strategies**

Teachers and staff have been provided the option of using a face shield and a cloth face covering and have been provided a clear plastic desk-top barrier to use with small groups or one-on-one work where 6 feet of distancing cannot be maintained. MPS Health and Safety Plans, face coverings, and social distancing expectations will be followed by all staff. Group size and frequency will be limited to maintain social distancing.

## **Material Handling**

Any item (recess/PE equipment such as balls, hula hoops, etc.) with the potential of multi-usage will need to be disinfected by classroom staff prior to the next use, including equipment used during physical education or recess. Teachers are encouraged to have baskets or storage areas for papers and materials to be turned in, allowing time between contact. Community sharing of materials will not be permitted. Lost and Found items cannot be used for activities during recess or other times. Teachers are encouraged to have students manage their own materials, rather than collecting items.

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# Facility Sanitization

## Ventilation

Windows should be kept closed to maintain proper air balance throughout the building so air handling systems work as planned. Exterior doors will not be propped open due to school safety expectations. MPS Plant Operations is responsible for the maintenance of the facility and the expectations for portable HEPA filters and HVAC systems. Classroom staff will not move HEPA filters between rooms and, if a HEPA filter has been placed in the room, will operate those filters at the 400 CFM setting at all times while the room is occupied.

## Sanitization Between Learning Activities

Every classroom will have alcohol based disinfectant wipes and hand sanitizer. Approved disinfectant spray and paper towels are available for use at sanitizing stations distributed throughout the school. A collaborative effort between teachers, support staff, and custodial staff will occur to ensure cleaning within the building. Custodians will follow the [established cleaning and disinfecting schedule](#) and staff will assist with disinfecting and cleaning rooms and materials during the day in classrooms.

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## Additional Guidelines

### Inside Recess

During indoor recess, students will stay in their classroom. Depending on availability of adult coverage, open rooms may be used to support indoor recess. Prior to the start of indoor recess, teachers will review activities students are permitted to do. MPS staff will supervise students by ensuring students wear their face covering and maintaining social distancing.

### Outside Recess

MPS staff will supervise students while on the playground. The number of classes in the outdoor recess area will be limited to maintain 3 feet of social distancing between students and 6 feet between classroom groups. Face coverings are required during recess. Students will need to follow face covering and social distancing expectations. Staff will have a radio allowing communication at all times. Students will continue to use designated bathrooms either in the classroom or designated stall.

## **Illness Room**

Health office staff will supervise students in the illness room who may need to wait for transportation. Identify a staff member to back up student supervision in the illness room in the event that health office staff are needed elsewhere for routine medical procedures

- Room 103A is the dedicated space for individuals displaying symptoms to be isolated until they can be picked up by a parent or guardian.
- Illness rooms is labeled and return vents blocked in the room by custodians
- Transportation will be provided to transport ill students home if the parent / guardian cannot pick up the student in a reasonable time.

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## **Adult Guidelines**

### **Adult Activity Requirements**

Face coverings and social distancing of 6 feet are required at all times between adults and adults and students; handwashing and sanitization will be done as necessary. Model and assist students in all MPS Health and Safety protocols.

### **Staff Meetings and Training**

Staff meetings will be conducted via a virtual meeting platform.

### **PTO/PTA/Site Council Meetings**

Meetings will be conducted via virtual meeting platform

### **Use of Staff Lounge**

The staff lounge will be available; staff must follow social distance guidelines, wear a face covering if not eating, and follow MPS cleaning protocols. Staff are required to complete the Staff Lounge Sign In/Out Sheet to track usage for contact tracing. Sign-in sheets should remain in the staff lounge on a clipboard.

## **Food**

Food sharing and potluck events are not allowed.

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