MITYLITE®

Social Distancing Solutions *for* EDUCATION

A guide to help you open your school safely for students, teachers, and staff

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INTRODUCTION

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What You will Learn in this E-Book

In just a few short weeks, the rapid spread of COVID-19 led to K-12 schools closing across the nation. Asked to stay at home by health officials, teachers were forced to create a new teaching model for students living in a digital world.

Now that educators are hard at work to reopen schools, the topic of how to operate safely is a primary concern.

We know it's important to keep students, teachers, and staff safe. This E-Book is designed to offer social distancing solutions as well as tools and resources to help you do just that.

A New Opportunity

MityLite understands that this pandemic is a fluid situation, and in order to survive, schools and districts need to operate differently and be able to transition quickly.

Embracing this new reality and looking for opportunities to make this situation work for you, your staff, and your students could establish your district as an industry leader. While other districts might be forced to close once again and lose funding, your district could begin an exciting journey into the future.

This E-Book contains resources and tools to help you assure your teachers, staff, and parents that you're a forward-thinking industry leader. This will help people feel safer in your schools. That's the most important thing you can offer right now.

SECTION ONE:
How to Safely Reopen Your School

Rethinking school structures to maintain proper distancing amid COVID-19

The recommendations from the Centers for Disease Control (CDC) regarding how to safely reopen schools will force K-12 leaders to be creative in how they design school spaces and structure programs.

Here are some policies you can implement in your district (some easier than others):

- ☐ Minimize movement throughout the building and restrict mixing between classes
- ☐ Keep the same student and staff groupings together throughout the school day
- ☐ Cancel all field trips
- ☐ Limit gatherings, events, and extracurricular activities to those that can maintain proper social distancing
- ☐ Restrict nonessential visitors, volunteers, and activities involving groups of people
- ☐ Space student desks and seating at least six feet apart
- ☐ Close communal-use spaces such as dining halls and playgrounds
- ☐ Stagger use of public areas and disinfect between uses
- ☐ Have students eat meals in classrooms
- ☐ Serve individually plated meals
- ☐ Stagger arrival and drop-off times or locations
- ☐ Put measures in place to limit direct contact with parents
- ☐ Keep each child's belongings separated from others
- ☐ Individually label containers, cubbies, and areas
- ☐ Assign each student their own bin of materials for learning and clean these materials regularly
- ☐ Minimize the sharing of electronics, art supplies, science equipment, etc. or limit the use of supplies to one group of children at a time and disinfect these between uses

Promote Psychological Safety

Many of the CDC guidelines talk about managing the physical safety of people. However, physical safety is only part of the equation. The other, equally important, consideration is psychological safety—the mental well-being of employees, parents, and students.

Psychological safety is typically defined as the belief that one will not be punished for raising concerns or making mistakes. However, the idea of psychological safety takes on a new meaning in this new normal.

Psychological safety now extends to include feeling physically safe while going to work and school.

Here are the ways you can encourage a feeling of psychological safety in your schools:

- Create a Social Distancing Protocol document
- Train all staff on the protocol and give them the opportunity to ask questions
- Communicate openly with staff and parents
- Make your compliance with a Social Distancing Protocol transparent to all
    - Display proper signage
    - Engage in extensive cleaning guidelines
    - Provide hand sanitizer
    - Use Protection Shields and Partitions
    - Require staff, students, and visitors to wear a face covering and maintain a 6-foot distance from others
- Provide a new sick policy that encourages sick staff and students to stay home without penalty

Create a Social Distancing Protocol

All schools and district offices should prepare, post, and follow a Social Distancing Protocol. Create this protocol and train your staff on it. Make sure everyone receives a copy and post copies of the protocol in prominent locations.

Sample Protocol

The next 4 pages are Social Distancing Protocol documents for you to print and use or reference while creating a similar document that fits your needs.

SOCIAL DISTANCING PROTOCOL CHECKLIST

School/District name: _____

Contact name: _____

Email / telephone: _____

Every employee of _____ school district is expected to follow this Social Distancing Protocol checklist. The attached instructions detail what is required and how to complete the checklist.

SIGNAGE & EDUCATION

- ☐ Post signage at each public entrance requiring of all who enter to:

(1) Avoid entering if experiencing COVID-19 symptoms (cough, fever, or not feeling well) **(2)** Maintain a minimum 6-foot distance from others while inside the facility **(3)** Wear a face covering **(4)** Wash hands regularly and use hand sanitizer

- ☐ Post a copy of this Social Distancing Protocol checklist in offices, lunch rooms, and other work area
- ☐ Post educational social distancing instructions throughout the school
- ☐ Educate staff about this protocol and other COVID-19 related safety requirements

PROTECTIVE MEASURES

- ☐ Ensure staff stay home or leave work if they are sick
- ☐ Ensure staff review health criteria before each school day and advise them on what to do if they are required to stay home
- ☐ Require staff, students, and visitors wear a face covering as required by DOH orders
- ☐ Implement a plan to keep people safe, including limiting the number of students per classroom and restructuring the layout of all spaces to ensure physical distancing
- ☐ Allow staff to carry out their duties from home when possible

