

## Hygiene Procedures

Personal hygiene procedures will be taught and reinforced.

- In the elementary, classroom routines will include teaching and reinforcing personal hygiene on a regular basis
- In junior high and high school, students will be reminded both verbally and by signage to use sanitizer upon entering each classroom and to wash hands frequently
- All elementary classrooms have sinks and soap dispensers.
- Classrooms that do not have sinks will be outfitted with hand sanitizer dispensers

**Classroom Celebrations and Food Fundraisers** All food—including condiments, must be commercially prepared and individually packaged. Buffet or family-style meals will not be allowed. Bake sales are cancelled until further notice.

**Drinking Fountains** The drinking fountains will be closed. However, there will be water bottle refill stations available. Students should bring a full water bottle, clearly marked with their name. Students are not to share water bottles.

### Guidelines for Staff

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, and covering cough and sneezes among students and staff.
- Teach and model to students how to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Staff and students should wash their hands for 20 seconds with soap rubbing thoroughly after application, and use paper towels to dry hands.
- Staff should model and practice hand washing often. Develop routines. Frequent hand washing is more effective than the use of hand sanitizers.
- When feasible and safe, leave doors open or ajar to classrooms and restrooms so that students and staff do not have to touch doorknobs.
- Discontinue the use of shared food and beverage equipment.
- Increase circulation of outdoor air as much as possible by opening windows and doors when safe to do so.
- Avoid sharing of foods and utensils and buffet or family-style meals.

### Guidelines for Administration

- Consider portable hand washing stations, if feasible, throughout the school to minimize movement and congregation in the bathrooms.
- Ensure adequate supplies are available to promote healthy hygiene.
- Provide hand sanitizer in each classroom that does not have access to soap and water.
- Provide adequate supplies within easy reach including tissues and no-touch trash cans if possible.

### Guidelines for Parents

- A staff member(s) and student(s) are the only people allowed to enter the classrooms.
- All persons entering LWA premises are required to wear face coverings.

*\*Please see school re-entry procedure document*