



ST. MATTHEW
CATHOLIC SCHOOL ✝ CHARLOTTE, NC

Safer Stronger Together

RETURN TO CAMPUS 2020-2021





FROM THE PRINCIPAL'S DESK

Dear Parents,

We have created this plan to ensure that our Wildcats come back to school. The COVID-19 situation is very serious in nature and we want to make sure that all of our faculty, staff, students, and community feel safe to return to school and reduce the impact of COVID-19. The guidelines provided for us by the diocesan task force was based on recommendations from CDC, DHHS, and American Academy of Pediatrics. The guidelines referenced in this plan come from the Center of Disease Control (CDC). Regular updates to this plan will be based on further recommendations from the CDC, Diocese of Charlotte, local, and state authorities.

Upon our return to school, we will focus on the following priorities:

1. Safety – Slowing the growth of COVID-19 while returning to school will be the top priority of our administration.
 - a. Health Room
 - b. Grade Levels
 - c. Social Distancing
 - d. Hygiene
2. Presence – Being present to the ever-changing regulations and recommendations will be important with keeping our school open. These are challenging times, however St. Matthew will do everything in our power to ensure that our students are in the building like normal and making sure there is a routine to the school day.
3. Growth – Despite limitations, St. Matthew is committed your child's spiritual, academic, physical, social, and emotional growth. We are going to make sure our Wildcats are thriving and becoming virtuous leaders.

This document will be updated regularly. I will inform our community when changes occur.

Yours in Christ,

Kevin O'Herron



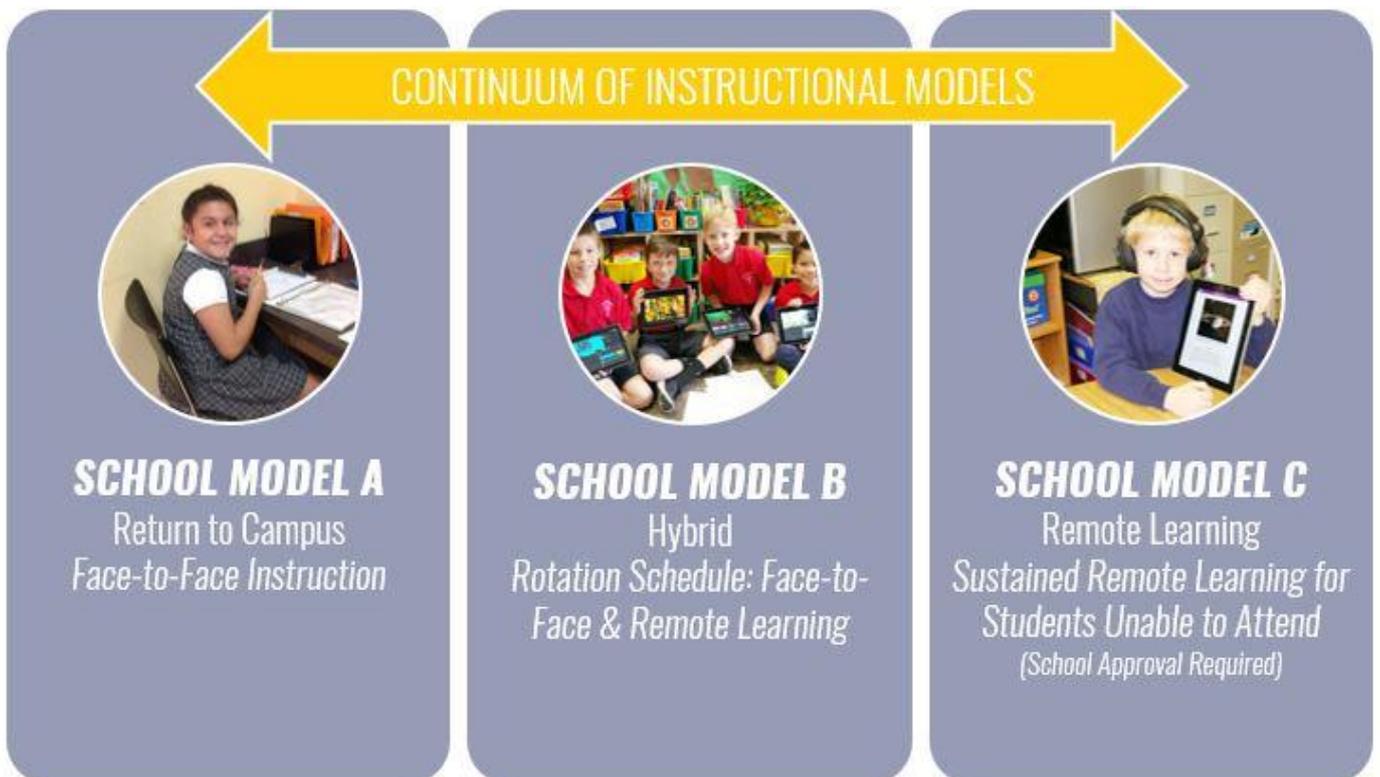
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I. CONTINUUM OF INSTRUCTION