MEASURES TO PREVENT UNNECESSARY CONTACT

- ☐ Tell staff, students, and visitors to maintain physical distancing of at least 6 feet
- ☐ Separate all desks and work stations by at least six feet
- ☐ Place floor decals and directional signs six feet apart in all entrance areas and places where lines might form
- ☐ Place Plexiglas or other barriers between staff and students or visitors (if not possible, ensure at least six feet of distance)
- ☐ Limit the number of people per room at any one time
- ☐ Optional—Describe other measures:

SANITIZING MEASURES

- ☐ Regularly disinfect high touch areas such as countertops, doorknobs, etc.
- ☐ Provide disinfecting wipes and/or hand sanitizers that are effective against SARS-CoV-2 near doorways and other high-traffic areas
- ☐ Assigned staff to disinfect areas throughout the school day
- ☐ Disinfect break rooms, bathrooms, and other common areas frequently
- ☐ Assign staff to refill soap dispensers and paper towel dispensers throughout the school day
- ☐ Limit sharing of learning materials in all classroom, libraries, etc.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours):

NOTES

EMPLOYEE AGREEMENT

This protocol requires all staff to comply with the requirements covered in this Social Distancing Protocol checklist.

All staff are responsible for ensuring that signage is posted at each public entrances.

All staff must maintain a minimum 6-foot distance from others while at work and wear a mask or face covering that has been cleaned before coming to work.

All staff must ensure students and visitors maintain a minimum of 6-foot distance from others, wear a face covering or barrier mask at all times, not shake hands, or engage in any unnecessary physical contact.

Staff members are prohibited from coming to work if they are sick and must comply with the protocol. A list of common symptoms of COVID-19 can be found at https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html.

All supervisors are prohibited from taking any adverse action against any staff members or students for staying home due to circumstances related to COVID-19.

Ensure sick staff members follow quarantine and isolation directives before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation.

If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time recommended by the CDC. Staff are not required to provide a medical clearance letter to return to work as long as they have met the requirements. All staff must comply with testing requirements.

In the event any directives change, staff will be notified in writing.

All staff must regularly wash their hands with warm water and soap, especially when these situations occur:

- After arriving at work
- When entering any kitchen or food preparation area
- Before starting food preparation or handling
- After touching their face, hair, or other areas of the body
- After using the restroom
- After coughing, sneezing, using a tissue, smoking, eating, or drinking
- Before putting on gloves
- After engaging in other activities that may contaminate the hands

Staff must ensure that hand sanitizer is always available throughout the facility.

REQUIREMENTS

Frequently disinfect any break rooms, bathrooms, and other common areas.

Create and use a daily checklist and post the checklist conspicuously inside each respective break room, bathroom, or other common areas clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.

Keep soap and paper towels stocked at sinks and handwashing stations and check at least every hour to replenish other sanitizing products.

As an employee of _____

School District, I, _____,

hereby agree to adhere to all requirements listed in The Social Distancing Protocol during every work day.

_____

Signature

_____

Date

NOTES

SECTION 2:
Products for a New Normal in Education

We've produced new solutions to help educators during challenging times

As schools reopen throughout the nation, you need to rethink the layout of classrooms, public gathering areas, and workspaces. In order to keep people safe, it's important to have the right social distancing solutions.

This means purchasing things such as Protection Shields and Partitions as well as tables and chairs that are easy to disinfect.

We think these products will help you operate more effectively and safely.

Social Distancing Products: Protection Shields

Protection Shields help stop the spread of germs without disrupting social interactions. MityLite offers a variety of shields available with either polycarbonate panels or acrylic (plexiglass) panels. Options include clear Countertop Shields and Framed Countertop Shields in various sizes and models. These shields are easy to set up and clean with common disinfectants.

How many areas at your facility are meant for face-to-face interaction?

Number of required protection shields: _____

Total budget: $_____

Amount you can spend per shield: $_____

Level of durability needed
(Framed Countertop Shields?): _____

Based on the above information, which Protection Shields appear to fit your needs?

☐

Countertop Shield
Starting Price Point: $86

- Lightweight design makes it easy to set up and use
- Set up flush with counter or with a 2-inch opening at the bottom
- Available in multiple sizes
- Weighs 6-12 lbs

Find Countertop Shield here →

☐

Countertop Shield with Cutout
Starting Price Point: $86

- Lightweight design makes it easy to set up and use
- Point of sale transactions are made easier by the inclusion of a small cutout at the bottom
- Available in multiple sizes
- Weighs 6-12 lbs

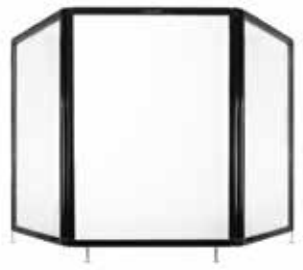
Find Countertop Shield with Cutout here →

Framed Countertop Single Shield

Starting Price Point: $206

- Single panel design makes it easy to set up and use
- Durable aluminum frame design
- Transfer items through the small opening at the bottom of the shield
- Available in two sizes
- Weighs 12 lbs

Find Framed Countertop Single Shield here →

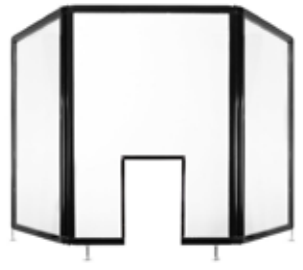


Framed Countertop Shield

Starting Price Point $619

- Transfer items through the small opening at the bottom of the shield
- Durable aluminum frame design
- Portable, easy to set up, and fully collapsible for storage
- Weighs 24 lbs

