I) Public Interaction

All gatherings are limited to **15 people or less** as of 6/1/20. All social gatherings of more than fifteen (15) people in any public or private space such as an auditorium, stadium, arena, large conference room, meeting hall, library, theater, parade, fair, festival, park or beach, are prohibited.

All district-sponsored extra-curricular activities and non-essential meetings are cancelled until the last day of school, June 17. This includes any sporting events/practices and Captain's Practices.

All Chariho Regional School District buildings are remaining open for appointments only, except for packet distribution days.

- **ALL Visitors** (including staff currently not working in the buildings on a consistent basis), please contact the school via the main phone number of the school or facility to make an appointment. Please attempt to complete any transactions via email or phone prior to coming to school. Staff and administration will attempt to address your need or request based on availability and access in the moment. Parents may continue to drop-off/pick-up items using a protocol developed at each school to maintain social distancing, and less than 5 people being in the same place at the same time.

- Visitors will be limited to the extent possible.

- **Before allowing a visitor to enter the building, all visitors will self-screen by reviewing the posted COVID-19 RIDOH Screening Tool and then must be asked the following question:**

  *Have you had any of these symptoms in the last 3 days?*

  If a visitor answers “Yes” to any of the questions above, they should be instructed to call the person they were planning to visit and discuss rescheduling. The office will notify affected staff that their visitor will contact them to reschedule.

- Signs will be posted at the doors requiring visitors and staff to wear a cloth-based facial covering (as of 4/18/20), and to not enter the building if sick.

- Practice **social distancing**, leaving 6 feet between you and another person.
● As in our three towns, all Chariho Regional School District Playgrounds will be closed until further notice. On all school property, social distancing must be practiced and no gatherings more than 5 people are allowed.

● Whenever possible, scanning documents and/or providing virtual packets/pdfs should be utilized.

● **Meal Distribution:**
  ○ Children 18 years old or younger* are eligible for Grab & Go meals.
  ○ Grab and go breakfast and lunch meals can be picked up during the hours of 9am to 11am on Monday-Friday w/meals for 7 days/week (beg. 4/17) at Chariho High School.
    *The age limit is from the federal government which is providing for these meals, however any of our students with disabilities who are enrolled until 21 will also be provided a meal.
  ○ Students must be present to receive a meal (unless they have been present before, and staff can verify the identity of adults picking up meals for students).
  ○ Access will be limited to bringing meals to cars, as they drive up.

● **For drop-off and pick up of any paper products:**
  ○ Wear gloves when preparing paper packets and collecting paper packets from the public (specifically consideration for bulk materials for PK-1 and Special Education). Gloves will be available at each school. View a quick video on proper glove removal: [https://www.youtube.com/watch?v=xTYioOo__6U](https://www.youtube.com/watch?v=xTYioOo__6U)
  ○ When preparing for pick-up, the Principal will develop a system where people are entering one exterior door and leaving through another exterior door (gyms or lunchrooms).
  ○ Limit entry to allow for social distancing and less than 5 people in the room at one time.
  ○ Per the Governor’s Executive Order, all customer-facing businesses shall take steps to require customers to wear face coverings (as of 4/18/20), including the posting of such requirements at the entrance of the business and such other steps as may be required by DBR. No person under two years of age or any person whose health would be damaged thereby shall be required to wear a face covering.
  ○ For drop-off, have parents leave the assignments/packets in boxes in the foyer or outside the building when practical. Signs should be posted to remind people to use social distancing when dropping off, tape can be put down at 6 ft. intervals for parents to wait and practice social distancing (you might have seen this system set-up at a market or restaurant).
  ○ The RIDOH was contacted on 3/30/20, and stated that the virus can live on cardboard up to 24 hours, and plastic and steel up to 72 hours. (Also confirmed by a study from the NE Journal of Medicine).
Therefore, materials dropped off should not be handled until at least 24 hours have passed. If work is dropped off on Friday, then it should be fine for Monday review by teachers.

