

Site-Specific Safety Plan Details

Site name: Bench Elementary

1. Occupancy limits for any shared or common work areas:

1. **Photocopy room:** 2 maximum; hand sanitize upon entry, disinfect photocopier after using. Ensure physical distancing of 6 ft and wear a mask when you use this space.
2. **Staff room:** 6 people at a time in this space. Five sitting and eating (one couch removed); 1 in the kitchen area at a time getting lunch from fridge or warming food up. Wait outside for kitchen practicing physically distancing by using the decals on the floor.
3. **Multipurpose room:** If from multi-learning groups, the max is 6 students and 1 adult.
4. **Hallways:** Follow the directional arrows on the floor.
5. **Office:** Off limits to staff except administration and clerical (occupancy limit of 4).
6. **Student Washroom:** occupancy limit is 3 for the main washrooms.

2. Directions for Student Pick-up, Drop-off and entry to reduce gathering and congregation:

- Morning drop off: Non-issue. No gathering occurs.
- Pick-up and bus lines and afterschool pick-up:
 - Bus students will remain in classes after the bell for 5 additional minutes, except Bus 24 A students and the white bus students who will line up at the bell.
 - Parents will be asked to come at the bell and 'grab and go'. No visiting or loitering of families afterschool and no crowding. All parents must be physically distanced.
 - Bus students will wait at their assigned outside area, which is arranged according to learning groups.
- Long Lunch Recess: staggered recess in learning groups.

3. Indoor areas that lack capacity for distancing and that include interaction of staff with multiple cohorts:

- Support rooms are smaller, but there is plexiglass available to use when physical distancing is not possible. In these smaller spaces there is a maximum occupancy of 2 children and 1 adult.

4. Separate supervised waiting area (indoor):

- Medical Room will be used because this room is close to the office and it has a window for supervision. A second set of first aid equipment will be stored in the main office.

- Each teacher will have a basic first aid kit in their rooms for treating minor cuts and scrapes.

5. Separate supervised waiting area (outdoor):

- On warm days, we also use the benches at the front of the school. There are dots on the ground for multiple students to physically distance while waiting.

6. Method for cleaning and disinfection of sports equipment and manipulatives:

- Each teacher will disinfect equipment/manipulatives after using. Disinfectant and paper towel will be available in the equipment room and in each classroom.