Find Framed Countertop Shield here →



Framed Countertop Shield with Cutout

Starting Price Point $722

- Transactions are made easier by the inclusion of a small cutout at the bottom
- Durable aluminum frame design
- Portable, easy to set up, and fully collapsible for storage
- Weighs 24 lbs

Find Framed Countertop Shield with Cutout here →

Social Distancing Products: Partitions

Some models of MityLite Partitions come with easy-to-clean polycarbonate panels. Available in various sizes and with different functions, these partitions can be used to separate workspaces, dining tables, and more. The panel frames are lightweight and easy to move and set up, and the surfaces are easy to disinfect.

How many areas at your school could use partitions to help with social distancing?

How many partitions should be used per area? (*Example: a library with 20 tables should require around 10 partitions*)

Total number of required partitions: _____

Total budget: $_____

Amount you can spend per partition: $_____

Size needed (Single-panel, 3-panel, or multi-panel): _____

Style needed (Single, stacked, telescoping, or folding): _____

Based on the above information, which Partitions appear to fit your needs?

Single-Panel Partition

Starting Price Point $286

- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels that hold the partition in place
- Polycarbonate surface option is easy to clean
- Low profile or flush with floor for increased privacy
- Customized sizes available with an order of 50 or more

Find Single-Panel Partitions here →

Stacked Single-Panel Partition

Starting Price Point $656

- Features a durable, silver, clear-anodized aluminum frame
- Locking caster wheels hold the partition in place

Find Stacked Single-Panel Partitions here →

3-Panel Partition

Starting Price Point $649

- Available in a range of sizes
- Options include either a telescoping or folding design
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Polycarbonate surface option is easy to clean

Find Telescoping Partitions here →

Telescoping Multi-Panel Partition

Starting Price Point $533

- Available with different sized panels that slide out to provide different lengths
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Polycarbonate surface is easy to clean
- Easy-to-use and set up with telescoping hinges and no required tools

Find Telescoping Partitions here →

Folding Partition

Starting Price Point $533

- Patented design features 360-degree rotating hinges so that panels can be molded into a variety of shapes including a C-shape, L-shape, and a straight line
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Panel seams are constructed from radiused extruded aluminum to prevent pinch points when rotating
- Polycarbonate surface is easy to clean

Find Folding Partitions here →

Easy-to-Clean Folding & Stacking Chairs

Plastic chairs can be used in various environments and they are easy to clean and disinfect. MityLite offers several options for easy-to-clean folding and stacking chairs.

FlexOne® CS Folding Chairs

Starting Price Point $35

- Ventilated seat and back design flexes to the contours of each person
- Various color options for the seat, back, and frame
- Durable steel frame
- Extremely lightweight for easy use

Find FlexOne CS Folding Chairs here →

Adapt Stacking Chairs

Starting Price Point $49

- Durably constructed to support 750 lbs yet weighs less than 8 lbs
- Breathable seat and backrest that conforms to the shape of an individual
- Stacks up to 10 chairs high

Find Adapt Stacking Chairs here →

ABS Tables with a Smooth Finish

Although all MityLite ABS tables are easy to clean, a smooth finish tabletop is even easier to disinfect than tabletops with a textured finish. There are two color options for the smooth tabletop finish, Beige and Grey.

ABS Table Features:

Starting Price Point $248

- Durable, lightweight design that is easy to set up and take down
- Tabletop is stain-resistant & easy to wipe clean
- Moderate heatshield protected subsurface
- Durable edge bumper reinforces strength
- Powder-coated steel legs include non-marring glides to protect floors

Find ABS Tables here →

SECTION THREE:
Cleaning & Disinfecting Tips

Best practices in making sure your classroom furniture is clean

It's more important than ever to properly clean and disinfect products at your school. This section will help you learn how to effectively clean social distancing products without causing damage to surfaces.

More detailed instructions for each product can be found in the Resources section on mitylite.com.

Protection Shields

To combat the existence of germs, bacteria, and viruses, the surfaces of all protection shields should be cleaned daily with a solution of dishwashing liquid and warm water applied with a clean microfiber cloth.

To sanitize, spray Lysol or with a mixture of 30% rubbing alcohol and 70% clean water and then wipe off with a clean cloth.

Find Protection Shields here →

Partitions

Clean the polycarbonate panels of MityLite partitions by using any water-based cleaning agent or foam with a damp cloth.

Sanitize the panels by spraying with any disinfecting spray.

Find Partitions here →

Powder-Coated Table Legs & Chair Frames

All MityLite tables and chairs have either a steel or aluminum leg or frame with a powder-coated finish. Clean the powder-coated finish using a soft cloth or sponge and a mild detergent (pH5 to 8). Avoid using a brush with tough bristles as this might damage the surface. Then, wipe down the surface with a soft cloth and clean water.

FlexOne CS

Adapt Stacking

FlexOne® CS Folding Chairs & Adapt Stacking Chairs

To clean chair seats and backs, mix water with a mild household detergent, such as Simple Green, and wipe down the seat and backrest with a rag.

To disinfect, use a 10% dilution of bleach (90% water) to sterilize the seat and backrest.

