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## **Implementing effective hygiene practices and social distancing in school buildings**

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Concepts based on CDC recommendations,  
independent research, and remote  
interviews with educators and administrators



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# 1. Scope of this Paper

## Target Audience for this Guide

School and district administrators who want practical advice and guides on social distancing and hygiene practices.

### Focus on 3 key areas:

- Using existing furniture to increase physical distancing and safety
- Adding personal protective equipment (PPE) and distancing products
- Revising furniture choices for new construction



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## Scope: Strategies and Tactics

### This guide will cover the following tactics and strategies:

- CDC Guidelines relevant to school facilities
- Current examples from countries that have returned to school
- Setup and procedures for functional areas in the school
- Sample layouts of rooms using social distancing
- PPE and other consumables schools will need
- Furniture specifications to consider for new builds or replacement furniture



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## Out of Scope

### What this guide will NOT cover:

- State guidelines that differ from the Center for Disease Control
- Local health department guidelines
- Predictions about the future
- Technology needs for distance learning
- Cleaning of facilities



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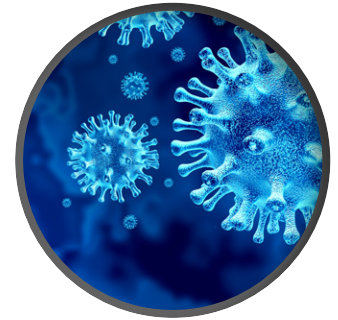
## 2. Relevant CDC Guidelines\*

\* Published March 11, 2020

*Required actions depend on the extent of transmission within the community.*

### 1. No community transmission:

- Keep emergency plans updated
- Teach and reinforce healthy hygiene practices
- Ensure adequate supplies
- Intensify disinfection efforts



#### **Whenever a case enters the school:**

- Coordinate with local health officials
- Dismiss students and most staff for 2-5 days to determine local health reaction
- Communicate with stakeholders
- Clean and disinfect thoroughly
- Make decisions about extending school dismissal
- Implement extended virtual learning or continuity of education
- Ensure continuity of meal programs



### 2. Minimal to moderate community transmission:

- Coordinate with local health officials
- Implement multiple social distancing strategies:
  - Cancel any large gatherings or classes requiring close contact
  - Increase space between desks
  - Avoid common area mixing
  - Stagger arrival/dismissal times
  - Ban non-essential visitors
- Consider ways to protect students and staff most at risk



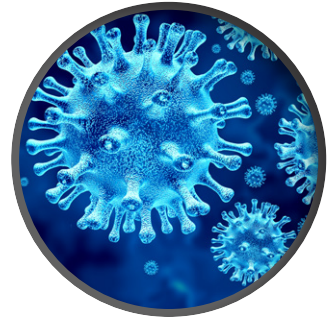
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## 2. Relevant CDC Guidelines *(continued)*

### 3. Substantial community transmission:

- Coordinate with local health officials
  - Consider extended school dismissals
  - Implement extended virtual learning or continuity of education
  - Ensure continuity of meal programs
- 



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### 3. Expectations & Current Practices

#### What do we think the minimum expectation will be for everyone?

All those in the building will be required to:

- Wear masks, preferably their own cloth masks
- Wash hands frequently and/or use hand sanitizer
- Avoid touching the face
- Maintain a 6-foot distance whenever feasible
- Get their temperature checked at least once a day, either at home or school
- Self-report that they have symptoms that need to be evaluated



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#### What do we think the minimum expectation will be for administrators?

School administrators will be required to:

- Conform to their state and local guidelines
- Create good processes to ensure safety during school hours
- Identify at-risk individuals and take precautions or safeguard them with remote learning
- Clean the buildings more deeply and/or frequently
- Communicate to those in the building and out about the status of these efforts



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### 3. Expectations & Current Practices *(continued)*

#### What back-to-school practices do we see from other countries?

##### Social Distancing - Policies:

- Attempting to maintain 6-foot (2 meter) distance
- Banning physical contact between all in the building
- No parents or non-essential people allowed in the school
- Asking older and immunocompromised people to stay home
- Having teachers move to new classrooms at bell change versus students
- Staggering arrivals and breaks
- Wearing hats to encourage social distancing (pool noodles!)



