



Dr. Lena Edwards Academic Charter School

School Re-Entry Facilities Plan



Version 1.0

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This Dr. Lena Edwards Academic Charter School (DLEACS) Covid-19 School Re-Entry Facilities Plan was prepared by Paulus, Sokolowski & Sartor Architecture & Engineering, PC (PS&S), in close consultation with the DLEACS Executive Team and Covid-19 Restart Committee.

PS&S does not guarantee or warrant that the Re-Entry Facilities Plan or described measures will prevent occupants of the school buildings or grounds from contracting the Covid-19 coronavirus. PS&S services are limited to facilities planning support only and do not warrant the health, safety, and welfare of occupants of the school.

The New Jersey Department of Education (NJDOE), US Centers for Disease Control and Prevention (CDC), and other leading healthcare experts continue to learn more about the impacts and transmission of the novel coronavirus disease COVID-19, so updates to guidance are evolving and should be checked regularly to inform school facility and operations plans.

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SCHOOL & FACILITIES OVERVIEW

The Dr. Lena Edwards Academic Charter School (DLEACS) campus is located at 509 Bramhall Ave, Jersey City, NJ 07304.

The DLEACS campus site is approximately 1.45 acres with three (3) existing buildings; the **Main Building** (+/-53,100 SF) which houses the Theatre, the **Michael E. Maher Learning Center** (+/-11,100 SF), and the **Maier Gym/Community Center** (+/-7,000 SF). Site features include a parking lot and playground. A parking lot exists on the east side of the site which houses approximately (50) cars.



The DLEACS Main School Building is housed on the former St. Patrick's Parochial Building that was built in 1901 and has three main floors plus a Basement. DLEACS occupies three floor levels, plus the Cafeteria space in the Basement. Most of the Basement is occupied by the Trinity Child Care Center (see separate Trinity Child Care Center COVID-19 Facilities Re-Entry report).

The 1st Floor has six classrooms, three offices, a library, the central theatre (auditorium), and boys' and girls' restrooms. The 2nd Floor has eight classrooms, two offices, and boys' and girls' restrooms. The 3rd Floor has eight classrooms, four offices, and boys' and girls' restrooms.

The landmark Jacques d'Amboise Theatre within the heart of the Main Building is one-third the size of the Shubert Theater on Broadway to which it is often compared. It has an orchestra pit, mezzanine, and balcony seating. The theater is used for the cultural education of the students at DLEACS. School wide assemblies featuring musical performances and cultural collaborations are held in the theatre, as well as school dance instruction from the National Dance Institute.

The **Michael E. Maher (MEM) Learning Center** completes the three-building campus offering a wide-ranging academic experience in science and musical arts. The learning center enriches the school curriculum as it presents children with opportunities for teamwork, hands-on learning, social interaction, real-life problem solving and to work on open-ended activities. The focal point of the Center's activities range from music and arts to science, technology, engineering and math (STEAM) activities.

Michael E. Maher Community Center serves as the physical activity home to DLEACS students, which provides comprehensive coordination of our physical education department, classroom teachers, school administrators, recess supervisors, before- and after-school program leaders, parents, and community members.

There is a playground between the Maher Building and the Main Building at the center of the campus. Two (2) temporary trailers exist on the site but are owned and operated by the Diocese and are not part of the school.

DLEACS SUMMARY INFORMATION

1. Total School Student Headcount = 393
2. Total School Staff Headcount = 57
3. School Grade Levels = Kindergarten through 8th Grade (K-8)
4. Planned Cohort Model = A & B groups by cohort and grade; per NJDOE "Option D"
5. Pre-Covid Typical Classroom Seating Count = 22
6. Planned Covid Re-entry Classroom Seating Count = 11 proposed Fall 2020
7. Pre-Covid Typical Teacher Headcount per classroom = 1 plus T/A for grades K thru 3
8. Planned Covid Re-entry Classroom Seating Count = 11 - proposed Fall 2020 per class
9. Planned Student and Teacher Rotation = Rotate A & B groups; keep student groups separated
10. Planned Music & Science Classroom Rotation = Reduced class sizes using Music and Science Lab
11. Breakfast & Lunch Meals = 198 meals (3 Clusters = 22 students each) x 3 sessions (66 students) x 3 lunch periods daily meal counts; DLEACS 54 cafeteria group seating count
12. Planned Physical Ed / Recreation / Play = use Maher gym and outdoor spaces; play equipment will be off limits.
13. After School Program = May support after school program in Gym and/or Cafeteria with 54 maximum in the space.

A. NJDOE SCHOOL RESTART & RECOVERY PLAN GUIDELINES

Applicable School Facilities considerations for this DLEACS COVID-19 School Re-Entry Facilities Plan evaluated against the New Jersey Department of Education (NJDOE), "The Road Back: Restart and Recovery Plan for Education" (NJDOE Road Back Plan) document, dated June 2020. Since State and Local guidance and requirements are fluid and changing in response to the coronavirus status in New Jersey DLEACS administrators should review the state NJDOE and health department websites for updates that may alter or override the guidelines and recommendations in this School Re-Entry Facilities Plan report. It is not possible to guarantee prevention transmission of COVID-19 coronavirus in building facilities and this proposed Facilities Re-Entry Plan can only attempt to minimize the risk of virus spread and contraction through recommended facility measures.

DLEACS will be expected to develop, in collaboration with community stakeholders, a plan to reopen the school in the Fall 2020 that best fits the local needs. To ensure consistency with respect to the health and safety of school communities across the state, NJDOE Road Back Plan notes health and safety measures identified as "Anticipated Minimum Standards." This NJDOE guidance also provides "Considerations" that help schools in strategizing ways to adhere to the anticipated minimum reopening standards. The following NJDOE Road Back Plan topics are most relevant to this DLEACS Facilities Re-Entry of the campus buildings and grounds.

- **1- General Health and Safety Guidelines** – In all stages and phases of pandemic response and recovery, DLEACS must comply with Center for Disease Control (CDC), state, and local guidelines. The school will need to provide reasonable accommodations for staff and students

at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.

- **2- Classrooms, Testing, and Therapy Rooms** – DLEACS must allow for social distancing to the maximum extent possible. When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. DLEACS must also minimize use of shared objects in the school, ensure indoor facilities have adequate ventilation, prepare, and maintain hand sanitizing stations, and ensure students wash hands frequently.
 - Implementing social distancing practices in all instructional and non-instructional spaces is critical to ensuring the health and safety of students and staff. To that end, student desks and seating in classrooms, cafeterias, multi-purpose rooms, and other spaces should be separated by at least six feet to the maximum extent practicable.
 - Where such physical distancing is not feasible or difficult to maintain, protective measures such as physical barriers (code compliant, non-combustible) between students and arranging seating such that all individuals face the same direction can help reduce transmission.
 - When social distancing is difficult or impossible, face coverings are required for students, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - Use of shared objects should be limited when possible or cleaned between use.
 - Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate.
 - Recirculated air must have a fresh air component.
 - Open windows if A/C is not provided.
 - Filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
 - Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol).
 - In each classroom. For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol)
 - At entrances and exits of buildings.
 - Near lunchrooms and toilets.
 - NJDOE guidelines note that a 6-foot radius = 113 NSF, which is a square foot per person scenario that presents a logical and consistent social distancing capacity for schools based on the Facilities Efficiency Standards (FES). Net square footage (NSF) per occupant based on a six-foot radius of space around occupants is provided as a guide. Schools can utilize the sample NSF to help determine the number of occupants who may be served within the school. Note that the NSF listed includes allocations for a desk, circulation space, and loose furniture and equipment. While charter schools are not typically required to meet DOE FES standards, DALEACS can consider this guidance.
 - Larger assembly rooms (i.e. auditorium, cafeteria, gym) can be considered for use as classrooms to allow for social distancing.
 - Turn desks to face in the same direction (rather than facing each other) or have students on only one side of tables, spaced apart.
 - Consider keeping classes together to include the same group of children each day (cohorts). Allow minimal mixing between groups/cohorts.
 - Allow outdoor classrooms where possible and when seasonally appropriate.

- **4- Student Flow, Entry, Exit, and Common Areas** – DLEACS school reopening plan should establish the process and location for student and staff health screenings (temperature stations). This should include providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing, DLEACS must require the use of face coverings.
 - If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and guides for creating “one-way routes” in hallways and stairwells if feasible.
 - Minimize interaction of students between drop-off and entrance to school facilities.
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - Establish separate entrances and exits to school facilities where possible.
 - Create “one-way routes” in hallways. Maintain social distancing in hallways and common areas.
 - Create student cohorts as an effective strategy to limit exposure and contact. Limit commingling between classes and groups of students.
 - Minimize large group gatherings.
 - Create a system that allows for physical distancing.
 - Provide hand sanitizer at school entrances.
 - Put signage around school buildings to provide hygiene advice and reminders (Purchase through vendor and/or create signs using CDC printable resources and handwashing posters.
 - Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
 - Limit the number of students in the hallway at the same time by staggering release from classrooms.
 - If feasible, install physical barriers, such as fire code compliant, non-combustible sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., security and reception desks).
 - Coordinate DLEACS entry/exit points for security and health purposes, consider additional entry/exit points to be established to ensure a balance of social distancing and security protocols.

- **7- Facilities Cleaning Practices** – DLEACS must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the Jersey City health department as they arise. DLEACS needs to also develop a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.
 - Examples of frequently touched areas in schools include the following:
 - Classroom desks and chairs
 - Lunchroom tables and chairs
 - Handles on doors, push plates, and other equipment
 - Stairwell and ramp handrails
 - Kitchens and restrooms
 - Light switches, control buttons, elevator buttons, etc.
 - Shared telephones and audio-visual equipment
 - Shared desktops, computer keyboards and mice
 - Drinking fountains (ideally not in use during Covid-19)
 - Restroom facility use and hygiene considerations include the following:
 - Avoid crowds by limiting the number of students who can enter at one time.