Find FlexOne CS Folding Chairs here →

Find Adapt Stacking Chairs here →

ABS Folding Tables

ABS Smooth-Finish Tabletops

It's important to remove stains as soon as possible. To clean, use warm, soapy water and allow it to sit on the tabletop to loosen dirt. Gently scrub with a nylon brush to help remove dirt from the textured surface.

Common disinfectants including Lysol wipes and sprays can be used without causing harm.

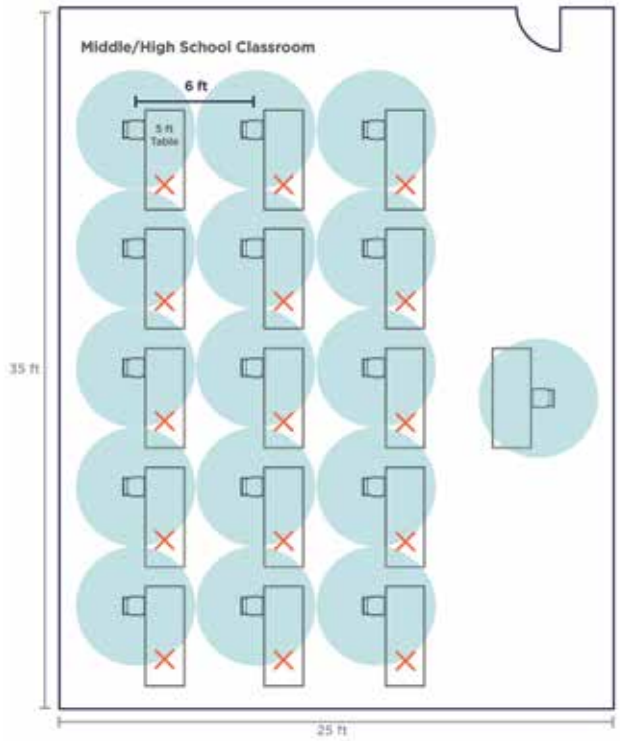
Find ABS Tables here →

SECTION FOUR: Social Distancing Room Planner
From the Classroom to the Cafeteria

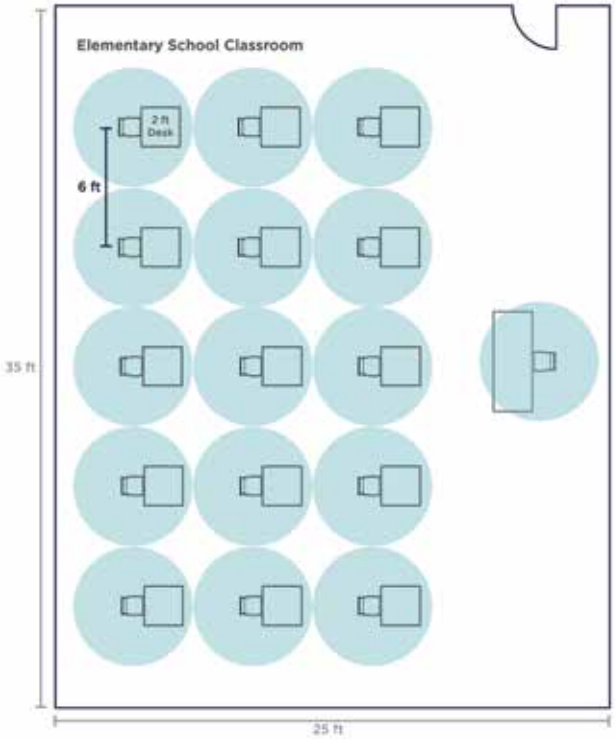
Tips on how to plan and set up rooms to keep staff and students safe

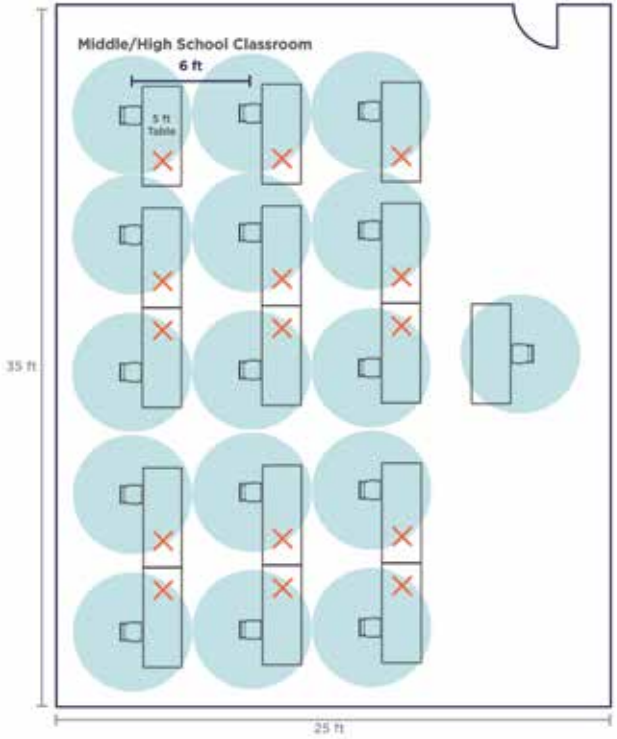
In order to help your staff and students feel safe, you need to design all gathering spaces in a way that adheres to social distancing guidelines. This section will help you determine which room setups will work for you and how much space you need in order to accommodate the number of people.