##### Social Distancing – Physical Environment:

- Marking the floor to facilitate distancing
- Using tabletop partitions and desk partitions
- Using gyms and common areas as temporary classrooms
- Closing libraries or using them for classrooms
- Using the outdoors when possible to teach
- Allowing entry at multiple points of the building to decrease hallway traffic



##### Sanitation & Health Measures:

- Temperature checks to enter the building
- Sanitizing clothes and footwear before entering the building
- Ventilating areas by opening windows and doors
- Handwashing every hour
- Mandatory wiping down of furnishings and equipment
- Cleaning door handles and toilet seats at least twice daily



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## 4. Key School Areas

### Adaptations | Transporting Students

#### School Bus Practices

##### New needs for the process:

- Temperature screening
- Social distancing

##### Ideas for the new solution:

- Screen students for temperature with parents present
- Fill the bus from the back
- Fill one child to a window seat
- Children from the same family sit together
- Exit front-to-back



##### Ideas for new products:

- Infrared thermometer
- Hand sanitizer

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#### Dropoff Area Practices

##### New needs for the process:

- Temperature screening
- Sanitize clothes, shoes and hands
- Establish social distancing
- Direct students to areas

##### Ideas for the new solution:

- Wait for staff to let out students
- Multiple entry points (consider color coding)
- Hand sanitizer and temperature screeners at entry points
- Stickers to show proper check-in after temperature screening
- Consider facial recognition for attendance
- Gated movement inside and outside the building



##### Ideas for new products:

- Stanchions & signage
- Infrared thermometer
- Hand sanitizer dispensers
- Extra masks



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## 4. Key School Areas *(continued)*

### Adaptations | Entryways & Hallways

#### Entryways & Hallways

##### New needs for the space:

- Limit hallway traffic
- Establish traffic flow

##### New solution idea 1

##### Teachers move instead of students:

- Teachers move, students stay in classrooms
- Classroom storage rather than lockers

##### New solution idea 2

##### Students change classes:

- Use partitions to create one-way lanes
- Release one child from class every few seconds
- Establish a socially-distanced waiting line for next class
- Custodians wipe down door handles and stairwells between classes



##### Ideas for new products:

- Partitions
- Signage



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## 4. Key School Areas *(continued)*

### Adapted Hallway – Example Layout

#### Furnished Collaborative Hallway



#### Adapted Hallway with Furnishings



- Clear walkways with defined traffic flow
- Excess furniture removed
- Well-spaced furnishings
- Furnished hallways as class rotation holding areas or extra learning space



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## 4. Key School Areas *(continued)*

### Adaptations | Classrooms

#### Classrooms

##### New needs for the space:

- Maximize distance & maintain hygiene

##### Ideas for the new solution:

- Remove excess furniture from student spaces
- Minimize direct face-to-face seating arrangements
- Use desks for personal storage
- Classrooms double as dining areas
- Hand sanitizer for each student
- Accessible sanitizing stations around the room
- Wipe down furniture and equipment between classes
- UV disinfection wands and cabinet storage for shared items
- Door and window ventilation



##### Ideas for new products:

- Open-front desks
- Hand sanitizer stations or handwashing stations
- Disinfecting wipes
- Lunch carts
- UV disinfection wands and storage cabinets
- Acrylic carrels or dividers on each desk or table
- Antimicrobial peel-off stickers on all surfaces



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## 4. Key School Areas *(continued)*

### Adapted Classrooms – Example Layout

#### Collaborative Classroom with Desks



#### Adapted Classroom with Desks



- Wide spacing between desks
- Desks with personal storage
- Wide walkways
- Access to sanitizing stations and supplies
- Partitions at high interaction areas
- Zig-zag storage on shelves