Any decision to shift instruction throughout the year is made after consultation with the Chancery and in light of the mandates by the Governor of North Carolina. The variability of the school year ahead requires that we be effectively prepared for changes to the instructional environment. The models of instruction include our optimal preference of face-to-face instruction. This level will incorporate reasonable social distancing, face coverings, and hand cleaning measures to reduce health risk. The hybrid model pairs face-to-face and remote learning instruction to increase social distance measures. The final model of instruction through remote learning provides safety from home. The continuum of instructional models are designed to be responsive to changes in health protocols as determined by the diocese, state, and local health officials.





II. MODEL A: FACE-TO-FACE INSTRUCTION

St. Matthew Catholic School students thrive in our enriching faith-filled classrooms. Research has shown the importance of face-to-face instruction for the development of the whole child. We will continue to prepare with the guidelines below, a safe and conducive learning environment for our students with minimal social distancing.

SCHOOL DAY PROTOCOLS

- **Masks/Face Coverings:** Knowing the sensitivity and importance of face coverings, requirements for various grade levels are detailed below. At this time, students in our diocesan schools in grades K-12th will be required to wear a face covering upon arrival to school for COVID-19 screening to help reduce the risk of spread. Following screening and once inside the school building, during the course of the school day when social distancing cannot be maintained according to CDC and AAP, and following the June 24th mandate requirements from the Governor, face coverings are required for grades 6 and above. It is not required that students wear a face covering during class or throughout the school day when social distancing measures have been established. Staff/faculty members are required to wear a face covering when social distancing measures cannot be maintained. Clear face shields are suggested as students take many cues from staff's non-verbal communication. Teachers may request the students in their classes to wear a face covering if he or she has a health issue that is compromised by COVID-19. The requirements regarding face coverings may be revised, up to the beginning and through the end of the school year, based on information provided by the above entities, DHHS, applicable federal and state laws, and local agencies. If the Governor of North Carolina mandates that public schools resume the school year in a remote learning model or all students are required to wear a mask to school, we will re-evaluate our face covering policy for all stakeholders.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Drop-Off:** Upon arrival to campus, students and staff will be administered the CDC checklist and receive a temperature check prior to entrance into the school building. (see appendices for CDC checklist and Faculty Daily Check-In Procedure). Students and staff will sanitize their hands, enter the school and report immediately to their classrooms. Face coverings should be worn when students (who are required to do so) and staff enter the building and as they move through the common areas.
 - The earliest time students are allowed to enter the building is 7:15am.
 - All Specials teachers will replace the role of safety patrol outside. Counselors will remain in their support roles in the hallway. Student Safety Patrol will be available to escort children inside. (see appendices for Faculty Protocol for Drop-Off)
 - Specials teachers will wear gloves, face coverings and face shields during the drop-off assessment.
 - Students should remain in the vehicle until a specials teacher opens the car door. The driver should not leave until the specials teacher given he or she the "all clear" signal.
 - Each vehicle should be treated as a virus positive zone. Once students are invited to get out of the vehicle, they should be wearing their masks and should stand on the curb next to the vehicle. Masks will be provided if they forget one.
 - Temperature Checks - Those students who have a temperature (99.5 degrees or above) will be sent home. Only that child will be sent home from the car. For those students, the specials teachers will record the name and temperature and send the report to Mrs. LeCompte at the end of carpool.
 - CDC screening - Specials teachers will ask the driver, "Has the CDC checklist been reviewed at home for everyone in this car and are all responses 'no'?" If there are any "yes" responses to the CDC checklist questions, that student will be sent home.
 - If symptoms are present while checking students in, even if the CDC checklist has been confirmed clear, the specials teacher should ask the student to check in with Mrs. LeCompte immediately.
 - Specials teachers will spray hand sanitizer on students' hands as they enter the building.
 - Students will be considered tardy if they arrive after 8:00. Instruction will start at 8:00