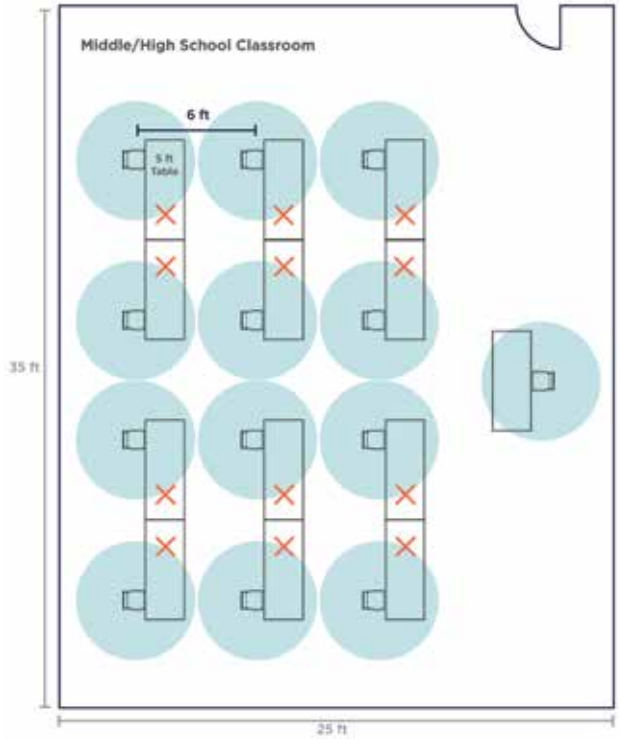
Classroom #1: Set Up Examples



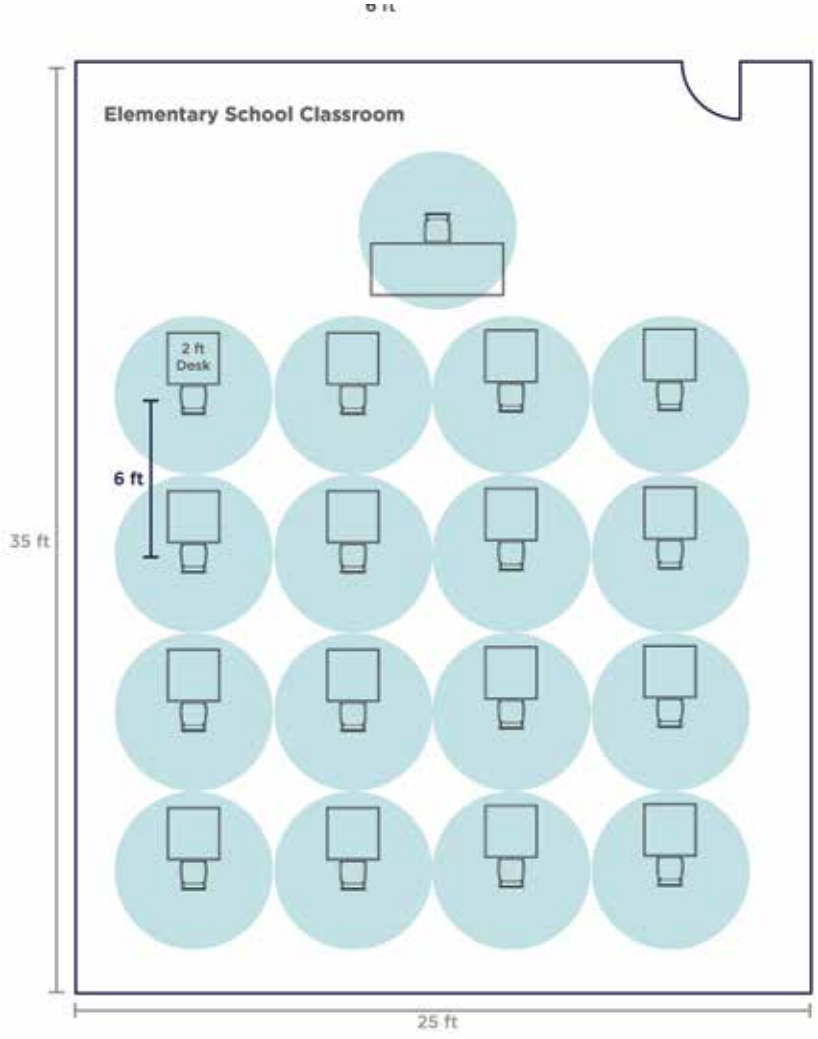