- Designate staff members to enforce limited capacity and avoid overcrowding.
- Use no-touch restroom trash cans to avoid surface spread of germs.
- Prop restroom doors open to avoid touching handles if sight lines allow.
- Drinking fountains should be cleaned and sanitized but DLEACS should encourage staff and students to bring their own water or distribute bottles if possible to minimize use and touching of water fountains.
- **8- Meals** – If the Cafeterias is in use for meals, DLEACS must stagger eating times to allow for social distancing and disinfecting of the area between groups. Additionally, discontinuation of family-style, self-service, and buffet-style dining is required as well as social distancing.
 - Currently DLEACS is planning to serve meals in classrooms or outside when possible instead of large group dining in the Cafeteria.
 - If the Cafeteria does end up getting used to serve meals then DLEACS should stagger times to allow for social distancing, and clean and disinfect between groups.
 - 198 Breakfast & Lunch Meals are planned (3 Clusters = 22 students each) times 3 sessions of 66 students), using 3 lunch periods daily meal counts; DLEACS has planned a 54-student group seating count for meals in Cafeteria, or Grab-and-Go eating in classrooms.
- **9- Recess/Physical Education** – DLEACS will carefully manage the use and movement of students in outdoor spaces and mark off areas to ensure social distancing separation. DLEACS intends to rope off and restrict any use of playground equipment during school Re-entry. Recess must be staggered by groups and staff must disinfect outdoor furniture or shared equipment between uses. In addition to outdoor spaces, the Gymnasium will be used to support Physical Education while adhering to social distancing to the extent possible.
- **10- Extracurricular Activities and Use of Facilities Outside of School Hours** – All extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. External community organizations that use school facilities, including the Maher Gym/Community Center, must follow district guidance on health and safety protocols. It is advised that DLEACS limit public facilities during the coronavirus outbreak or design a method such as increased cleaning to ensure the outside use will not conflict with hygiene standards.

K-12 School Facilities COVID-19 Online Resource References

Centers for Disease Controls (CDC) - Considerations for Schools: Operating Schools During COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

United States Environmental Protection Agency (EPA) - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>


United States Environmental Protection Agency (EPA) - Guidance for Cleaning And Disinfecting


https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf


ASHRAE – Reopening Guide for Schools and Universities


<https://www.ashrae.org/about/news/2020/ashrae-introduces-updated-reopening-guide-for-schools-and-universities>


B. SCHOOL RE-ENTRY FACILITIES SPEC SHEETS


MAIN ENTRANCE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	All students, visitors (393 students / 75 staff)	
Function(s):	Main entrance; security & Covid-19 health check	
Location / Level:	Ground Floor (Level 1)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide floor demarcation for 6-foot minimum queue spacing.• Provide floor or moveable barrier demarcation separating ingress and egress of people.• Provide separate zone for temperature monitoring for all arriving people before proceeding beyond the main lobby.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Maintain existing plexi-glass sneeze-guard partition at Reception / Security Desk. Confirm fire-code compliant and non-combustible.• Provide regular daytime and off-hours surface disinfectant cleaning; daily clean floor mats.• Keep open Main Entry doors from Vestibule during peak arrival hours to limit door surface and handle transmission.• Maintain existing hand sanitizer station at entrance Lobby.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide 6-foot spaced Circle Floor Decals or Tape Lines from Vestibule into Lobby• Provide “Stop Here for Temperature Check” sign or banner at Entry• Provide “One Way” directional arrow signs for entry and exit separation• “Please Wear Face Coverings, Thank You” wall sign.	
HVAC & Ventilation	<ul style="list-style-type: none">• Currently Non-air-conditioned Space• Maximize fresh air ventilation to limit possible virus aerosol spread• Open entry doors when feasible to increase fresh outside air circulation• Consider supplemental portable HEPA filter unit at Reception & Health Screening area	
Other COVID-19 Considerations	<ul style="list-style-type: none">• N/A	


MAIN OFFICE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	Visitors / Admin Staff (4+ visitors / 2+ staff)	
Function(s):	Main school administration office	
Location / Level:	Ground Floor (Level 1)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide floor demarcation for 6-foot minimum visitor spacing.• Provide 6-foot separation between office staff desks (if feasible).	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide plexi-glass sneeze-guard partition in between two staff desks. Confirm fire-code compliant and non-combustible.• Provide plexi-glass sneeze-guard partition office visitor area and staff desks. Confirm fire-code compliant and non-combustible.• Provide regular daytime and off-hours surface disinfectant cleaning.• Keep open Office door from Hallway during school hours while staff is present to limit door surface and handle transmission.• Provide hand sanitizer station in Main Office.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Maintain 6-foot Social Distancing” instructional sign for visitor in office.• Provide other NJ DOE State and Health Department required COVID-19 signs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; operate on full vent mode to maximize fresh air ventilation to limit possible virus aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• N/A	


NURSE'S OFFICE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	Nurse, plus sick children (2+)	
Function(s):	School nurse office	
Location / Level:	Ground Floor (Level 1	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide wall sign COVID-19 prevention and health information and graphics.• Provide 6-foot separation between office staff desks (if feasible).	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide plexi-glass sneeze-guard partition office patient area and nurse's desks. Confirm fire-code compliant and non-combustible.• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer station in Nurse's Office.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Maintain 6-foot Social Distancing" instructional sign for visitor in office.• Provide other NJ DOE State and Health Department required COVID-19 signs.• "Please Wear Face Coverings, Thank You" wall sign.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Consider supplemental portable HEPA filter unit at Main Office.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Plan COVID-19 patient quarantine area within the Nurse's Office or in an alternate Library Room to isolate student or staff who become symptomatic and may need transportation.	


CLASSROOMS (K-2)		MAIN BUILDING
Number of Spaces	6	
Occupants / Users (number)	(1) Teacher; (1) aide (11) Students	
Function(s):	Classroom instruction	
Location / Level:	Ground Floor (Level 1)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Classrooms to have maximum 50% occupancy, with 6-foot spacing between student desks, and the teacher's desk.• Orient desks to face the teaching wall in the same direction.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer or hand washing station in all Classrooms.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Please Maintain Social Distancing While Seated"" instructional sign.• Provide "COVID-19 Response School Requirements" poster sign with information and graphics.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Consider keeping classes together to include the same group of children each day (cohorts). Allow minimal mixing between groups/cohorts.• Use of shared books and classroom objects should be limited when possible or cleaned between use.	


LIBRARY ROOM		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	(1) Librarian (11) Students	
Function(s):	Classroom instruction	
Location / Level:	Ground Floor (Level 1)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Library Room to have maximum 50% occupancy, with 6-foot spacing between student desks, and the librarian's desk.• Orient desks to face in the same direction.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer or hand washing station in in Library.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Please Maintain Social Distancing While Seated"" instructional sign.• Provide "COVID-19 Response School Requirements" poster sign with information and graphics.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Consider keeping class cohorts together while in Library to include the same group of children at one time. Allow minimal mixing between groups/cohorts.• Use of shared books and library resource objects should be limited when possible or cleaned between use.	


GIRL'S RESTROOM		MAIN BUILDING
Number of Spaces	3 (1 per floor)	
Occupants / Users (number)	Limit to 3 max. at one time	
Function(s):	Restroom	
Location / Level:	1 st , 2 nd and 3 rd Floors	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Limit number of restroom occupants to one at time to provide social distancing to the maximum extend feasible. Close off every other toilet stall to maintain distancing.• Provide staff or teacher supervision of restroom use to enforce hygiene and social distancing.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Keep open door from Hallway during school hours to limit door surface and handle transmission, assuming sight lines are okay.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Keep existing “Wash Hands Before Leaving” sign.• Provide “Stay Six Feet Apart” floor decals for queue line outside restroom.	
HVAC & Ventilation	<ul style="list-style-type: none">• Open operable window to allow fresh air ventilation.• If existing and operational run toilet exhaust fan to remove air and vent the restroom.	
Other COVID-19 Considerations	Plan restroom class rotation to separate student cohort groups using the restroom at any given time, to the extent feasible.	


BOY'S RESTROOM		MAIN BUILDING
Number of Spaces	3 (1 per floor)	
Occupants / Users (number)	Limit to 3 max. at one time	
Function(s):	Restroom	
Location / Level:	1 st , 2 nd and 3 rd Floors	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Limit number of restroom occupants to one at a time to provide social distancing to the maximum extend feasible. Close off every other urinal stall to maintain distancing.• Provide staff or teacher supervision of restroom use to enforce hygiene and social distancing.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Keep open door from Hallway during school hours to limit door surface and handle transmission, assuming sight lines are okay.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Keep existing “Wash Hands Before Leaving” sign.• Provide “Stay Six Feet Apart” floor decals for queue line outside restroom.• Provide “Don Not Use” sign or tape off middle urinal to reinforce social distance and avoid coronavirus spread.	
HVAC & Ventilation	<ul style="list-style-type: none">• Open operable window to allow fresh air ventilation.• If existing and operational run toilet exhaust fan to remove air and vent the restroom.	
Other COVID-19 Considerations	Plan restroom class rotation to separate student cohort groups using the restroom at any given time, to the extent feasible.	


THEATRE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	All students, guests (684-seats)	
Function(s):	School wide assemblies & performances; NDI in school dance instruction	
Location / Level:	Ground Floor (Level 1) Plus, Balcony Tiers	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide seat demarcation or tape for 6-foot minimum spacing.• Use of every 4th seat (3 blocked off seats between) planned.• Restrict assembly use, arrival student seating for lower grades.• Possible re-purposing of stage for class instruction (TBD).	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of seats, floor, and door handles.• Keep open one entry door during arrival hours to limit surface and handle transmission; provide staff “fire watch” if fire door is open.• Provide hand sanitizer station at Theatre entrance.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide 6-foot spaced Circle Floor Decals or Tape Lines in aisles• Provide “One Way” directional arrow signs in aisles for entry and exit separation	
HVAC & Ventilation	<ul style="list-style-type: none">• Currently Non-air-conditioned Space• Maximize fresh air ventilation to limit possible virus aerosol spread• Consider supplemental portable HEPA filter units adjacent to active seating areas if Theatre space is to be occupied during re-entry.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• N/A	


CLASSROOMS (3-5)		MAIN BUILDING
Number of Spaces	6; Includes Special Ed Classrooms	
Occupants / Users (number)	(1) Teacher (11) Students	
Function(s):	Classroom instruction	
Location / Level:	Second Floor (Level 2)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Classrooms to have maximum 50% occupancy, with 6-foot spacing between student desks, and the teacher's desk.• Orient desks to face the teaching wall in the same direction.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer or hand washing station in all Classrooms.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Please Maintain Social Distancing While Seated" instructional sign.• Provide "COVID-19 Response School Requirements" poster sign with information and graphics.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Consider keeping classes together to include the same group of children each day (cohorts). Allow minimal mixing between groups/cohorts.• Use of shared books and classroom objects should be limited when possible or cleaned between use.	