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Drop-Off Continued:**
 - If students arrive during announcements, they will be directed to remain in cars until announcements are over.
 - Announcements will be made at 8:15. Once announcements are over and final checks are made, specials teachers will return to their rooms. Remaining students will be checked as they arrive by administration or office staff.
- **Before Care:** Students will report directly to their homerooms once they enter the school. Students may arrive on campus as early as 7:15am.
- **Pick-Up:**
 - The rule requiring no one to pick up students between 2:00 and 2:30 must be reinforced.
 - The procedures will remain basically the same as prior years.
 - Parents and faculty must maintain social distance and wear masks while waiting.
 - Classrooms will remain separate during pick-up.
 - Afterschool students will be dismissed first for both 1st and 2nd carpool. When students are dismissed, they will be dismissed by homeroom letters, approximately two minutes apart.
 - 4th grade will exit out the door by the church.
 - 3rd grade will exit out the door by flag pole
 - 5th grade will exit out the front door.
 - 2nd grade will exit out the door by the gym.
 - TK, Kindergarten and 1st grade will exit out their classroom doors.
 - "3rd Carpool" students must be socially spaced in the hallways. Both kindergarten and 1st grade hallways can be used.
- **After Care:** MACS After School Enrichment Programs will be offered for this upcoming school year from dismissal until 6:00 pm. Additional information regarding the operations of the program will be forthcoming. Safety protocols that are in place as part of our St. Matthew plan will be maintained. Should you have any questions please contact our St. Matthew Afterschool Director.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Front Office:**
 - Volunteers will not be allowed in the building unless he or she is considered essential by Mr. O'Herron. No other visitors are allowed in the building.
 - Parents may not enter the school or front office. Parents should buzz the front office if they are dropping off or picking up students outside of normal drop-off and pick-up hours.
 - Late student arrivals: The office staff will meet parents and students outside the building at the front door to do the health check. The office staff will sign in late arrivals.
 - Early dismissals: Parents will wait outside while the child is called to the front office. Student will meet parents at front door while being observed by staff member. The office staff will sign out the child.
 - Forms may be dropped off in the appropriately labeled mailbox outside the front door. The office staff will bring the mailbox inside at end of school day. The forms will be retrieved every morning.
 - Used uniforms may be dropped off in the appropriately labeled container outside the front door.
 - A large cart will be placed outside once school opens for the day for post office excess mail drop or small deliveries.
 - Substitute keys will no longer be on the wall. Mrs. Jansen or Mrs. Hazel will issue as needed. Keys will be sanitized after each use.
 - The hand sanitizer dispenser will be moved at the back office door and workroom to outside the door to use before entering or after exiting.
 - A maximum of 2 people will be allowed in the Faculty bathroom. Social distancing should be maintained in the bathroom.
 - Sanitizer and cleaning paper towels will be available for use in the bathroom to use after each use as well as Faculty workroom.
 - Faculty and staff should use the teacher workroom or back office door for access to the bathroom or workroom and avoid the actual working office as much as possible. Call the office rather than visit. No casual visiting in this area.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Clubs/Tutoring:** All afterschool clubs will cease until further notice (This does not include our Afterschool Program). If tutoring one-on-one or with small groups, tutors and students will observe CDC, DHHS, AAP, and state recommendations for social distancing. Student and staff must use personal materials and supplies only. All spaces must be thoroughly cleaned after being utilized and prior to next student/group.
- **Classrooms/Homerooms:**
 - A “Self-contained” setting is maintained throughout the day (i.e., instruction for all classes will take place primarily in the homeroom).
 - Specials will take place in the homerooms. The exception to this will be Phys Ed., computer and library.
 - 4th and 5th grade teachers will move from room to room on a cart.
 - Classrooms will be prepared as directed by the CDC and State requirements for appropriate social distance seating. Upon arrival to the classroom each morning, students and teachers will wash their hands and students will store personal use items for all subject areas in separate cubbies, crates, bags, etc. Students and teachers will wash their hands at key points of the day (i.e. before and after lunch and snack) and use hand sanitizer under supervision where appropriate throughout the day.
 - Each classroom is equipped with an ample supply of hand sanitizer, soap, and paper towels and each student should bring his or her own personal supply of all items for classes and personal hygiene (ex: tissues).
