

Standard Operating Procedure for Designating Mask Removal Spaces and Developing Mask Removal Plan

Mask Removal Spaces for Students

Each school will designate a space(s) in the building where the following Standard Operating Procedures will be followed when students need to remove their masks in school.

The space will:

Have the appropriate sight lines to be supervised/monitored;

Have a hand sanitizer station or a sink for hand washing;

Have sanitizing spray available to sanitize the space when students leave;

Have adequate ventilation (one of the following):

Outdoors;

Large space with natural ventilation;

Near an opened window or door where fresh air is circulating;

Space with air purifier in the location.

Be distanced (more than ten (10) feet from others)

Standing spaces are preferable, but if furniture is necessary, it should be limited to essential items only.

Each school will submit its proposed mask removal space(s) to the COVID coordinator for review and approval in accordance with the above criteria. See also section “Developing and Submitting School Plans” below.

Visiting Mask Removal Spaces

When visiting the space, the students will:

Keep the mask attached to the head or neck;

Wash hands/use hand sanitizer before removing the mask and after placing the mask back on the face;

Visit no longer than five (5) minutes;

After each student’s use, any spaces touched will be sanitized with disinfectant spray. Spray can be used by students or staff.

Eating at School

Schools will designate areas for students to eat snacks and meals while at school. If outside spaces are used, physical distancing should be observed. Students should remain in one (1) place while eating.

When eating, the following protocol will apply:

Before eating, students will first clear and clean their surface and then wash or sanitize their hands;

Students will store masks in a paper bag in their bin while eating;

Students will dispose of food waste in designated trash cans while maintaining physical social distancing;

Student will return non-food waste (plastic bags, Tupperware, etc.) to their lunch bags and bring it home each afternoon;

After eating, students will clean surfaces, put mask back on, and then wash or sanitize their hands.

Developing and Submitting Mask Removal Plans

Each school will develop and submit a Mask Removal Plan to the COVID-19 coordinator.

This plan will include:

Name of groups of stakeholders who assisted in the development (teachers and nurses must be involved);

Location of spaces where and conditions under which students may briefly remove masks. If appropriate, the school mask removal plan may also include a map of the school building that designates mask removal spaces and specifies mask removal criteria for each space in accordance with this standard operating procedure; and

Communication strategy (including posting to school webpage) for staff, students, and parents

Mask Removal Plan

Group Developing Plan:

Designated Space(s) (include diagram or room number)

Designated Space(s) for Eating;

Communication:

Signature: _____
Principal

Date: _____

Plan Needs: _____

____ Approved

Signature _____
COVID Coordinator