Classroom #1: Set-Up Examples Continued

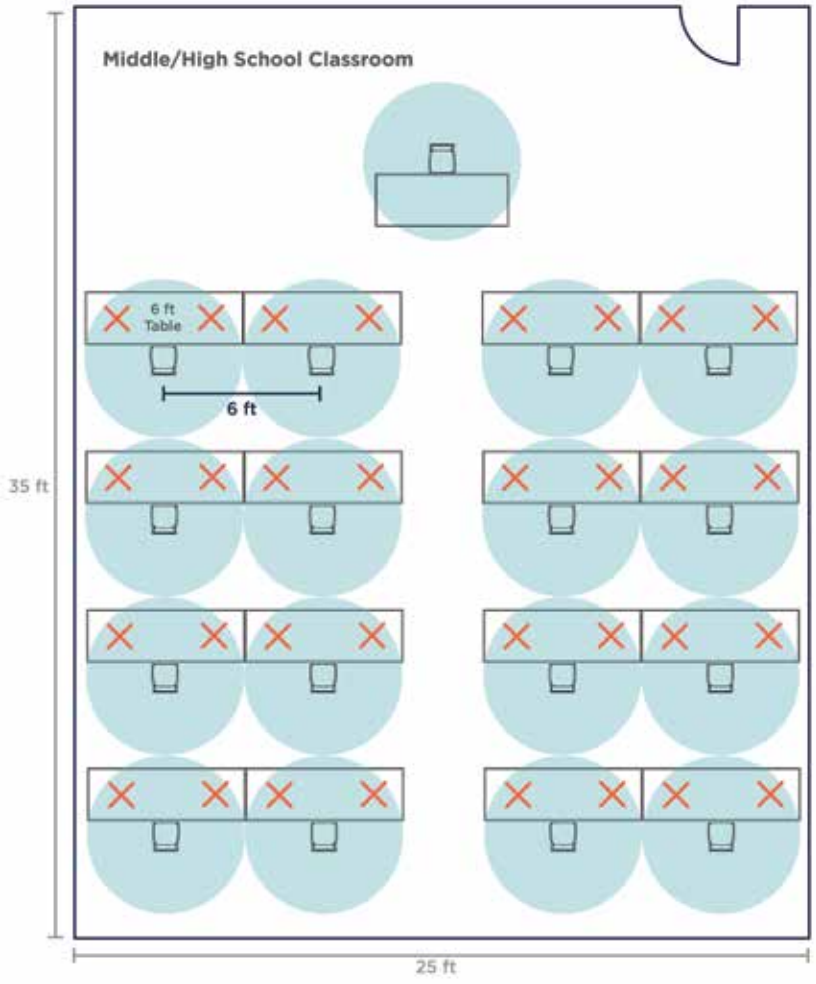




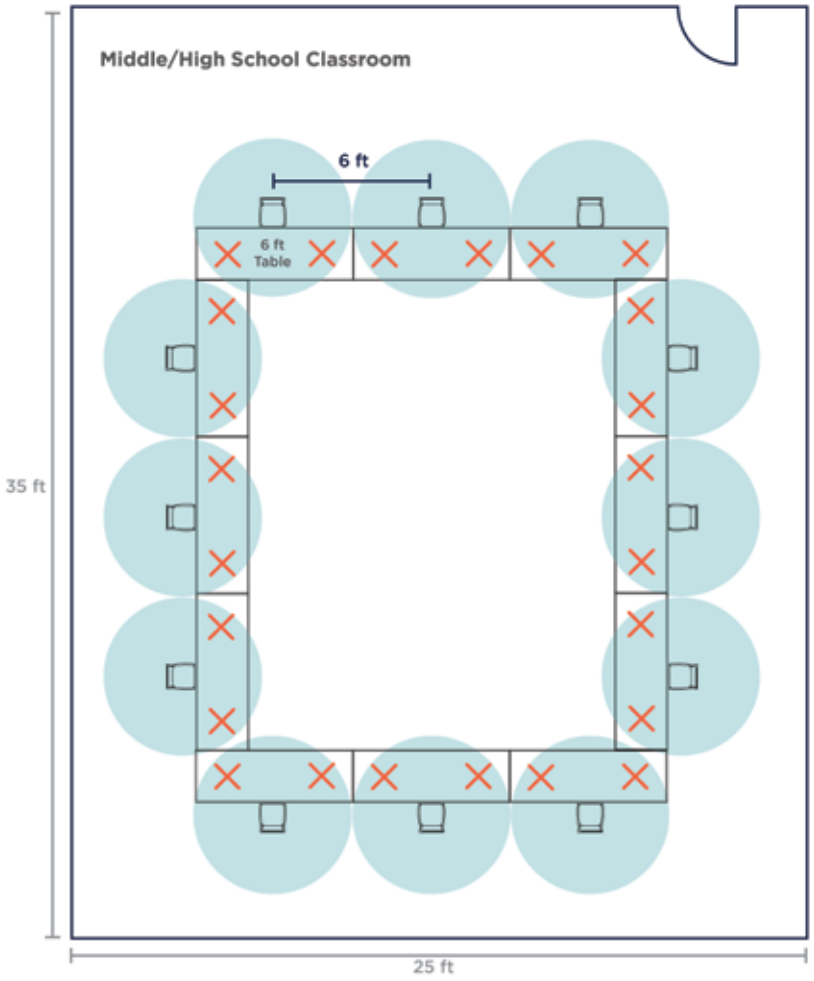