 - The following recommendations should be kept in mind when setting up your classroom:
 - All desks face the same way
 - Remove as much non-essential furniture from the room as possible. This will allow more space for social distancing.
 - Carpet markers on the floor can help keep desks in spaced arrangements.
 - Backpacks will remain on hooks zipped up. If needed, students will get personal belongings from backpacks in a staggered fashion.
 - Students may use alcohol based cleaners to wipe desks under teacher supervision. Teachers must do the spraying and students may wipe. Notes about cleaning desks should be consistent with the cleaning directives.
 - Seating for students with fabric covering should not be used.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Classrooms/Homerooms continued:**
 - Students may work in the hallway to make up work, take a test, or work with a teacher. The number of students should be minimal. Hallway tables should be sanitized before and after use.
 - Paper is low risk, so there should not be a problem using worksheets.
 - No classroom libraries. Students will need to bring books from home for pleasure reading. Teachers may distribute classroom books to students as long as they are quarantined for three days after use.
 - A schedule is in place to perform frequent cleaning throughout the day of high touch surfaces and allows time for cleaning and disinfecting between activities/classes.
 - Visitors are not allowed in the classroom as we are limiting those in and out of the classroom to essential personnel.
- **Transitions:** As students and staff transition from classroom to classroom throughout the day, they will adhere to directional arrows in the hallways and stairwells. Hallways and stairwells will be labeled with directional arrows indicating flow of traffic. Signage will appear on the floors and on the walls (at children's eye level). If multiple classes use a particular classroom, after students and staff depart the classroom, the room will be cleaned and disinfected before the arrival of another class.
- **Water:** All mouthpieces on water fountains will be taped off. Only the water filling stations will be available to use. Students will be required to provide their own water bottles to drink from.
- **Bathrooms:**
 - All students and teachers will receive training on proper hand washing upon the start of the school year.
 - High touch surfaces will be cleaned frequently.
 - Bathrooms will be labeled to indicate the classes that should be using that specific bathroom, when possible.
 - 1A, 1B, 1C, 1D, 2A and 2B use the one by 1st grade.
 - Kindergarten and TK will use the one closest to their rooms in addition to the in-classroom restrooms.
 - 2C, 2D, 3A, 3B, 3D, 4D use the one by art.
 - 4C, 4B, 4A, 5B, 5C, 5D use the one by music.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Bathrooms continued:**
 - Middle sinks will be closed to ensure social distancing.
 - Urinals will not be available in the boys' restrooms.
 - Every other stall in the girls' restrooms shall be marked off as unavailable. Be sure to keep the large stall open for those with physical needs. Floor markers will be placed outside the restrooms to indicate social distancing while students are waiting for a turn to go in the restroom if there are no available stalls.
 - If a whole grade level is having a restroom break, one teacher or assistant should monitor the hallway to ensure students are social distancing while waiting and that the hallway is not getting overcrowded.
- **Other Common Areas:** If common areas of the school are used for class or gatherings, social distancing will be adhered to and the area sanitized between uses. Hand sanitizer will be available in central locations. There will be no school assemblies.
- **Snack:** During daily snack time, all students will bring their individual snack from home. If there is a situation in which the school provides a snack, it will be individual and pre-packaged.
- **Lunch:** Lunch will take place in the classrooms. The desks will be sanitized before and after lunch. Students will still be able to order lunches through our school's lunch program. Food ordered will be handed directly from an adult with gloves to the child receiving the lunch. No outside treats should be brought into the school to be shared. Individual pre-packaged snacks may be shared, though.
- **Safety Drills:** Safety drills will be conducted in the same manner they have in the past. Students will wear face masks during the safety drills.
- **Mass:** Until further notice, the Wednesday 8:15am Mass will be viewed from the classrooms as it is streamed over the internet. It is our hope that we can have weekly communion services for 3rd, 4th and 5th grades.
- **Faculty Lounge:**
 - Lunches and snacks may not be consumed in the lounge.
 - There will be limited seating.
 - The use of the community coffee pot will be discontinued. The Keurig coffee maker will still be available. Faculty will be responsible for providing their own pods.
 - Faculty should use hand sanitizer before using "touch" items (ex: vending machine, microwave, hot water tap, etc.).