## 4. Key School Areas *(continued)*

### Adaptations | Restrooms & Stairwells

#### Restroom Practices

##### New needs for the space:

- Social distancing and hygiene

##### Ideas for the new solution:

- Schedule for classes to access restroom
  - Monitor traffic for non-scheduled restroom traffic
  - Full length privacy panels at open toilet fixtures or block usage at every-other toilet
  - Signs for proper hand washing
  - Constant supply of soap, hand sanitizer and paper towels
  - Hands-free soap dispensers
  - Regular cleaning of high-touch surfaces
  - Foot-operated door openers
- 

#### Stairwell Practices

##### New needs for the space:

- Social distancing
- Sanitation and hygiene

##### Ideas for the new solution:

- Tape off “up” and “down” lanes
- Monitor for “2-stair distance” between students
- Frequent cleaning of railing and walls



##### Ideas for new products:

- Hand sanitizer & disinfecting wipes
- Signage



##### Ideas for new products:

- Tape
- Wall-mounted hand sanitizer



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## 4. Key School Areas *(continued)*

### Adaptations | Cafeterias & Dining Areas

#### Food Service Practices

##### New needs for the space:

- Social distancing
- Food safety

##### Ideas for the new solution:

- Safest option: Individual lunches prepacked and delivered to classrooms
- Variation: Individual lunches for pickup
- If using buffet lines: Strong social distancing with a designated food handler
- If using long tables: Zigzag seating with acrylic guards
- Partitions between tables
- Hand sanitizer at entries, exits and at tables
- Cafeterias as temporary classrooms and holding areas



##### Ideas for new products:

- Partitions
- Acrylic guards
- Sanitizer stations and cleaning supplies



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## 4. Key School Areas *(continued)*

### Adapted Cafeterias – Example Layout

#### Cafeteria for Socialization and Dining



#### Adapted Cafeteria for Distancing and Sanitation



- Zigzag seating at every other seat
- Guards on tabletops and between sections
- Individualized meals or designated food handlers
- Many accessible handwashing stations
- Guards for cashiers

## 4. Key School Areas *(continued)*

### Adaptations | Libraries & Media Centers

#### Libraries & Media Centers Practices

##### New needs for the space:

- Reduce communal use of tech, tools and materials
- Social distancing

##### Ideas for the new solution:

- Potentially repurpose for classrooms and holding areas
- UV light disinfection for returned books
- “Quarantine” book storage and rotation
- 6-foot minimum distance for all seating areas
- Acrylic guards between students seated at tables
- Remove seating to widen walkways
- Partitions between sections
- Frequent sanitizing of all touch points and surfaces



##### Ideas for new products:

- UV disinfection light products
- Acrylic guards & partitions
- Sanitizer stations and cleaning supplies



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## 4. Key School Areas *(continued)*

### Adapted Libraries & Media Centers – Example Layout

#### Media Center for Study and Group Work



#### Adapted Media Center for Social Distancing



- Reduce and spread out shelved materials
- Use shelving to create sections
- Remove cozy group units or prohibit group use
- One chair per small group table
- Every other study carrel
- Spacious walkways



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## 4. Key School Areas *(continued)*

### Adaptations | Common Areas

#### Common Areas Practices

##### New needs for the space:

- Social distancing & sanitation

##### Ideas for the new solution:

- Potentially repurpose for monitored study or classes
- Potential sign-ups for limited capacity use
- Remove cozy group furniture or prohibit group use
- One seat per small group table
- Stations or partitions to create sections
- Mandatory wiping down surfaces after student use
- Hand sanitizer and wipes readily accessible



##### Ideas for new products:

- Stanchions or partitions
- Sanitizer & disinfecting wipes



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## 4. Key School Areas *(continued)*

### Adapted Common Areas – Example Layout

#### Student Common Area



#### Adapted Common Area for Social Distancing



- Remove excess furniture
- Stanchions or partitions for sections and traffic
- Spread out seating
- Guards on small group tabletops
- Easy-to-clean surfaces
- Access to sanitizer