PRINCIPAL'S OFFICE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	Principal / Visitors 1 Principal; +2 Visitors	
Function(s):	School Princial's office	
Location / Level:	Second Floor (Level 2)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide separation between visitor chairs and pull visitor chairs away from Principal's desk (if feasible).	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Consider plexi-glass sneeze-guard partition between visitor seating and desk. Confirm fire-code compliant and non-combustible.• Provide regular daytime and off-hours surface disinfectant cleaning.• Keep open Office door from Hallway during school hours to limit door surface and handle transmission.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide other NJ DOE State and Health Department required COVID-19 signs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; operate on full vent mode to maximize fresh air ventilation to limit possible virus aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit Principal Office meetings when feasible and have non-confidential conversations in less confined open areas.	


COMPUTER LAB		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	1 Teacher (8) Students	
Function(s):	Classroom instruction	
Location / Level:	Second Floor (Level 2)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Computer Lab to have maximum 50% occupancy, with 6-foot spacing between student desks, and the teacher's desk, if feasible.• Orient computer stations to not be face-to-face, which should work with current layout.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer or hand washing station.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Please Maintain Social Distancing While Seated" instructional sign.• Provide "COVID-19 Response School Requirements" poster sign with information and graphics.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Consider keeping same classes together computer lab rotation. Allow minimal mixing between groups/cohorts at one time.• Use of shared computer equipment should be limited during class and cleaned between use by different students.	


TEACHER'S LOUNGE		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	3 Teachers max.	
Function(s):	Teacher break room lounge and copy room	
Location / Level:	Second Floor (Level 2)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide 6-foot separation between teacher seating (if feasible), one person per round table at one time, with third seat separate from tables.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer station in Teacher's Lounge.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Maintain 6-foot Social Distancing" instructional sign.• Provide other NJ DOE State and Health Department required COVID-19 signs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit use the refrigerator and eating of food in the Teacher's Lounge to the extent possible to limit coronavirus transmission risk.	


CLASSROOMS (6-8)		MAIN BUILDING
Number of Spaces	6; Includes Art Room	
Occupants / Users (number)	(1) Teacher (11) Students	
Function(s):	Classroom instruction	
Location / Level:	Third Floor (Level 3)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Classrooms to have maximum 50% occupancy, with 6-foot spacing between student desks, and the teacher's desk.• Orient desks to face the teaching wall in the same direction.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Provide hand sanitizer or hand washing station in all Classrooms.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Please Maintain Social Distancing While Seated"" instructional sign.• Provide "COVID-19 Response School Requirements" poster sign with information and graphics.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.• Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Consider keeping classes together to include the same group of children each day (cohorts). Allow minimal mixing between groups/cohorts.• Use of shared books, art equipment and classroom objects should be limited when possible or cleaned between use.	


GUIDANCE OFFICES		MAIN BUILDING
Number of Spaces	3	
Occupants / Users (number)	1 per Staff office 1 Visitor per office	
Function(s):	School Guidance staff offices	
Location / Level:	Third Floor (Level 3)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide separation between visitor chair and pull visitor chairs away from Principal's desk (if feasible).	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Consider plexi-glass sneeze-guard partition between visitor seating and desk. Confirm fire-code compliant and non-combustible.• Provide regular daytime and off-hours surface disinfectant cleaning.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide other NJ DOE State and Health Department required COVID-19 signs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit for exterior offices; operate on full vent mode to maximize fresh air ventilation to limit possible virus aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit Guidance Office meetings when feasible and have non-confidential conversations in less confined open areas.	


HALLWAYS		MAIN BUILDING	
Number of Spaces	9 total; 3 per floor		
Occupants / Users (number)	100 +/- varies		
Function(s):	Corridor circulation between rooms		
Location / Level:	1 st , 2 nd and 3 rd Floor levels		
COVID-19 FACILITY IMPROVEMENTS			
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide floor or wall demarcation for 6-foot minimum spacing.		
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning; daily clean floors.		
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Consider 6-foot spaced Circle Floor Decals, Stencils or Tape Lines to mark spacing between people.• Provide “Keep 6-feet Distance” wall signs in each hallway corridor near stairwells to reinforce message.		
HVAC & Ventilation	<ul style="list-style-type: none">• Non-air-conditioned hallway space• Maximize fresh air ventilation to limit possible virus aerosol spread.		
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit mixing between separate class groups/cohorts in common hallways at one time to the extent possible.		


STAIRWELLS		MAIN BUILDING	
Number of Spaces	2 primary public stairs; 2 fire stairs		
Occupants / Users (number)	100 +/- varies		
Function(s):	Vertical circulation between floors		
Location / Level:	Connecting Basement, 1 st , 2 nd and 3 rd Floor levels		
COVID-19 FACILITY IMPROVEMENTS			
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide floor or wall demarcation for 6-foot minimum spacing.		
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of handrails, daily clean floor stair treads and landings.		
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Consider 6-foot spaced Circle Floor Decals, Stencils or Tape Lines to mark spacing between people on stairs.• Provide “Keep 6-feet Distance” wall signs in each public stairwell to reinforce message.		
HVAC & Ventilation	<ul style="list-style-type: none">• Non-air-conditioned stairwell space• Maximize fresh air ventilation to limit possible virus aerosol spread.		
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit mixing between separate class groups/cohorts in common stairwells at one time to the extent possible.		


CAFETERIA		MAIN BUILDING
Number of Spaces	1	
Occupants / Users (number)	54 (3 students per table using 18 tables)	
Function(s):	Breakfast & Lunch meals, plus possible after school program	
Location / Level:	Basement (Lower Level)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Arrange normal pre-Covid-19 cafeteria table layout; however, limit tables to 3 students each to maintain social distancing.• Consider serving meals in classrooms during initial DLEACS Re-Entry stage and limit large assembly use subject to easing of COVID-19 restrictions.• Possible re-purposing of part of the cafeteria for class instruction plus staging of food service if meals are eaten in classrooms.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, and door handles.• Keep open one entry door during arrival hours to limit surface and handle transmission; provide staff “fire watch” if fire door is open.• Provide hand sanitizer station at Cafeteria entrance.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs near each end of cafeteria space.• Provide separating tape markers on each cafeteria table to show separated seating positions.	
HVAC & Ventilation	<ul style="list-style-type: none">• Maintain existing window air-conditioner unit; clean filter and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit mixing between separate class groups/cohorts in cafeteria at one time to the extent possible.• Consider pre-packaged and grab-and-go meals to limit food handling contact and enhance serving hygiene conditions.	


MAIN ENTRANCE		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	Limited visitor use (10 +/- per day)	
Function(s):	Maher Learning Center public entrance	
Location / Level:	Ground Floor (Level 1)	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide temperature monitoring for all arriving people before proceeding beyond the main lobby.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Maintain existing hand sanitizer station at entrance Lobby.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Stop Here for Temperature Check” sign or banner at Entry• Provide “Keep 6-feet Distance” wall sign to reinforce social distancing message.• “Please Wear Face Coverings, Thank You” wall sign.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Consider supplemental portable HEPA filter unit in office.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• N/A	


OFFICES		LEARNING CENTER	
Number of Spaces	3+		
Occupants / Users (number)	1 office staff 1 visitor at a time		
Function(s):	Maher Learning Center administration		
Location / Level:	Ground Floor 2 nd Floor 3 rd Floor		
COVID-19 FACILITY IMPROVEMENTS			
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide separation between visitor chairs and pull visitor chairs away from desk (if feasible).		
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.• Keep open Office door to limit door surface and handle transmission.		
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide other NJ DOE State and Health Department required COVID-19 signs.		
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Open windows when weather and HVAC system conditions allow.		
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit in office meetings when feasible and have non-confidential conversations in less confined open areas.		


CONFERENCE ROOM		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	10 +/-	
Function(s):	Meetings and seminars	
Location / Level:	Ground Floor Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Arrange normal pre-Covid-19 conference table layout; however, limit seating to maintain social distancing.• Limit large assembly use of conference room subject to easing of COVID-19 restrictions.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, and door handles.• Provide hand sanitizer station in Conference Room.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs near each end of cafeteria space.• “Please Wear Face Coverings, Thank You” wall sign.• Provide separating seat markers on each conference table to show separated seating positions.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space.• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Open windows when weather and HVAC system conditions allow.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit gatherings of more than 10 persons in conferences or meetings to the extent possible.	


MULTI-USE ROOM		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	10 +/-	
Function(s):	Meetings; group gatherings; staff meals	
Location / Level:	Ground Floor Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Spread out table layout to limit seating to maintain social distancing.• Limit large assembly use of multi-purpose room subject to easing of COVID-19 restrictions.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, and door handles.• Provide hand sanitizer station in Multi-Purpose Room.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs near each end of cafeteria space.• Provide separating seat markers on each table to show separated seating positions or remove chairs to limit table occupancy.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space.• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Open windows when weather and HVAC system conditions allow.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit gatherings of more than 10 persons to the extent possible.	


KITCHEN		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	2 +/-	
Function(s):	Kitchen cooking and food preparation	
Location / Level:	Ground Floor Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Limit cooking and food preparation to one person at a time in Kitchen subject to easing of COVID-19 restrictions.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of appliances, floor, and door handles.• Use sink for hand washing in Kitchen.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs near each end of cafeteria space.• Provide separating seat markers on each table to show separated seating positions or remove chairs to limit table occupancy.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space.• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Clean Kitchen oven hood vent and filter.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit gatherings of more than 10 persons to the extent possible.	