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Recess:**

- Our recess schedule will be created to allow for proper social distancing between students and prevents the mixing of classes. A schedule is in place for frequent cleaning of swings and structural equipment. It is encouraged that individual items such as hula hoops and jump ropes only be used by one student at recess and then disinfected.
- Teachers and staff will monitor games and activities to make sure that students adhere to social distancing guidelines and will prevent student gatherings and/or games that require physical contact.
- Space Utilization: We will utilize space on the lower playground, upper playground and the lot on the Elm Lane side of the building (2 groups, separated).
- Teacher assistants and teachers should become familiar with games and activities that allow for social distancing and no use of shared equipment. The following resource may be useful: <https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>.
- Classrooms may use a classroom set of recess equipment.
- Cleaning
 - Recess equipment should be sanitized daily.
 - Structures such as swings, slides, monkey bars, etc should be cleaned on a routine basis.

- **Specials Classes:**

- Specials will take place in the homerooms. The exception to this will be Phys Ed., computer and library.
- Phys. Ed. will need to make considerations in lesson plans to maximize the time outside and to minimize equipment used. This might include individualized activities such as jump rope, agility activities, personal fitness, etc.. Equipment must be sanitized between classes. Students will not share equipment or participate in activities that require physical contact between individuals and social distancing will be enforced.
- A schedule is in place for frequent cleaning of any individual use equipment used in Phys. Ed. classes.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Nurse Visit:** Our school nurse or designee will continue to distribute medications to students who need medication to sustain attendance, students who have chronic health problems, or students with special needs as well as provide daily care for those who become sick or injured.
 - If your child/children or close family members have traveled overseas or to high-risk areas within the United States, please notify school administration and impose a self quarantine. For example, if returning from a highly populated beach where COVID cases are on the rise, do not return to school before a two week quarantine. We must be careful to protect all members of our community and their caretakers. "Let each of you look not only to his own interests but also to the interests of others." (Philippians 2:4)
 - Students or staff will be screened for COVID-19 prior to entering the health room, and the number of students in the health room at one time will be limited to ensure safe, social distancing. If necessary, students will line up safely distanced outside the health room and will wash their hands or use hand sanitizer upon entering or leaving this space.
 - If a student or staff is deemed symptomatic, they will be isolated in a designated area and safely distanced from other students or staff that may also be in this designated area. If the student presents with fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting and diarrhea, the parent will be notified for immediate pick up. If feasible and developmentally appropriate, the student will be asked to wear a face covering while waiting for pick-up.
 - Once a student has left the health room, it will be closed off and once deemed safe, will be thoroughly cleaned and disinfected to minimize the risk of exposure by the employee to respiratory droplets.
 - Our health room is equipped with temporal touchless thermometers, disposable surgical face coverings, reusable face shields, and disposable gowns. Our nurse or designee will wear a face covering when providing care for a symptomatic person, providing respiratory-related procedures that carry the risk of aerosolization such as nebulizers, and monitoring students who are waiting to go home in isolation. When monitoring or assisting a symptomatic student who is coughing and/or producing heavy respiratory secretions, a face shield will be worn in addition to the face covering. Gowns will be worn when caring for a younger student with vomiting and/or diarrhea.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning:**
 - Common areas and high touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and DHHS guidelines.
 - Each classroom will be equipped with an ample supply of hand sanitizer, soap, and paper towels and each student will have a personal supply of all items for classes and personal hygiene.
 - Each classroom will be supplied with a paper towel dispenser key and at a minimum of one back-up paper towel roll. If the paper towel runs out during the school day the teacher or assistant is responsible for changing them out.
 - Each classroom will be supplied with a soap and hand sanitizer dispenser key and at a minimum of one refill of each. If the soap or hand sanitizer runs out during the school day the teacher or assistant is responsible for changing them out.
 - The night cleaning crew will clean and disinfect, at least daily, frequently touched surfaces and objects. The Maintenance Person will also supplement this work during the school day as needed.
 - A schedule is in place to perform frequent cleaning throughout the day of high touch surfaces and allows time for cleaning and disinfecting between activities/classes. (see appendices for the St. Matthew Catholic School Cleaning Matrix).
 - Bathroom and high touch surfaces will be cleaned hourly.
 - Common areas and high touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and DHHS guidelines.
 - High-touch Areas in the classroom:
 - Desktops
 - Seats
 - Sinks
 - Paper Towel Dispenser
 - High-touch Areas around the school:
 - Intercom Button
 - Door Handles
 - Railings
 - Elevator Buttons
 - Water Fill Stations



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning continued:**
 - Electronics such as tablets, touch screens, keyboards, and mice will be cleaned/sanitized after each student uses them.
 - 70% isopropyl alcohol sprayed on microfiber towels or a Clorox wipe will be used to clean the electronics. After cleaning students/teachers must wash their hands with soap and water for 20 seconds. The microfiber towels will be washed at least once a week by the Assistant Principal.
 - Follow the manufacturer's instructions for all cleaning and disinfection products. (see Appendices for recommendations for Apple and Dell electronics)
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - The Maintenance Person will be responsible for keeping an inventory of all cleaning supplies, hand sanitizer, soap, and paper towels. This inventory will be used to determine the appropriate supply levels for the school. A list of minimum supply inventory will be developed to ensure the school has adequate supplies as required to remain in compliance with this procedure.
 - All spaces used for tutoring must be thoroughly cleaned before being utilized and prior to the student/group using the space.
 - Ample supplies of hand sanitizer, soap, and paper towels must be available in the classroom throughout the day.
 - All paper towels must be in a dispenser or distributed by someone with clean hands, preferably a Teacher or Assistant.
 - All cleaning and disinfectant products must be EPA approved, used according to the manufacturer's instructions, and stored out of the reach on students.
 - Cleaning and Disinfection:
 - Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects. If a laboratory confirmed case of COVID-19 was symptomatic while in the school setting, custodial staff should perform cleaning and disinfection of frequently touched areas throughout the school.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning continued:**
 - **Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.
 - **Step 2: Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product.
 - The disinfectant must be labeled to be effective against rhinovirus and/or human coronavirus. If such products are unavailable, it is also acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. EPA- registered disinfectants specifically labeled as effective against SARS-CoV-2 may become commercially available at a future time and once available, those products should be used for targeted disinfection of frequently touched surfaces.
 - Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
 - For disinfectants that come in concentrated forms, staff should carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.
 - Disinfecting is the responsibility of the night cleaning crew. They are trained to use disinfectants in a safe and effective manner. Staff are reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection (e.g., masks) while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning continued:**
 - Cleaning Non-porous (Hard) Surfaces:
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is on the EPA website.
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Always read and follow the directions on the label to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets.
 - (see Appendices for EPA's 6 steps for Safe and Effective Disinfectant Use)
 - Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about reducing asthma triggers.
 - All Staff engaged in cleaning activities should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning continued:**
 - Cleaning Porous (Soft) Surfaces:
 - For porous (soft) surfaces such as carpeted floors and rugs remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces
 - When a student or staff member develops any symptoms of illness consistent with COVID-19 in a school or child care setting:
 - Isolate the person in a separate room while they wait to be picked up. Ensure that they have hygiene supplies available, including a cloth face covering / face shield, facial tissues, and alcohol-based hand rub.
 - Close off the space used for isolation after the ill person leaves. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
 - Open the space for use after proper cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk and school items).
 - Wear gloves when cleaning, and wash hands after removing gloves.