## 4. Key School Areas *(continued)*

### Adaptations | Makerspace & Lab Work

#### Makerspace & Lab Work Practices

##### New needs for the space:

- Social distancing & sanitation
- More individual lab and project work

##### Ideas for the new solution:

- Individual kits, tools, materials
- Regulate access of tools and materials
- Regulate traffic patterns to stations
- Maintain consistent small groups for team projects
- Frequent wipe-down of surfaces after use
- Potential sign-up sheet for limited capacity use
- Limit seating to maintain 6-foot distance



##### Ideas for new products:

- Individual lab kits
- Partitions



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## 4. Key School Areas *(continued)*

### Adapted Makerspaces & Labs – Example Layout

#### Makerspace for Group Labs and Projects



#### Adapted Makerspace for Social Distancing and Sanitation



- Remove excess seating
- Consistent project teams
- Guards when facing other students
- Regulate access to shared equipment
- Regulate access to stored materials
- Access to sanitizer and supplies



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## 4. Key School Areas *(continued)*

### Adaptations | Music Rooms, Gyms & Large Group Spaces

#### Large Group Space Practices

##### New needs for the space:

- Social distancing
- Facilitating physical effort while maintaining health

##### Ideas for the new solution:

- Practicing in sections rather than in whole groups
- Creating activities that don't require proximity
- Creating activities that make use of individual equipment (e.g., hockey sticks, individual music folders)
- Outdoor practices and participation
- Mutes or coverings on instruments that reduce particulates in the air
- Potentially repurpose for classrooms or holding areas



##### Ideas for new products:

- Individual equipment
- Partitions



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## 4. Key School Areas *(continued)*

### Adapted Music Rooms – Example Layout

#### Music Room for Full Chorus or Band



#### Adapted Music Room for Rotating Music Sections



- Reduce seating to particular sections
- Spread out seats within each section
- Ready access to sanitizer
- Front facing seating arrangements
- Towels for messes from spit valves, etc.



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## 4. Key School Areas *(continued)*

### Adaptations | Outdoor Spaces and Administrative Offices

#### Outdoor Spaces Practices

##### New needs for the space:

- Social distancing
- Lifting mood via movement and fresh air

##### Ideas for the new solution:

- Sectioning the playground with paint or weather resistant tapes
- Individual games that can be enjoyed with others (e.g., hopscotch)
- Group games that don't require close contact or equipment that needs to be picked up (e.g., Simon Says, Red Light/Green Light)
- Group exercise
- Consider allowing devices during recess
- Consider using outdoors for classrooms
- Sanitize hands and equipment before and after outdoor time



##### Ideas for new products:

- Individual equipment
- Outdoor sanitizing stations

#### Administrative Offices Practices

##### New needs for the space:

- Protect staff and students from airborne particles
- Social distancing & sanitation

##### Ideas for the new solution:

- Wearing masks at shared office areas
- Clear acrylic screens on countertops
- Spacing between chairs in waiting area
- Access to hand sanitizer throughout the day

##### Ideas for new products:

- Mounted or freestanding sanitizer stations
- Acrylic countertop dividers
- Vinyl or antimicrobial seating
- Personal protective equipment (e.g., masks)