MUSIC CLASSROOM		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	11 +/-	
Function(s):	Music education	
Location / Level:	2 nd Floor Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Arrange movable seating to maintain social distancing.• Limit large assembly use of music room subject to easing of COVID-19 restrictions.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, rugs, and door handles.• Provide hand sanitizer station in Music Room.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs.• Provide other standing or floor seating 6-foot distancing signs or markers to suit the instructional needs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space.• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Open windows when weather and HVAC system conditions allow.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit gatherings of more than 11 persons in music room to the extent possible.• Limit group choral or vocal music activities in the enclosed room, since such assembly activities have been reported as spreading the coronavirus.	

SCIENCE LAB		LEARNING CENTER
Number of Spaces	1	
Occupants / Users (number)	11 +/-	
Function(s):	Science and STEM education	
Location / Level:	2 nd Floor Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Fixed lab benches to remain. Arrange seating to maintain social distancing with one to two maximum students per bench. If more than one student planned for any one bench then locate seats at opposite ends not less than 6-feet apart.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of lab benches, equipment, floor, and door handles.• Provide hand sanitizer station in Science Lab.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Please Maintain Social Distancing While Seated” signs.• Provide other lab seating spot signs or markers to suit the instructional needs.	
HVAC & Ventilation	<ul style="list-style-type: none">• Central air-conditioned space.• Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.• Open windows when weather and HVAC system conditions allow.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit gatherings of more than 11 persons in science lab to the extent possible.• Use of shared science experiment objects should be limited when possible or cleaned between uses.	


RESTROOMS (W / M)		LEARNING CENTER	
Number of Spaces	2 (1 Women's / 1 Men's)		
Occupants / Users (number)	Limit to 2 max. at one time		
Function(s):	Restroom		
Location / Level:	Ground Floor Level		
COVID-19 FACILITY IMPROVEMENTS			
Room Layout for Social Distancing	<ul style="list-style-type: none">• Limit number of restroom occupants at one time to Provide social distancing to the maximum extend feasible. Limit use to every other toilet stall.		
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning.		
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide "Wash Hands Before Leaving" sign.• Provide "Out of Service" sign on every other toilet stall to maintain social distancing.		
HVAC & Ventilation	<ul style="list-style-type: none">• If existing and operational, run toilet exhaust fan to remove air and vent the restroom.		
Other COVID-19 Considerations	<ul style="list-style-type: none">• N/A		

STAIRWAYS		LEARNING CENTER	
Number of Spaces	1 front open stair; 1 rear fire stair		
Occupants / Users (number)	40 +/- varies		
Function(s):	Vertical circulation between floors		
Location / Level:	Connecting 1 st , 2 nd and 3 rd Floor levels		
COVID-19 FACILITY IMPROVEMENTS			
Room Layout for Social Distancing	<ul style="list-style-type: none">• Provide floor or wall demarcation for 6-foot minimum spacing.• Consider “one way up” for front open stair and “one way down” circulation for stairways to avoid close contact on narrow stairs.		
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of handrails, daily clean floor stair treads and landings.		
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Consider 6-foot spaced Circle Floor Decals, Stencils or Tape Lines to mark spacing between people on stairs.• Provide “Keep 6-feet Distance” wall signs in each stairwell to reinforce message.		
HVAC & Ventilation	<ul style="list-style-type: none">• Non-air-conditioned stairwell space• Central air-conditioned space provides air for front open stairway.		
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit mixing between separate class groups/cohorts in common stairwells at one time to the extent possible.		

ELEVATOR		LEARNING CENTER
Number of Spaces	1 elevator	
Occupants / Users (number)	1 or 2 maximum	
Function(s):	Vertical circulation between floors	
Location / Level:	Connecting 1 st , 2 nd and 3 rd Floor levels	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">• Limit elevator to one (1) occupant at a time to the extent feasible.• If more than one person rides in elevator car face coverings/masks should be worn and occupants should face opposite direction and refrain from talking.	
Surface Cleaning & Protections	<ul style="list-style-type: none">• Provide regular daytime and off-hours surface disinfectant cleaning of elevator control buttons, rail, wall panels and floor.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">• Provide “Maximum Two Elevator Passengers” wall signs at each elevator landing stop to reinforce message.• Provide “Please Wear Face Covering” wall signs at each elevator landing stop.	
HVAC & Ventilation	<ul style="list-style-type: none">• Non-air-conditioned elevator cab space• Central air-conditioned elevator lobby space provides air for passengers before entering enclosed elevator.	
Other COVID-19 Considerations	<ul style="list-style-type: none">• Limit mixing between separate class groups/cohorts in common stairwells at one time to the extent possible.	


GYMNASIUM		COMMUNITY CENTER
Number of Spaces	1	
Occupants / Users (number)	30 maximum	
Function(s):	Physical education, Multi-function DLEACS and community events,	
Location / Level:	Lower and Upper Level	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">Gymnasium will be used for Grades 6 – 8 entry from Ocean Avenue per planned DLEACS drop-off and pick-up plan.On bad weather days, Gymnasium will be used for Grades 3 - 5 entry from Ocean Avenue per planned DLEACS drop-off and pick-up plan.Gymnasium will be used to support Physical Education while adhering to social distancing to the extent possible. Plan on 50% maximum normal pre-Covid-19 occupancy during coronavirus pandemic.Limit large assembly use of gymnasium subject to easing of COVID-19 restrictions.	
Surface Cleaning & Protections	<ul style="list-style-type: none">Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, and door handles.Provide hand sanitizer station in Multi-Purpose Room.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">Provide “Keep 6-feet Distance” signs near each end of gym space.Provide “Hand Sanitization Station” sign at hand sanitization location.Provide “COVID-19 Response School Requirements” poster sign with information and graphics	
HVAC & Ventilation	<ul style="list-style-type: none">Central air-conditioned space.Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.	
Other COVID-19 Considerations	<ul style="list-style-type: none">External community organizations that use the Maher Gym/Community Center must follow district guidance on health and safety protocols. It is advised that DLEACS limit public facilities use during the coronavirus outbreak or design a method such as	

	increased cleaning to ensure the outside use will not conflict with hygiene standards.
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RESTROOMS		COMMUNITY CENTER
Number of Spaces	Limit to 3 max. at one time	
Occupants / Users (number)	3	
Function(s):	Restroom	
Location / Level:	Lower Gym Level	

COVID-19 FACILITY IMPROVEMENTS

Room Layout for Social Distancing	<ul style="list-style-type: none"> • Limit number of restroom occupants at one time to Provide social distancing to the maximum extend feasible. Limit use to every other urinal stall. • Provide staff or teacher supervision of restroom use to enforce hygiene and social distancing.
Surface Cleaning & Protections	<ul style="list-style-type: none"> • Provide regular daytime and off-hours surface disinfectant cleaning. • Keep open door during school hours to limit door surface and handle transmission, assuming sight lines are okay.
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none"> • Keep existing “Wash Hands Before Leaving” sign. • Provide “Stay Six Feet Apart” floor decals for queue line outside restroom.
HVAC & Ventilation	<ul style="list-style-type: none"> • Central air-conditioned space. • Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.
Other COVID-19 Considerations	<ul style="list-style-type: none"> • External community organizations that use the Maher Gym/Community Center must follow district guidance on health and safety protocols. It is advised that DLEACS limit public facilities use during the coronavirus outbreak or design a method such as increased cleaning to ensure the outside use will not conflict with hygiene standards.

PLAYGROUND		DLEACS SITE
Number of Spaces	1 Outdoor Playground	
Occupants / Users (number)	None; Play equipment will be off limits.	
Function(s):	None; Out of Service during COVID-19 School Re-Entry stage	
Location / Level:	Outdoors on site between Main Building and Maher Learning Center	
COVID-19 FACILITY IMPROVEMENTS		
Room Layout for Social Distancing	<ul style="list-style-type: none">Play equipment will be Out of Service during COVID-19 School Re-Entry stage, do not use.	
Surface Cleaning & Protections	<ul style="list-style-type: none">N/A; while not in use.Reevaluate and institute Surface Cleaning & Protections in the future once limited playground use is permitted. Provide regular daytime and off-hours surface disinfectant cleaning all playground equipment.	
Signage, Graphics & Barriers (See Schedule)	<ul style="list-style-type: none">Provide “Keep Off – Play Equipment Out of Service” signs on each side of playground area.Rope Off the playground equipment area with yellow warning tape.	
Other COVID-19 Considerations	<ul style="list-style-type: none">Limited Use of Playground Equipment can be considered in the future once the heightened risk from COVID-19 coronavirus is deemed no to be a risk by State and Local health officials and the DLEACS administration.	

C. FACILITIES HVAC SYSTEMS

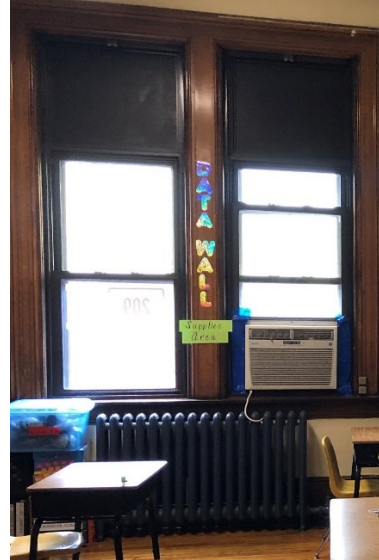
MAIN BUILDING HVAC & VENTILATION

AIR-CONDITIONED SPACES

Most of the Classrooms, Offices and similar occupied perimeter rooms in the Main Building have window air-conditioner units. There is no central AC system in the Main Building other than the Basement area housing the Trinity Child Care Center which is not run by DLEACS.

Building Heat is provided through a boiler and steam radiator system without forced air, which limits the airborne aerosol spread during heating season months.

- Maintain existing window air-conditioner unit; clean filters and operate on full vent mode to maximize fresh air ventilation to limit possible virus airborne aerosol spread.
- Open operable windows for fresh outside air when weather permits and run window air-conditioner on fan vent mode to move air.



NON-AIR-CONDITIONED SPACES

The Theatre, Hallways, Stairwells, Restrooms, and similar occupied interior rooms in the Main Building have ventilation only and no air-conditioning.

- Maximize fresh air ventilation to limit possible virus aerosol spread.