Please call if you have any questions:
District Superintendent (401) 364-7575
District Business Office (401) 364-3260
District Technology Office (401) 364-1163
Ashaway Elementary School (401) 377-2211
Charlestown Elementary School (401) 364-7716
Hope Valley Elementary School (401) 539-2321
Richmond Elementary School (401) 539-2441
Chariho Middle School (401) 364-0651
Chariho High School (401) 364-7778
Chariho Alternative Learning Academy (401) 315-2880
Chariho Tech (401) 364-6869

II) Essential Staff Working in the Building(s) on a Consistent Basis

Staff members who are able to complete their job responsibilities from home are able to. The purpose of having some staff work from home is to limit contact among individuals as much as possible. However, some positions just do not lend themselves to working remotely. In Phase II, those who can work from home should continue to do so. Businesses are allowed to bring one third of their workforce back to the office. This means up to 33% of workers/or up to 15 staff members, whichever is greater, may work on site at the same time as long as physical distancing standards are maintained. Phase II Guidelines for Offices will be followed.

For those who physically report to work:

- All Employees will self-screen by reviewing the COVID-19 RIDOH Screening Tool before coming to work:
  
  Have you had any of these symptoms in the last 3 days? If so, do not come to work and contact your supervisor and the Human Resource Administrator.

- Practice social distancing, leaving 6 feet between you and another person.
- Do not gather to take breaks, lunch, or sign-in/sign-out.
- Spread out, two people should not work in the same office.
- Continue to wash hands frequently and follow CDC guidelines including coughing in elbow, and not touching hands and face.
- Maintain a daily log of who you come in direct close contact with at work.
- All employees must wear cloth-based facial coverings while at work (per the Governor’s executive order). These will be available in the Main Office for any staff member who needs one.

  - All employees shall wear cloth face coverings unless he/she can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees for the duration of his or her work (e.g., solo office) or unless doing so would damage the employee’s health. All such employees must wear
face coverings in any entry, exit and common areas of the business, including, but not limited to: check-in, registration, reception, hallways, bathrooms, breakrooms, time clock areas, elevators, stairways, etc.

- Face coverings can include scarves, bandanas, and other homemade and non-factory-made masks.
- Per RIDOH, facemasks need to be cleaned between uses, or disposed of (if disposable).
- The only exceptions from these rules are for anyone whose health would be in jeopardy because of wearing a face covering or any children under 2 years old.
- View this CDC video on making a face covering. VIDEO

- Thank you for helping to continue operations during this time.

III) Guidance for buildings when an employee is sick (while schools are closed).

All staff are required to follow CDC Public Health Recommendations for Community-Related Exposure. Any employee who is absent due to a COVID-19 related issue shall contact the Human Resources Administrator, as new regulations and guidance which may be beneficial for the employee are continuously updated.

For sick employees:
1. All Employees will self-screen by reviewing the COVID-19 RIDOH Screening Tool before coming to work. If they have had any of these symptoms in the last 3 days they will not come to work and contact their supervisor and the Human Resource Administrator. From the RIDOH: anyone who is sick should stay home and self-isolate (unless going out for testing or healthcare).
2. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The Human Resource Administrator will be notified by the supervisor.
3. An employee who has worked in the building within the last 14 days and is sick with symptoms of COVID-19 or has been instructed to be tested for COVID-19 will notify the Supervisor and the Human Resource Administrator, who will direct them to consult with RIDOH and/or their doctor.

For other employees:
4. The Interim Superintendent will be notified and will contact RIDOH.
5. Staff Information on the employee’s work schedule and on who had direct close contact (prolonged and within 6 feet) with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. “A potential exposure means being a household contact or having direct close contact - prolonged and within 6 feet of an individual - with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.”
6. Custodial and maintenance staff will perform enhanced cleaning and disinfection after any persons suspected/confirmed to have COVID-19 have been in the facility: [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html).

7. If an employee is suspected/confirmed to have COVID-19 infection, the district will inform the other employees of their possible exposure to COVID-19 in the workplace but all staff shall maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employees will be instructed on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. In addition, the Interim Superintendent will inform the School Committee of the event.


Sample Essential Staff Notification:

*We have an employee working at the ... School who was last at work on ..., and has since been directed to be tested for COVID-19. Any employees who may have been in direct close contact with (prolonged and within 6 feet) has been notified and has not reported to work since .... At this time, there is no confirmed case of COVID-19. Test results typically take 48-72 hours to receive.*

Custodial and maintenance staff will perform enhanced cleaning and disinfection per the [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html). Those who can work from home should do so, please consult with your supervisor.