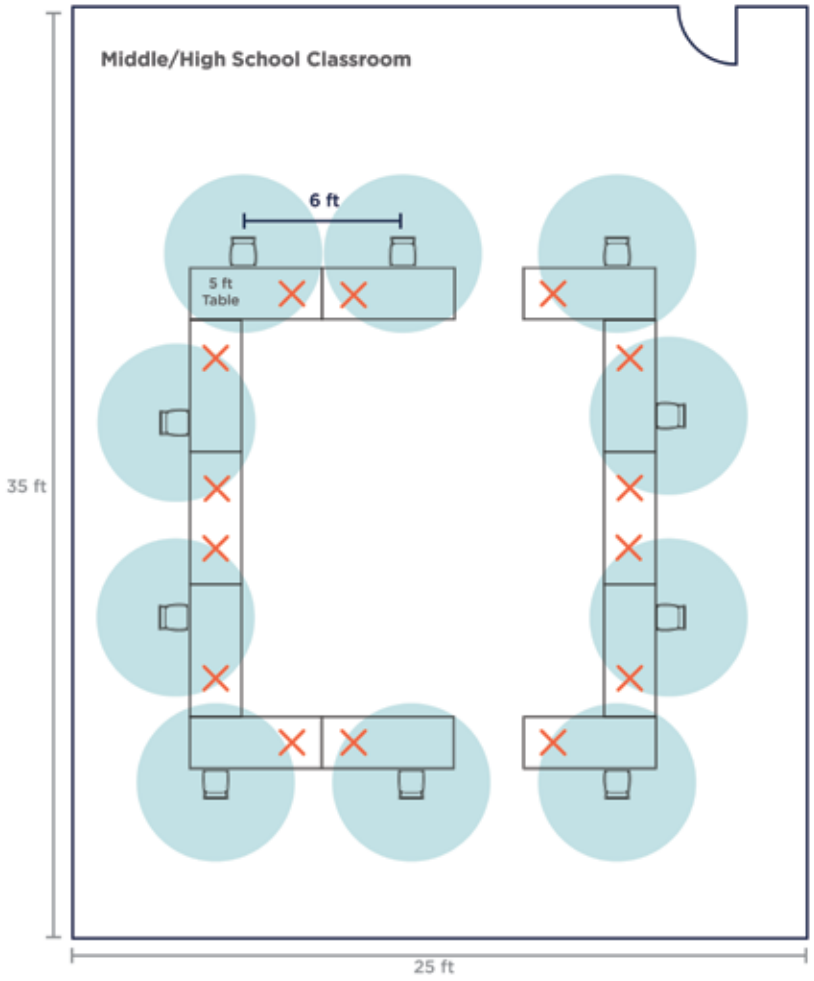
Classroom #2: Set-Up Examples



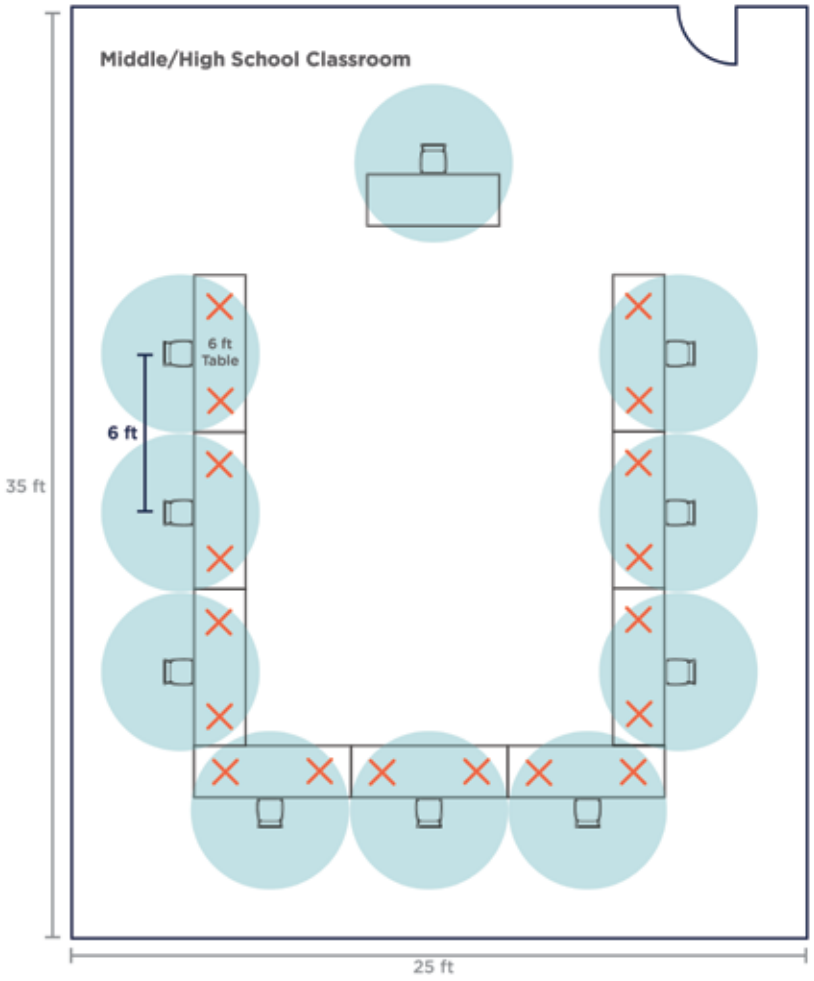