LEARNING CENTER HVAC & VENTILATION

AIR-CONDITIONED SPACES

The Maher Learning Center Building has a relatively modern forced-air central HVAC system with outdoor condenser units that was installed when the building was renovated within the past 10 years.

- Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.
- If possible, upgrade current HVAC filters to higher level Merv-14 3M Filtrete filters.
- Clean supply and return air diffusers and grills.
- Open windows when weather and HVAC system conditions allow in perimeter spaces with operable window sashes.
- Clean outdoor condenser coils to maintain efficient operation of HVAC system.



COMMUNITY CENTER GYM HVAC

AIR-CONDITIONED SPACES

The Maher Community Center & Gymnasium has an older forced-air central HVAC system with rooftop package units.

- Clean HVAC filters and operate on in maximum outside air mode to limit possible virus airborne aerosol spread.
- Clean supply and return air diffusers and grills.
- If possible, upgrade current HVAC filters to Merv-14 filters (Merv-13 minimum).
- Clean outdoor condenser coils to maintain efficient operation of HVAC system.



Heating, Refrigerating and Air-Conditioning (HVAC) Guidance

It is not possible to guarantee prevention transmission of viruses via the HVAC systems; however, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance has been formulated to help school building owners and operators to retrofit and plan for the improvement of indoor air quality to reduce the risk of airborne aerosol spread. The underlying effort for schools should be to increase outside air to the spaces and treat return air.

In central HVAC forced air systems like are present in the Maher Learning Center, Community Center, and Main Building Trinity Child Care Center (basement), mechanical filtration of the supply air and maintaining indoor comfort as defined by the design temperature and relative humidity. Best practice would be to not contradict ASHRAE 62.1 guidelines and must continue to or exceed the standards and codes adopted by NJ UCC mechanical codes and local jurisdictions.

Startup Checklist for HVAC Systems Prior to Occupancy:

- Filtration in all mechanical equipment
 - Verify filters are installed correctly
 - Develop standards for frequency of filter replacement and type of filters per manufacturer recommendations (60 to 90 days maximum).
 - Increase Filtration to the maximum MERV suggested by the manufacturer. Upgrade to \geq MERV 14 (or ISO equivalent) to enhance capture of airborne viruses. Confirm that mechanical equipment can operate with a higher efficiency MERV filter if selected to be installed.
 - If MERV \geq 14 Filters cannot be installed consider increasing the filtration in the unit to the maximum available. Provide a recirculation fan filtration unit and duct into the return of units, and/or provide a HEPA filtration unit which re-circulates air within the space
- Perform initial air flush of all spaces prior to occupants re-entering building for classes, if not already done during school shutdown.
 - Mechanical systems should operate in occupied mode for a period of one week prior to students returning (may be completed at same time as teachers start returning to building) while assuring the outside air dampers are open.
- During the Pandemic, disable any Demand Control Ventilation (DCV) and introduce the maximum possible OA flow 24/7 until further notice (including DOAS).
- If DLEACS elects to provide portable, all electric HEPA/UV Machines in areas with limited ventilation such as classroom, nurse's office, staff offices, the follow guideline minimum of two (2) air rotations/hour and ensure flow patterns maximize mixing of air in classrooms.

Equipment & System Checks and Verifications After Re-Entry during the Semester:

- Daily HVAC flush prior to occupancy: Mechanical Systems should be operated in occupied mode for minimum period of 2 hours prior to occupants re-entering building.
- Check for particulate accumulation on filters, replace filter as needed.
- Confirm AHU is bringing in outdoor air and removing exhaust air as intended.
- Verify filters remain installed correctly, replace filters at specified intervals.
- Boilers - develop a schedule that provides minimum supervision on-site.
 - Perform chemical testing of boiler system water and flush water. Verify water treatment target levels are being maintained.

- For systems using fuel oil: Check fuel pump for proper operation. Inspect fuel filter; clean and verify proper operation.
- For systems using natural gas: Check gas pressure, gas valve operation, and combustion fan operation. Check for evidence of leakage of fuel supply, heat transfer fluid, and flue gas.

HVAC System Maintenance and Filter Replacement:

Per ASHRAE guidelines, for HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes but additional safety precautions are warranted.

- The risks associated with handling filters contaminated with coronaviruses in ventilation systems under field-use conditions have not been evaluated.
- Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate personal protective equipment (PPE).
- When feasible, filters can be disinfected with a 10% bleach solution or another appropriate disinfectant approved for use against SARS-CoV-2 before removal.
- Filters (disinfected or not) can be bagged and disposed of in regular trash, or applicable local health and safety standards
- When maintenance tasks are completed, maintenance personnel should immediately wash their hands with soap and water or use an alcohol-based hand sanitizer.

ASHRAE – Reopening Guide for Schools and Universities

<https://www.ashrae.org/about/news/2020/ashrae-introduces-updated-reopening-guide-for-schools-and-universities>



Dr. Lena Edwards Academic Charter School

Covid-19 Signage & Graphics

Appendix A





Version 1.0







SIGNAGE SPECIFICATIONS





- 1.1 SECTION INCLUDES: Signage of the following types:
 - 1. Covid-19 School Safety Signs.
 - 2. Covid-19 School Safety Floor Decals (Alternate: Floor Stencils for painted signs)
 - 3. Other Covid-19 School Safety Signage or Graphics as scheduled.
- 1.2 SUBMITTALS: Manufacturer's order packing list, illustrated product literature and specifications to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
- 1.3 QUALITY ASSURANCE:
 - 1. Manufacturer to have a minimum of 10-year experience in manufacturing letters.
 - 2. Sourcing: All signage for each type shall be provided by one manufacturer, unless otherwise approved by the School.
 - 3. Fire Code: All signs to meet applicable combustibility and flammability requirements for schools as required by the New Jersey Uniform Construction Code, and reference Building and Fire Subcodes.
- 1.4 DELIVERY, STORAGE, AND HANDLING
 - 1. Deliver and store signs in manufacturer's unopened packaging bearing the brand name and manufacturer's identification until ready for turnover to the School.
 - 2. Handle signs and materials to avoid damage. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended.
- 1.2 MANUFACTURERS
 - 1. Safetysign.com/
 - 2. Creativesafety.com/
 - 3. Seton.com/
 - 4. Or Equal approved by School Owner.
- 1.3 SIGN TYPES: See Sign Schedule for sign types, sizes, word messages, and materials.
- 1.4 EXAMINATION: Do not begin installation until substrates have been properly prepared.
- 1.5 PREPARATION: Clean surfaces thoroughly prior to installation.
- 1.6 INSTALLATION: For wall or floor mounted signs or decals install in accordance with manufacturer's instructions and in proper position for visibility.

SIGN SCHEDULE

<i>Sign No.</i>	<i>Size / Type / Text Message</i>	<i>Sign / Decal Image</i>
Sign-01	11x17 Laminated Paper "Stop Here for Temperature Check"	
Sign-02	11x17 Laminated Paper "Please Wear Face Coverings, Thank You"	
Sign-03	11x17 Laminated Paper "Please Maintain Social Distancing While Seated"	
Sign-04	11x17 Laminated Paper "Keep 6-feet Distance"	

SIGN SCHEDULE (continued)

Sign No.	Size / Type / Text Message	Sign / Decal Image
Sign-05	11x17 Laminated Paper "Hand Sanitization Station"	
Sign-06	24 x 36 - 13 oz. Vinyl Banner Matte finish with welded edges "COVID-19 RESPONSE SCHOOL REQUIREMENTS" with information and graphics	
Sign-07	14" X 10" "Laminated Paper "COVID-19 QUARANTINE AREA DO NOT ENTER WITHOUT AUTHORIZATION"	
Sign-08	14" X 10" Rigid Plastic Exterior OSHA Notice Sign "PLAYGROUND CLOSED"	

SIGN SCHEDULE (continued)		
Sign No.	Size / Type / Text Message	Sign / Decal Image
Decal-01	Adhesive Floor Vinyl w/5mil non-slip laminate; 13-inch Circle "One Way"	
Decal-02	Adhesive Floor Vinyl w/5mil non-slip laminate; 13-inch Circle "Stay Six Feet Apart"	
Stencil-01 (Alternate)	Floor Stencil; 12-inch Square "One Way" To be applied and painted on floor by DLEACS staff or hired vendor	
Stencil-02 (Alternate)	Floor Stencil; 12-inch Square "Please Stay Six Feet Apart" To be applied and painted on floor by DLEACS staff or hired vendor	



