



410 Totten Pond Road, Waltham, MA 02451 | AdvancingMilestones.com | P: 781-895-3200 | F: 781-895-3226

Summer Protocols and Guidelines to Promote Social Distancing for Staff and Students

Students' Arrival is 8:30am:

- Buses and parent vehicles will be unloaded one at a time.
- Once a student exits the bus or parent vehicle they will need to put on a facemask before entering the building (they might already be wearing one while on the van).
- Students will be prompted to hand sanitize and will drop off daily attestation forms with the school nurse before heading to their homerooms.
- Students will proceed straight to their homeroom.
- Lockers are closed to limit hallway traffic, students should keep belongings from home under or beside their desk. We encourage students to bring in just the materials they need and bring them home when they leave.

General classroom precautions:

- When entering the classroom each staff/ student should pump 1-2 pumps of the hand sanitizer into their hands by the door. Go directly to the assigned seat in the classroom.
- Each student will have a computer and the materials needed for the day at their desks so that materials will not be shared.
- Students will place all their materials under or beside desks.
- Desks are spaced 6 feet apart from one another.
- The desks are labeled with the student's name on it. No sharing of desks will occur.
- Students will remain in one room for the duration of the day/ teachers will rotate in the class for their teaching block.
- Up to 12 individuals in a room maximum are allowed at all times.
- If a student needs to leave the room for a break or bathroom use, they must be escorted from a safe distance from staff to their destination.
- Before leaving the room students and staff will pump hand sanitizer in hands before exiting.
- When returning from a break or bathroom use please follow the entering a classroom expectation.
- Floor decals that remind staff and students to stay 6 feet apart have been placed throughout the hallway to promote social distancing.

Breaks outside:

- "Mask breaks" are permitted at the State level. Students will be allowed to take a brief break outside where they are allowed to remove their mask appropriately.
- While outside students and staff must maintain a minimum of 6 feet of distance.
- Before returning into the building the mask needs to be placed back on and use hand sanitizer upon entry at the bus door.
- Staff and students will follow the entering classroom guidelines.
- We recommend staff and students bring an umbrella and/or or rain jacket if a student needs a break outside in bad weather.

Lunch time:

- Students will be prompted to wash hands before and after snacks and/or lunch meals.
- Students' desks will be washed before and after eating occurs.
- Staff and students will eat in their classroom at their desk with the snack and/or lunch they brought from home. Students are not permitted to share food.
- While eating students are allowed to have masks off but must remain at desk until everyone is done eating.
- After lunch is completed masks need to be put back on.

Water fountain:

- The water fountain will be closed to students and staff to prevent contamination.
- The Brita is closed for student use as well.
- Parents/guardians will send students with water each day.

Hallways:

- Floor decals that remind staff and students to stay 6 feet apart have been placed throughout the hallway to promote social distancing.
- Lockers are closed to limit hallway traffic, students should keep belongings from home under or beside their desk. We encourage students to bring in just the materials they need and bring them home when they leave.
- Students will be escorted to and from destinations throughout the building to ensure social distancing occurs.
- Staff will be assigned strategically throughout the school to ensure high traffic

times are monitored and social distancing occurs.

Bathroom:

- Only one student will be permitted in the bathroom at a time.
- Students must wash hands after use of the bathroom.
- Students will be trained in proper handwashing techniques (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel).
- Handwashing poster is visible in front of sink with proper handwashing steps
- When returning to class follow the entering the classroom expectations.

Bus Dismissal process leading to 12:30pm departure for all students:

- Students will be dismissed by bus or parent vehicle, with 1 to 2 kids being called at a time to promote social distancing. Additional time has been allocated toward our bus dismissal process to allow for staggered exiting prior to a 12:30pm dismissal.

Visitors:

- According to mandated guidance, by the Department of Elementary and Secondary Education visitors are not permitted at school this summer. Per Massachusetts regulations, visitors on Milestones Day School's premises must only be limited to and consistent with business, educational, or medical needs/emergencies. A full policy is available in Milestones' COVID-19 Workplace Safety Standards Policy. The admissions process will be held virtually or on a case-by-case basis may allow prospective students to view the school when our onsite learning is not in session. We ask that Milestones' parents use the bus line for drop-off and pick-ups.

Masks:

- Students will provide a mask from home. It is recommended that parents pack an extra mask for students if they wish to change out a mask during the school day.

Hand Sanitizers:

Supplies for hand hygiene are adequate and placed appropriately throughout the program. There are hand sanitizers located in the following areas:

- Entry to each classroom
- In each classroom
- Hallways
- Entry to Nursing Room
- Entry to the school
- Entry to bathrooms

Sinks:

- Milestones has scheduled to install contactless sinks throughout the building to help promote safety during handwashing.
- In an effort to limit hallway traffic and crowding we ask staff and students to use sinks closest to their assigned classroom.
- Frequent handwashing for staff and students will be encouraged and monitored as it is best practice preventive measure.

Areas Closed This Summer:

- Sensory Rooms
- Gym
- Student kitchen
- Art Room
- Music Room
- Cafeteria

Protocol and Cleaning/Disinfecting Responsibilities to ensure safety of staff and students:

Preventative Measures to Minimize the Spread of COVID-19

Milestones Cleaning Plan:

This Cleaning Plan was created to ensure reasonable measures are in place to minimize exposure to disease through germs, fluids, and excretions. Milestones has intensified its general cleaning, sanitizing and disinfecting routines.

Additionally, extra attention is given to high touch or high use surfaces or those specifically touched by symptomatic or ill individuals.

Milestones has cleaning and disinfecting supplies and materials in greater than a 3-month supply. These include:

- Disinfecting wipes
- Hand sanitizer
- Paper towels
- Disposal masks and gloves
- Disinfecting spray

Milestones has engaged a third party to clean and disinfect the school building frequently (Monday - Friday after school hours) and will keep cleaning logs that include the date, time, and scope of cleaning in addition to ongoing cleanings during the school day from our custodial staff. Milestones will endeavor to have classrooms, shared spaces, common areas and equipment disinfected on a regular basis. Milestones will regularly clean and disinfect high-touch surfaces and expects employees to adhere to cleaning and disinfecting steps outlined in the cleaning policy.

In addition to the third party cleaning and disinfecting of the school building after school hours, the following is the Cleaning Schedule that identifies what items must be cleaned, sanitized, or disinfected and with what frequency during the school day by custodial staff and faculty . This daily cleaning schedule for staff (before, during, and after programming) is to ensure all areas, materials, furniture, and equipment used by students and staff are properly cleaned, sanitized, or disinfected. At the end of each day, all areas, materials, furniture, equipment, supplies are properly cleaned, sanitized and disinfected by the third party cleaning company.

LOCATION	ITEM	ACTION	FREQUENCY	STAFF RESPONSIBLE
Classroom	Student Desks, Door Handles	Clean & Disinfect	Daily	Teacher

Bathrooms	Sinks, Toilets, Doors, Handles	Clean & Disinfect	Hourly	Custodial staff
Entry Ways	Door Handles	Clean & Disinfect	Hourly	Custodial staff
Copiers	Buttons	Clean & Disinfect	After each use	All Staff
Stairway Railings	Railing	Clean & Disinfect	Hourly	Custodial staff