

SCHOOL POOL FOR EXCESS LIABILITY LIMITS JOINT INSURANCE FUND

COVID-19 Advice May 20, 2020

Student Locker Clean Out and Teacher Classroom Cleanout

Students and their families need a process for gathering personal property from their lockers. Teaching staff need a process for gathering personal property from their classrooms and removing all materials that are no longer needed in the current academic year and not needed for the coming academic year.

The processes must assure personal safety and an orderly method for completing the objective. They must also account for the very different methods needed to manage the volume of people involved to avoid people massing within close proximity of one another. Social distancing is still demanded as a safety protocol and required by the State. To this end all visitors to the building or on the property must be advised in advance that they are to wear masks and gloves to protect all involved.

Student Lockers

How this gets accomplished depends on whether a school can enter and empty lockers at will, which depends on the disclosures in the student handbook and any applicable policies that may have been adopted in district and whether those policies were disseminated to students and parents. We provide a recommended procedure below but it is imperative that the procedure you choose is discussed thoroughly with your Solicitor before proceeding. The worst case scenario would be sending out notices with a response deadline and arranging for emptying in a protected fashion. The question does not have a one size fits all answer

We recommend the district seek written permission from each student permitting the district to enter lockers and empty the contents into individual bags or boxes and establish a curb-side pickup where nobody is permitted out of their cars and staff can place the bag or box for each student in their trunk. Staff conducting the process should be wearing all needed PPE (masks and gloves) while clearing and sanitizing lockers and while managing curb-side distribution. Lockers should be cleaned and disinfected one by one with a record kept of the activity. The schedule should be staggered for staff and students with spacing designed alphabetically by last area to avoid a giant snaking line of cars.

If pickup must occur internally due to inclement weather, this will demand that some staff remain outdoors to manage the flow of people entering a building to maintain social distancing standards. All persons entering must be alone, wearing a mask over their nose and mouth and gloves on each hand while maintaining a distance of at least 6 feet from every other human. Staff must be organized to identify the next person receiving their personal goods so that another staff member can retrieve the belongings and set them in a specific area to be picked up. Specific signage directing traffic flow and sufficient numbers of staff monitors to ensure compliance would be needed to manage the traffic pattern and space usage of your plan. Outdoor curbside pickup will prove far easier to manage and more efficient.



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Teachers Classroom Spring Cleaning

We recommend that a specific schedule be implemented by the Principal at each teaching location. The schedule should permit teachers adequate time to attend to the task and stagger the teachers to maintain social distancing. Each teacher who arrives for his or her scheduled clean out time should be checked by a school nurse prior to entering the building for a fever or signs of possible infection. At a minimum, teachers should be warranting that they are symptom free before being permitted to enter the building. Dollies and carts should be sanitized in advance and made available with specific use protocol including a return location where they can be sanitized prior to additional use. Great caution should be exercised when permitting two or more people to work together in accomplishing this task. Districts may also wish to supply the bags and boxes teachers will need to remove their personal items so no one is bringing in potentially contaminated bags and boxes. As always, every teacher returning should be advised to use step ladders when accessing height and never use a chair or desk to do so.

It should be noted that teachers may find student belongings in their classroom. To help them manage this, we recommend student material be bagged and labeled. The material can then be scheduled for curb side pickup or staged in a gym or cafeteria should bad weather occur on the date of the scheduled pick up.

Following these advices is a nuisance but will ensure a measure of safety and personal protection against a disease we all know too little about. We hope you choose nuisance over ease and safety over risk.

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