Dr. Lena Edwards Academic Charter School

Covid-19 Facilities Plan Diagrams

Appendix B

Version 1.0





Temperature Check / Health Station

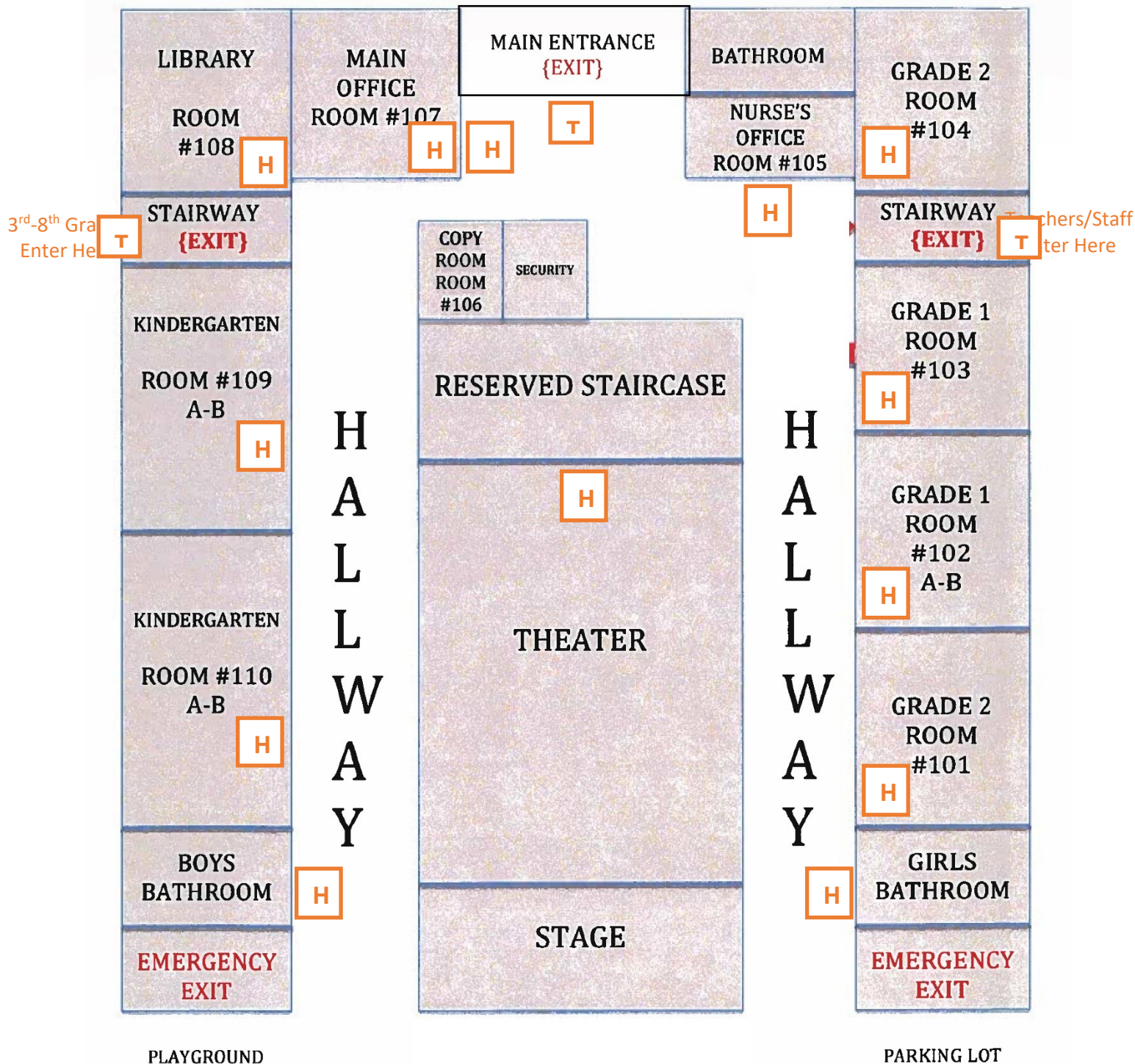


Hand Wash / Sanitizer Station

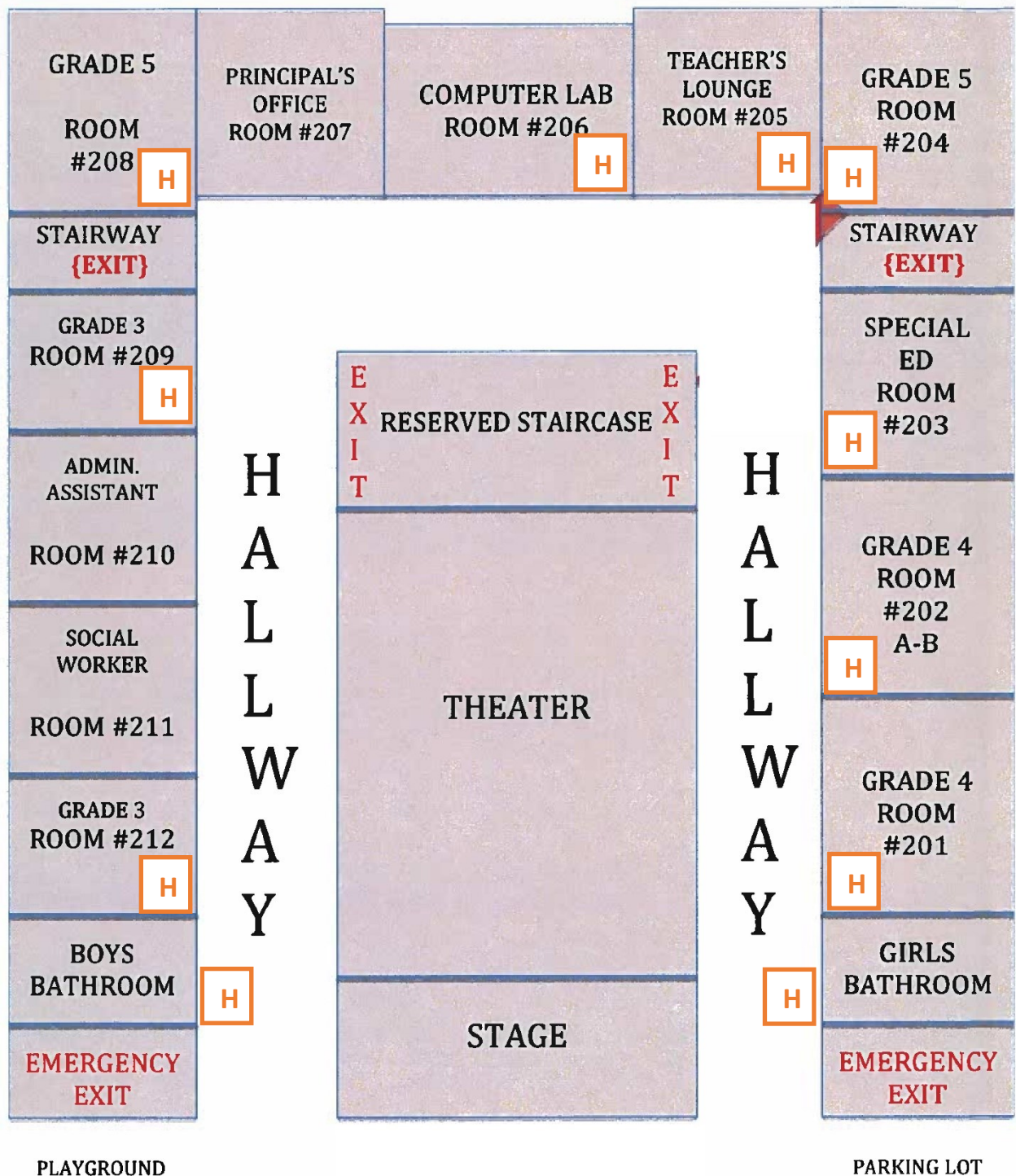


CAMPUS SITE PLAN DIAGRAM

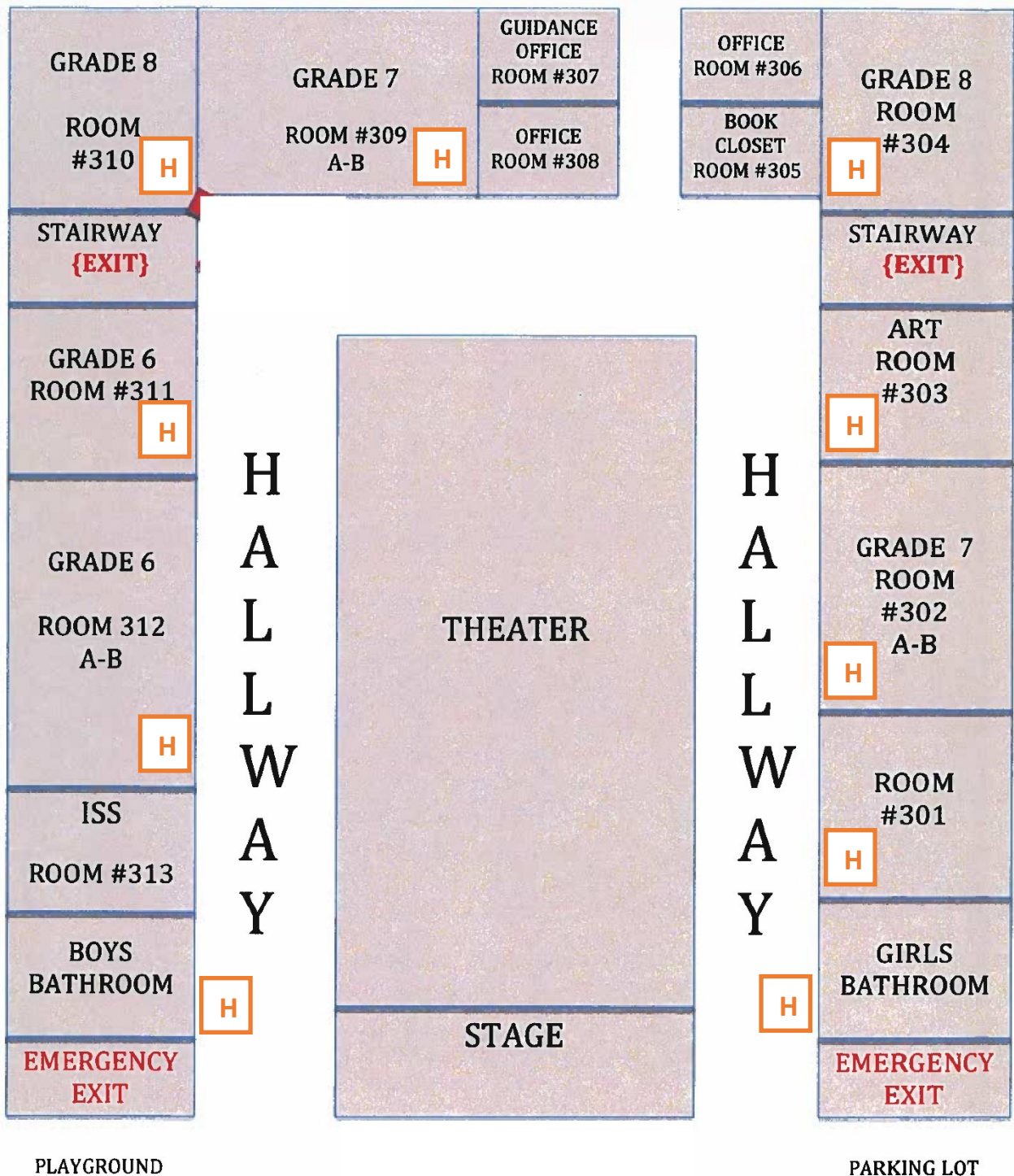
K-1st-2nd Grades