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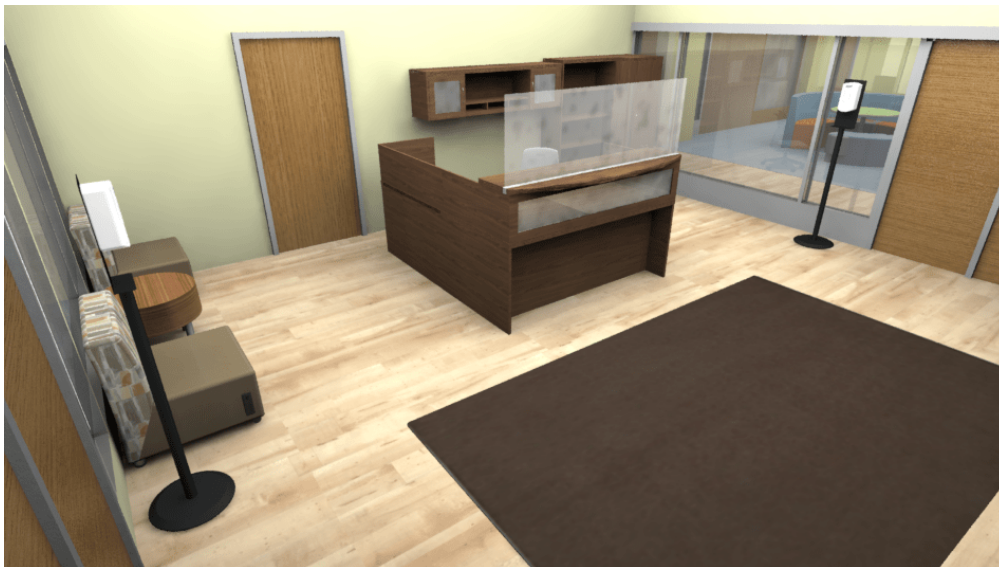
## 4. Key School Areas *(continued)*

### Adapted Administrative Office – Example Layout

#### Front Office with Reception and Waiting Area



#### Adapted Front Office with Separation and Guards



- Guards on shared counter space
- Divided seats in waiting area
- Front facing waiting area seating arrangements
- Ready access to sanitizer

## 4. Key School Areas *(continued)*

### Adaptations | Dismissal

#### Dismissal Practices

##### New needs for the process:

- Regulate traffic flow out of the building
- Social distancing

##### Ideas for the new solution:

- Consider grouping students into walkers, bus riders and pick-ups
- Consider the order for releasing students by group
  - Walkers could be released first because they don't have to wait on anyone
  - Consider releasing students every 3 seconds
  - Consider publishing a time schedule for pick-ups with a hotline for absolutely, unavoidable emergencies
- Consider stanchions and partitions for traffic regulation



##### Ideas for new products:

- Stanchions & partitions
- Signage



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## 5. Key Furnishings

### Products for Social Distancing and Safety

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#### Open front desks

- Individual Storage
- Smooth Cleanable Surfaces
- Variety of Shapes
- High School to Preschool Sizes

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#### Vinyl Seating and Antimicrobial Seating

- Antimicrobial furnishings are specially treated
- Both materials are easy to clean
- Variety of options in both materials



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## 5. Key Furnishings *(continued)*

### Products for Social Distancing and Safety

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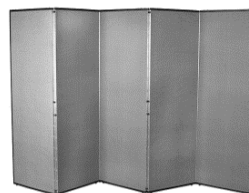
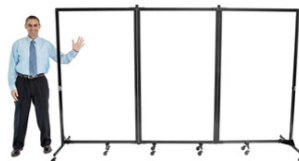


#### Stanchions

- Traffic routes
- Stopping points
- Restrict line hopping
- Sections

#### Dividers

- Glass or porcelain for easy cleaning
- Clear dividers for shared experience
- Opaque dividers for less distraction



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## 5. Key Furnishings *(continued)*

### Products for Social Distancing and Safety

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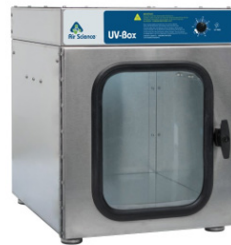
#### Sanitizing Equipment & Supplies

- Stationary units for consistency
- Mobile Carts for flexibility
- Bottles for portability

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#### UV Disinfection Lights

- UV Wands for common touch points
- UV Cabinets for shared items



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## 5. Key Furnishings *(continued)*

### Products for Social Distancing and Safety

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#### Personal Protective Equipment (PPE)

- Masks protect individuals and others
- Infrared thermometers for non-invasive monitoring
- Goggles protect eyes during labs
- Change gloves to prevent cross-contamination
- Face shields protect the whole face



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We're happy to help.

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