II. MODEL A: FACE-TO-FACE INSTRUCTION

SCHOOL DAY PROTOCOLS CONTINUED

- **Cleaning continued:**
 - The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:
 - Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
 - Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
 - Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.
 - All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication Standard 29 CFR 1910.1200.



III. MODEL B: HYBRID

The shift to a hybrid approach for instructional delivery would include rotation schedules with face-to-face and remote learning components. There would be an emphasis on the need for increased social distancing at 50% capacity.

Under this model, all students of MACS schools will attend school in-person two days a week and complete lessons at home for three days. At St. Matthew, we will follow the this attendance schedule...

- **Monday and Tuesday - Students with last names starting with A-L are on campus.**
- **Wednesday and Thursday - Students with last names starting with M-Z are on campus.**
- **Friday - Remote instruction for all.**



IV. MODEL C: REMOTE LEARNING

There may be times throughout the year that we will have to navigate to remote learning. Thoughtful deliberations, evaluation of resources and feedback has helped us create a framework for remote learning moving into the 2020-21 school year. We are better equipped to meet the learning needs of our students based on the experiences of the spring of 2020. Flexible lesson planning with the incorporation of instructional tools that assist students in both face-to-face and remote learning environments will help ensure we are providing a high-caliber and rigorous level of education to all students.

Sustained remote learning is an option for students unable to attend due to general health concerns including anxiety and/or compromised immune system within the family. Principal approval is required for a student to enter into sustained remote learning. A note from a doctor confirming the health concern is required. Consultation with the family that confirms the inability of the school to make additional accommodations for the safety of the student would result in the decision to implement remote learning.

Remote Learning Tuition

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.



REMOTE LEARNING PARENT EXPECTATIONS

In order to create a framework where all stakeholders are aware of the expectations for remote learning, a list of the expectations was created for administrators, teachers, parents and students. Here are the expectations for parents...

- Continue to support the community and prayer life of the school.
- Set up a workspace and work time for your child, consistent with the school's schedule.
- As part of a conscious effort to continue to develop your child's life skills, be sure your child makes positive contributions to household work and family life. Schools will be reinforcing the students' need to make positive contributions at home.
- Expect guided activities which may include any subject area, including specials classes.
 - Expect up to two hours of activities a day for PK – 1st grades.
 - Expect up to three hours of activities a day for 2nd – 5th grades.
 - Expect up to five hours of activities a day for middle school grades.
 - High schools will receive daily instruction per the schedule provided by the principal.
- Students are expected to attend all live classes and/or sessions. During these live sessions, students will be required to turn on their device's camera so the teacher is able to see the student during class. Students need to check-in to class as specified by the teacher no later than 5 min into the class or they will be marked absent. Students **MUST** remain signed into the class for the entire block or until the teacher releases them to do class/group work
- If a student leaves in the middle of a class, the student (or parent) **MUST** notify the teacher by email that he or she is leaving the session and why. A parent email must follow to report the absence.
- Continue to report absences per your school's guidelines. Students are expected to attend all live classes and/or sessions. If a student is not able to attend a scheduled live class and/or session, then the parent needs to consider this as an absence and report it to the school accordingly. If a student is absent for a live class and/or session, then he or she is expected to watch the recording of the live session and complete the work as directed. Please refer to your school's policy regarding excused and unexcused absences.
- Your school's absence make-up policies apply to Remote Learning.