Enter Here



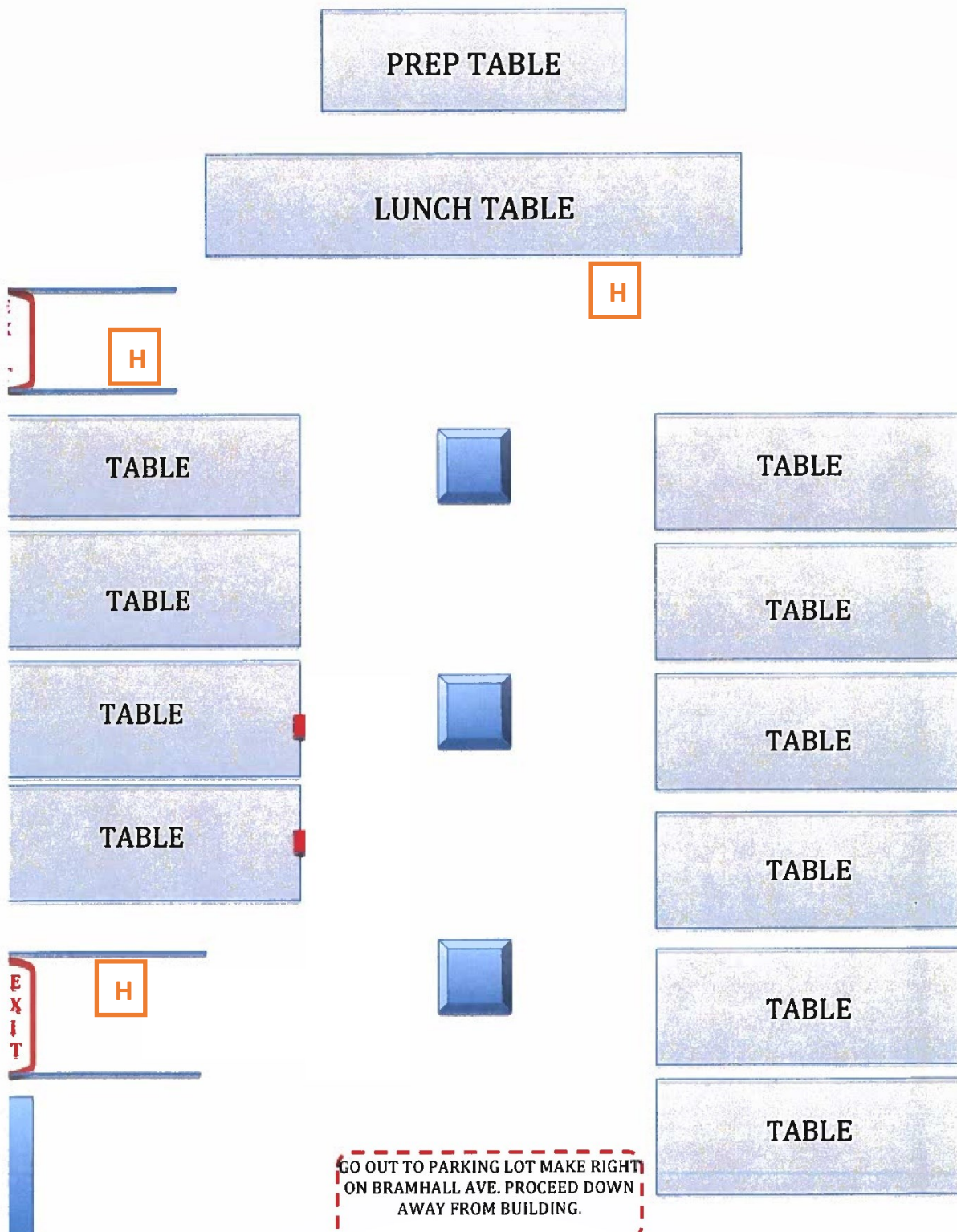
MAIN BUILDING - GROUND FLOOR DIAGRAM (Level 1)



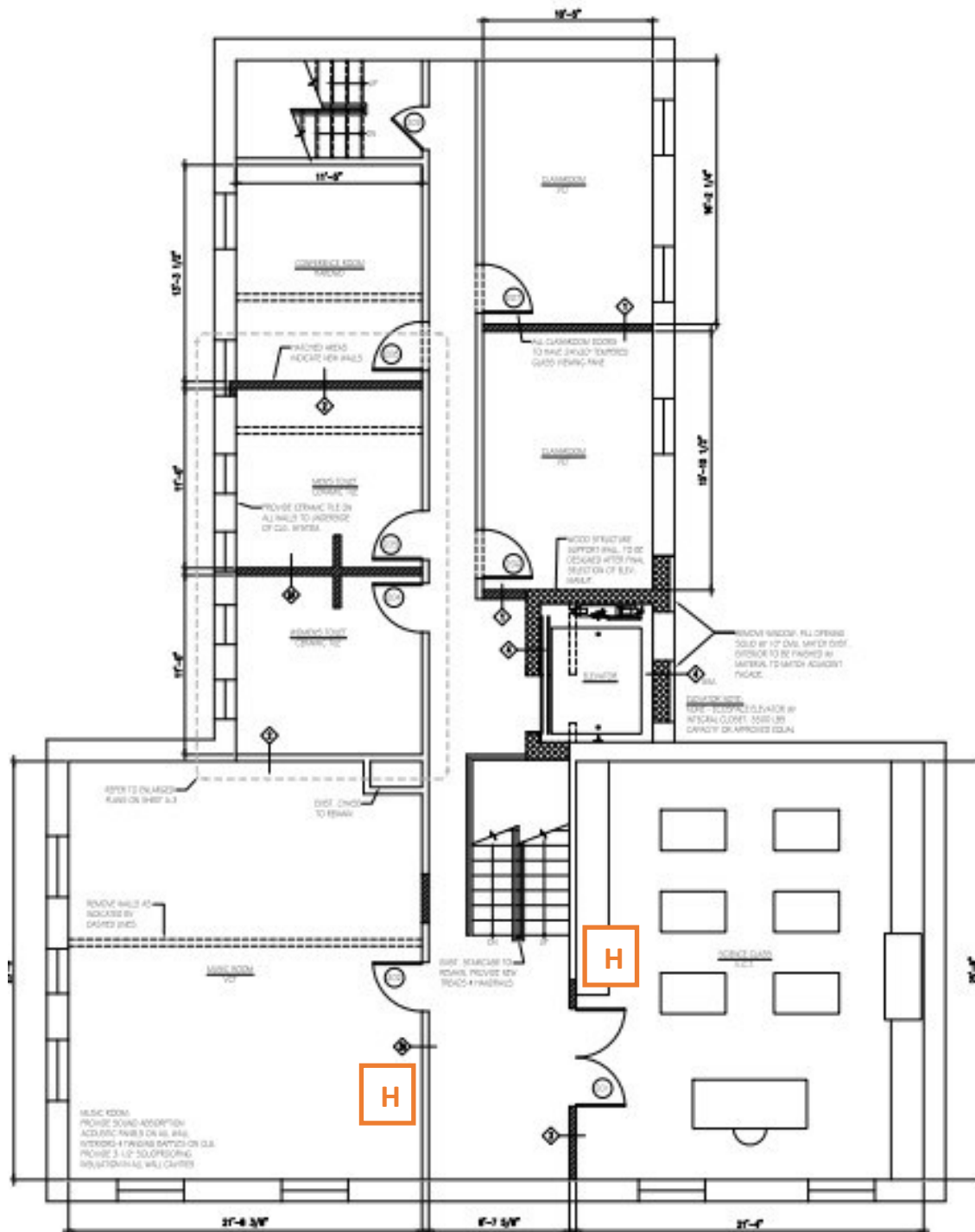
MAIN BUILDING - 2nd FLOOR DIAGRAM (Level 2)



MAIN BUILDING - 3rd FLOOR DIAGRAM (Level 3)

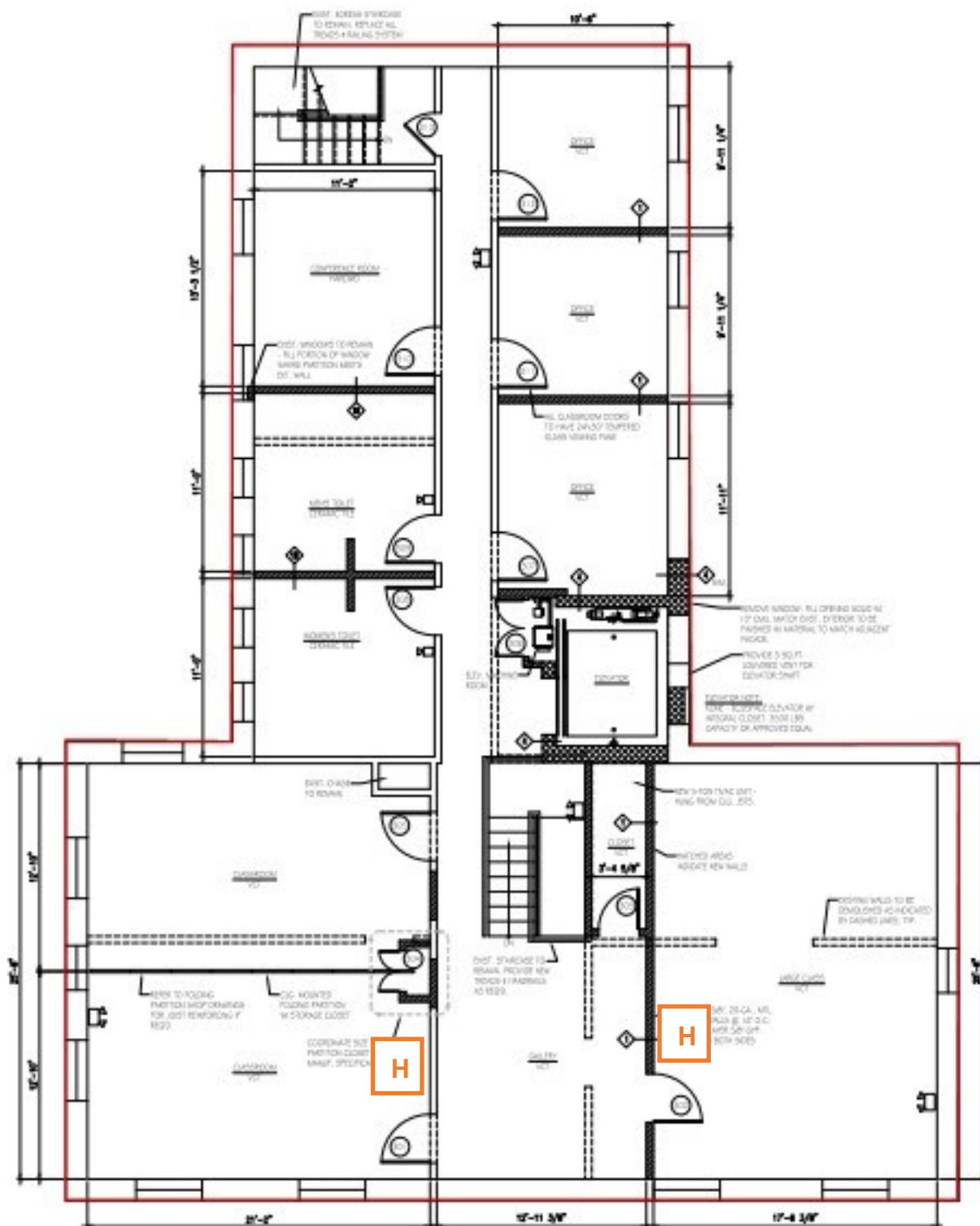


MAIN BUILDING – CAFETERIA FLOOR DIAGRAM (Basement)



SECOND FLOOR PLANS
SCALE: 1/4" = 1'-0"

MAHER LEARNING CENTER – 2nd FLOOR DIAGRAM (Level 2)



PROPOSED 3RD FLOOR PLANS
SCALE: 1/4" = 1'-0"

MAHER LEARNING CENTER – 3rd FLOOR DIAGRAM (Level 3)



Dr. Lena Edwards Academic Charter School

Facilities Re-Entry Checklist

Appendix C

Version 1.0



A. PEDESTRIAN ACCESS STRATEGIES:

√	No.	Checklist Topic
	1	Coordinate student scheduling to limit arrival and dismissal congestion on the school grounds.
	2	Coordinate outdoor student and visitor line-up queuing separation at sidewalks and outside school entrances.
	3	Install distancing markings (cones, painted or taped) on sidewalks and ground surfaces to reinforce social distancing.
	4	Consider using portable barriers on site such as traffic cones and/or ropes & tape lines to reinforce social distancing.
	5	Consider temporary or semi-permanent outdoor sun/rain covering tent to allow queuing outside school entrances.
	6	Provide organized sidewalk flow if feasible to maintain separation distancing.
	7	Provide exterior COVID-19 instruction signage to inform students, staff, and visitors of new re-entry procedures.
	8	Provide staff supervision at entrances and on school grounds to enforce COVID-19 procedures.

B. Outdoor Grounds & Playground Strategies:

√	No.	Checklist Topic
	1	Close off playground equipment and seating to avoid person-to-person and surface coronavirus spread. Install "PLAYGROUND CLOSED" notice signs and tape off the playground equipment.
	2	Provide distancing barriers and markings (cones, painted or taped) on school grounds to reinforce social distancing.
	3	Provide exterior COVID-19 instruction signage to inform students, staff and visitors of new school grounds procedures.

C. SCHOOL ENTRANCE STRATEGIES:

√	No.	Checklist Topic
	1	Coordinate student scheduling to limit arrival and dismissal congestion at the school entrances and to allow for health screenings and temperature checks.
	2	Reduce entrance congestion by restricting total school occupancy at any given time.
	3	Provide entrance health screenings and temperature checks outside of school if weather and space allow. If outdoor health screening is not possible, then provide screenings inside the main entrance away from main corridors and school assembly areas. Consider installing outdoor entrance health screenings tent(s) to test and triage all arriving students, staff, and visitors.
	4	Maximize separation of school cohort groups' entry & exit circulation routes to maintain social separation of students.
	5	To the extent possible separate student & staff entrances to reduce interaction during arrival and dismissal.
	6	Install distancing markings (cones, painted or taped) at entrance line-up queues.
	7	Install (or maintain where existing) reception shield partitions at main visitor entrance security desks, such as clear plastic sneeze guards.
	8	Install hand sanitizer & washing station at or near school building main entrance reception.
	9	Provide staff supervision at school building entrances to enforce COVID-19 procedures.

D. CLASSROOM STRATEGIES:

√	No.	Checklist Topic
	1	Reduce classroom occupancy (class sizes) per NJDOE guidelines and increase desk spacing to maintain 6-foot spacing between desks.
	2	Minimize classroom schedule movements and mixing of students. Keep classes together to include the same group of children each day (cohorts).
	3	Rotate classroom desks to face in one direction (not facing each other) to reduce transmission. Separate and rotate teacher's desk away from adjacent student desk and activity areas.
	4	Avoid students sharing electronic devices, books, and other learning tools. Where classroom items are shared clean between uses.
	5	Keep each child's belongings separated in individually labeled containers, cubbies, or areas to limit spread of germs.

	7	Have students eat meals in classrooms where feasible to limit large group assembly and mixing of cohorts during breakfast and lunch service in the school.
E. ASSEMBLY SPACE STRATEGIES:		
√	No.	Checklist Topic
	1	Reduce occupancy of assembly spaces to (< 50 persons maximum) to avoid virus spread. Refer to and follow the latest State of New Jersey and NJDOE guidelines for indoor assembly uses and numbers
	2	Avoid large group gathering or rotational use of assembly spaces to limit spread of coronavirus between school occupants.
	3	Consider converting the theatre stage, multi-purpose rooms, gymnasium, and library into classrooms temporarily to offset the smaller classroom occupancy counts mandated during COVID-19.
	4	Sub-divide large spaces to smaller group areas with temporary dividers or curtains to support alternative instructional model and schedule during COVID-19.
	5	Consider serving meals in classrooms during initial DLEACS Re-Entry stage and limit Cafeteria large assembly use subject to easing of COVID-19 restrictions.
	6	Offer pre-packaged (grab-and-go) foods only in the Cafeteria and limit self-service access to food and beverages.
	7	Provide regular daytime and off-hours surface disinfectant cleaning of tables, floor, and door handles.
	8	Eliminate drinking fountain and bottle filler use in the Cafeteria and Gymnasium. If operational prior to COVID-19 close-off drinking fountains in assembly spaces or corridors during the pandemic.
F. SCHOOL OFFICE STRATEGIES:		
√	No.	Checklist Topic
	1	Spread out desks and workstations in group office areas to maintain 6-foot social distance spacing, or maximum feasible.
	2	Provide plexi-glass sneeze-guard partition in between staff desks and between office desks and visitors. Confirm fire-code compliant and non-combustible.
	3	Limit meetings in offices when feasible and have non-confidential conversations in less confined open areas of the schools.
	4	Restrict use of high touch shared office equipment and items. Avoid shared computer equipment and clean between use by different people.

	5	Plan COVID-19 patient quarantine area within the Nurse's Office or in an alternate Library Room to isolate student or staff who become symptomatic and may need transportation.
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G. CORRIDOR & STAIRWELL STRATEGIES:

√	No.	Checklist Topic
	1	Coordinate class scheduling to limit corridor and stairwell congestion to the extent possible.
	2	Reduced re-entry occupancy circulation space congestion by restricting total occupancy.
	3	Implement one-way or spaced corridor and stairwell circulation lanes to maintain social distancing.
	4	Implement continuous daytime surface cleaning routine in public corridor and stairwell spaces.
	5	Eliminate drinking fountain and/or bottle filler use in corridors.
	6	Hold open existing doors to corridors where fire code allows during high traffic arrival and departure times of the school day.
	7	Provide staff supervision at school corridors and stairwells between class periods to enforce COVID-19 procedures.

H. CORRIDOR & STAIRWELL STRATEGIES:

√	No.	Checklist Topic
	1	Limit number of restroom occupants to one at a time to provide social distancing to the maximum extend feasible. Close off every other urinal stall to maintain distancing.
	2	Provide regular daytime and off-hours surface disinfectant cleaning.
	3	Keep open door from Hallway during school hours to limit door surface and handle transmission, assuming sight lines are okay.
	4	Plan restroom class rotation to separate student cohort groups using the restroom at any given time, to the extent feasible.
	5	Provide staff or teacher supervision of restroom use to enforce hygiene and social distancing.

A. HVAC STRATEGIES:		
√	No.	Checklist Topic
	1	In rooms without working air-conditioning open operable windows to increase fresh outside air flow during class hours if safe and weather allows.
	2	Verify filters are installed correctly. Develop standards for frequency of filter replacement and type of filters per manufacturer recommendations (60 to 90 days maximum).
	3	Increase Filtration to the maximum MERV suggested by the manufacturer. Upgrade to \geq MERV 14 (or ISO equivalent) to enhance capture of airborne viruses. Confirm that mechanical equipment can operate with a higher efficiency MERV filter if selected to be installed.
	4	If MERV ≥ 14 Filters cannot be installed, consider increasing the filtration in the unit to the maximum available. Provide a recirculation fan filtration unit and duct into the return of units, and/or provide a HEPA filtration unit which re-circulates air within the space
	5	Perform initial air flush of all spaces prior to occupants re-entering building for classes, if not already done during school shutdown.
	6	Mechanical systems should operate in occupied mode for a period of one week prior to students returning while assuring the outside air dampers are open.
	7	Daily HVAC flush prior to occupancy: Mechanical Systems should be operated in occupied mode for minimum period of 2 hours prior to occupants re-entering building.
	8	Check for particulate accumulation on filters, replace filter as needed.
	9	Confirm AHU is bringing in outdoor air and removing exhaust air as intended.
	10	Verify filters remain installed correctly, replace filters at specified intervals.
	11	Boilers - develop a schedule that provides minimum supervision on-site. Perform chemical testing of boiler system water and flush water. Verify water treatment target levels are being maintained.
	12	Consider single-space portable HEPA filtration units if classroom HVAC is deficient.
	13	If possible, control humidity to RH range between 40% & 60% to mitigate viral load.