REMOTE LEARNING PARENT EXPECTATIONS

Parent Expectations Continued

- Behavior considered to be distracting to class meetings and/or other students or not following the directives for virtual classroom management by the teacher, can be written up for classroom disruption or insubordination per the school's code of conduct and discipline policy. Parents will be notified if there is a discipline issue with a student.
- Work with your teacher on developing a routine for your child. Appropriate and consistent bedtimes, meal times, and school work times are very important to success. If you are struggling with developing a routine for your child, please reach out to your child's teacher for suggestions and help.
- School policies for homework and academic integrity still pertain.
- Don't over-edit or take over your child's school work. School policies on student original work and academic honesty will still apply.
- Please presume the best of the teachers and school leaders. Follow the appropriate chain of command if an issue arises. Please contact your child's teacher first with any concerns. Matthew 18:15 "If your brother* sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother."
- If you have multiple school-aged children, a suggestion would be to stagger their work times as much as possible.
- Be sure your child gets exercise daily.
- Schools are not expecting faculty/staff to share personal cell phone numbers. Please contact your child's teacher through school provided contact information.
- If contacting the teacher after their scheduled office hours, allow time for the teacher to respond.
- We're here to work with you. We are all in this together.

Pray. We need your prayers and the prayers of your family, especially now. Make it a priority to connect with God during these times to feed your spiritual growth.



REMOTE LEARNING STUDENT EXPECTATIONS

Here are the expectations for students...

- Support the community and prayer life of the school.
- Adhere to your school's Honor Code/Handbook.
- Set up an appropriate workspace and work time for yourself. Approach Remote Learning sessions as if you were in the classroom. Your workspace should be in a quiet area of your home and include a desk or table. It should be void of distractions (ie, food, toys, pets, television, etc.).
- Follow your school's dress-down policies when attending live sessions.
- You are expected to attend all live classes and/or sessions. During these live sessions, you will be required to turn on your device's camera so the teacher is able to see you during class. Check-in to class as specified by your teachers no later than 5 minutes into the class or you will be marked absent. You **MUST** remain signed into the class for the entire block or until the teacher releases you to do class/group work.
- If you leave in the middle of a class, you **MUST** notify the teacher by email that you are leaving and why. A parent email must follow to report the absence.
- Absences will still be recorded by the school. If you are not able to attend a scheduled live class and/or session, then your parents need to report your absence to the school per school guidelines for reporting absences. If you are absent for a live class and/or session, then you are expected to watch the recording of the live session and complete the work as directed by the class and/or school policy. Please refer to your school's policy regarding excused and unexcused absences.
- Your school's absence make-up policies apply to Remote Learning.
- Complete and submit your work on time.
- Do your own work.
- Obey the 4th Commandment – Honor your mother and father. As part of a conscious effort to continue to develop your life skills, be sure to make positive contributions to household work and family life. School will be reinforcing your need to make positive contributions at home.
- School policies for homework and academic integrity still pertain.
- Communicate if you have any questions or concerns. Ask for help if you need it.
- Be considerate of others in online discussions.
- Behavior considered to be distracting to class meetings and/or other students, or not following the directives for virtual classroom conduct by your teacher, can be written up for classroom disruption or insubordination per your school's code of conduct and discipline policy.



REMOTE LEARNING STUDENT EXPECTATIONS

Student Expectations Continued

- Continue to follow your school's Acceptable Use Policy and be exceptional digital citizens.
- Remain hopeful, knowing your teachers are doing all they can to move your education forward in an excellent manner.
- Obey the 3rd Commandment - Honor the Sabbath day.
- Remember you are not "at home" during Remote Learning but "in school". Your job is to learn. This is an opportunity to learn a new skill set and grow in responsibility in this new model of learning.
- Assuming you are not using your cell phone as the classroom device, it should be silenced and put away during Remote Learning. Limit your distractions.

Pray. We need your prayers and the prayers of your family, especially now. Make it a priority to connect with God during these times to feed your spiritual growth.



APPENDICES

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
<input type="checkbox"/>	Sore throat;
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open



CS 318258-B 07/24/2020

cdc.gov/coronavirus



APPENDICES

ST. MATTHEW CATHOLIC SCHOOL ✝ CHARLOTTE, NC

FACULTY DAILY CHECK-IN PROCEDURES

- All faculty should review the CDC health screening checklist before leaving the house.
- Upon arrival to school, 2nd floor faculty should go directly to the Faculty Lounge. 1st floor teachers should go directly to the Faculty Work Room.
- In those locations, faculty will have someone take his or her temperature. If the temperature is 99.5 degrees or higher, he or she should report to the nurse's office.
- After the temperature check, all faculty should mark on the faculty rosters in those locations that they are clear of symptoms and do not have a fever.



APPENDICES

ST. MATTHEW CATHOLIC SCHOOL † CHARLOTTE, NC

PROTOCOL FOR DROP-OFF

- Specials teachers will space themselves out along the front sidewalk.
- Specials teachers will wear gloves, face coverings and face shields during the drop-off assessment.
- As cars stop along the sidewalk, open the door for the students to let them out.
 - Remind them to have their face coverings on.
 - Remind them to stand by the car.
 - Remind drivers to wait until the “all clear” signal is given.
- Ask the driver, “Has the CDC checklist been reviewed at home for everyone in this car and are all responses ‘no’?” If the checklist has not been reviewed, ask the students the questions from the checklist. Students who respond “yes” to any of the questions will be sent home with the driver.
- Using a touchless thermometer, get a reading for each student in the vehicle. You may attempt a temperature reading up to three times, if needed, to ensure an accurate measurement.
- Any students with a temperature of 99.5 degrees or higher will need to return home with the driver. For those students, the specials teachers will record the name and temperature and send the report to Mrs. LeCompte at the end of carpool.
- If symptoms are present while checking students in, even if the CDC checklist has been confirmed clear, the specials teacher should ask the



APPENDICES

Required	Area	Type	Clean	Disinfect	Frequency	Facilities	Teacher/Assistant	Night Cleaning	User	Cafeteria
<input checked="" type="checkbox"/>	Outdoor	Swings	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Climbing Structures	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Ladders	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Tables	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Benches	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Intercom Buttons	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Door Handles	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Outdoor	Railings	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Throughout the school	Light switches	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Throughout the school	HVAC Vents	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Throughout the school	HVAC Filters	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Halls	Door Handles	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Halls	Water Fill Stations	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Halls	Handrails	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Halls	Elevator Buttons	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Desktops	<input type="checkbox"/>	<input type="checkbox"/>	4 times per day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Seats	<input type="checkbox"/>	<input type="checkbox"/>	4 times per day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Sinks	<input type="checkbox"/>	<input type="checkbox"/>	4 times per day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Paper Towel Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	4 times per day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Keyboards	<input type="checkbox"/>	<input type="checkbox"/>	after each use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Touchscreens/Pads	<input type="checkbox"/>	<input type="checkbox"/>	after each use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Shared classroom books	<input type="checkbox"/>	<input type="checkbox"/>	(3 days rest)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Pencil Sharpeners	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Floors	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Door Handles	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Drawer Handles	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	In the Classroom	Waste Bins	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gym/PE Class area	TBD meet with PE Teachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Tables	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Chairs	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Countertops	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Vending Machine	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Microwave door handles	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teacher Lounge	Refrigerator door handles	<input type="checkbox"/>	<input type="checkbox"/>	after each class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Doorknobs and handles	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Soap Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Faucet Handles	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Paper Towel Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Toilet paper dispenser	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Toilet flush handles	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Toilet doors	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Restrooms	Toilet door handles and locks	<input type="checkbox"/>	<input type="checkbox"/>	every hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Class restrooms	Spray down only (no wiping)	<input type="checkbox"/>	<input type="checkbox"/>	after each use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cafeteria Prep	Tables	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cafeteria Prep	Countertops	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cafeteria Prep	Refrigerator door handles	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



APPENDICES

Required	Area	Type	Clean	Disinfect	Frequency	Facilities	Teacher/Assistant	Night Cleaning	User	Cafeteria
<input checked="" type="checkbox"/>	Cafeteria Prep	Carts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Health Room- Standard		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Health Room- After Sick Person		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Area After Sick Person		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Desktops	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Seats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Sinks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Paper Towel Dispenser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Floors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Door Handles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Classroom Final	Drawer Handles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior to first use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDICES

How to clean your Apple products

Get recommendations and guidelines for cleaning your Mac, iPad, iPhone, iPod, display, or peripheral device.

Apple products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

Is it OK to use a disinfectant on my Apple product?

Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach.

Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents. Don't use on fabric or leather surfaces.



APPENDICES

Client Systems

We understand customers may have questions about cleaning and disinfecting options for their Dell products. The guidance below applies to all Dell-branded PCs, monitors or display screen, docking stations, keyboards, and mice.

1. We recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Also remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Never spray any liquids directly onto the product.
5. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to your product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product. Excessive wiping potentially could lead to damaging some surfaces.
7. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.
9. After cleaning or disinfecting a glass surface, it may be cleaned again using a glass cleaner designed for display surfaces following directions for that specific cleaner. We recommend you avoid glass cleaning products containing Ammonia.
10. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

Customers may experience some visible cosmetic changes to finishes over time as a result of the cleaning process outlined above on some surfaces. Other cleaning chemicals are very harsh and will damage surfaces. Avoid using any of the following chemicals or products containing these chemicals:

- Any chlorine-based cleaner, such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
- Ammonia (i.e. Windex)
- Ethyl alcohol

Using any of the chemicals listed above will cause permanent damage to some product surfaces. By following the steps outlined in this document, you can minimize the risk of damage.



APPENDICES

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: epa.gov/listn



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

coronavirus.gov