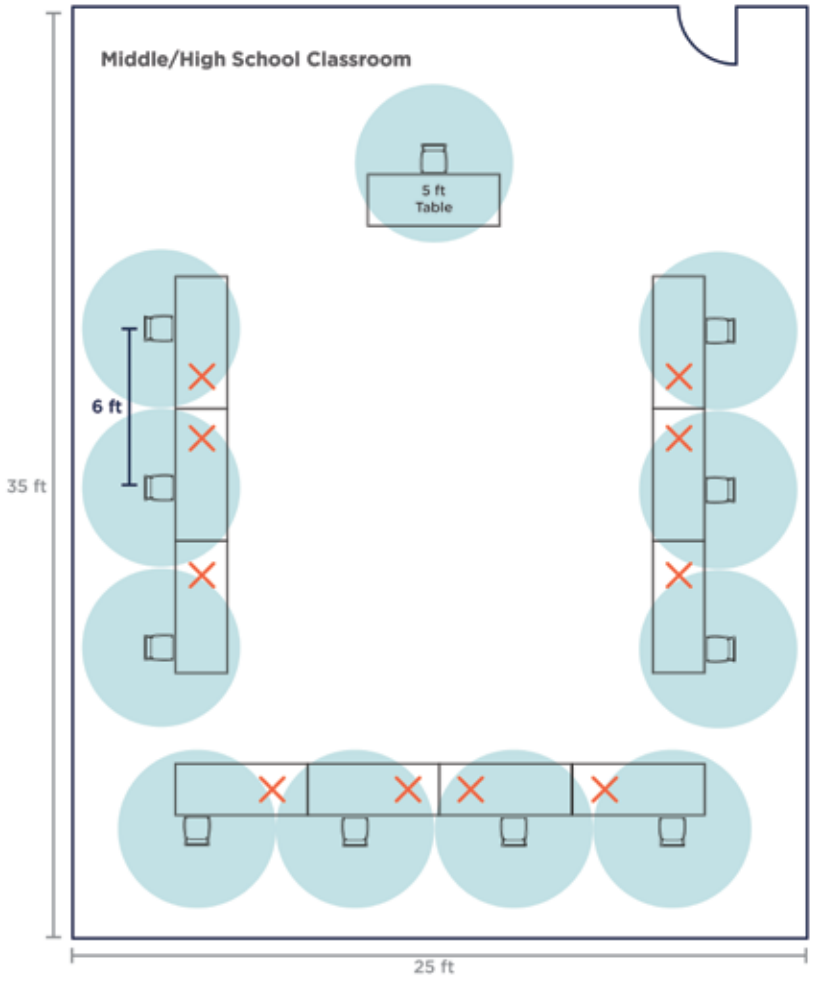
Classroom #3: Set-Up Examples



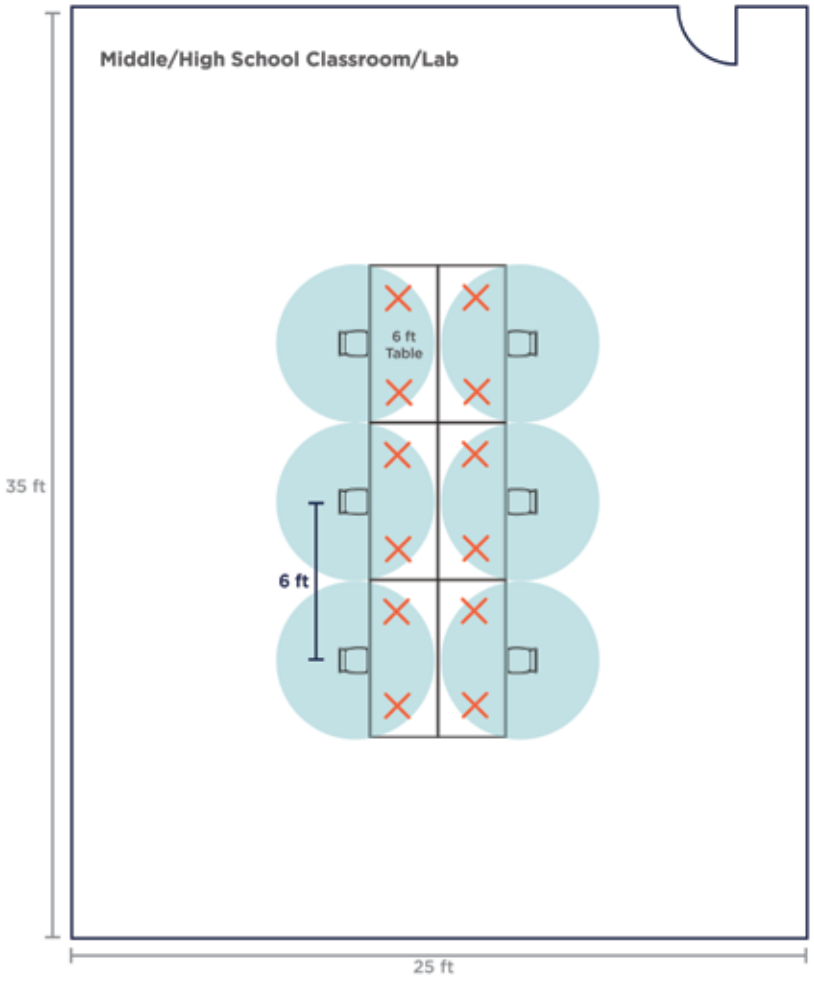


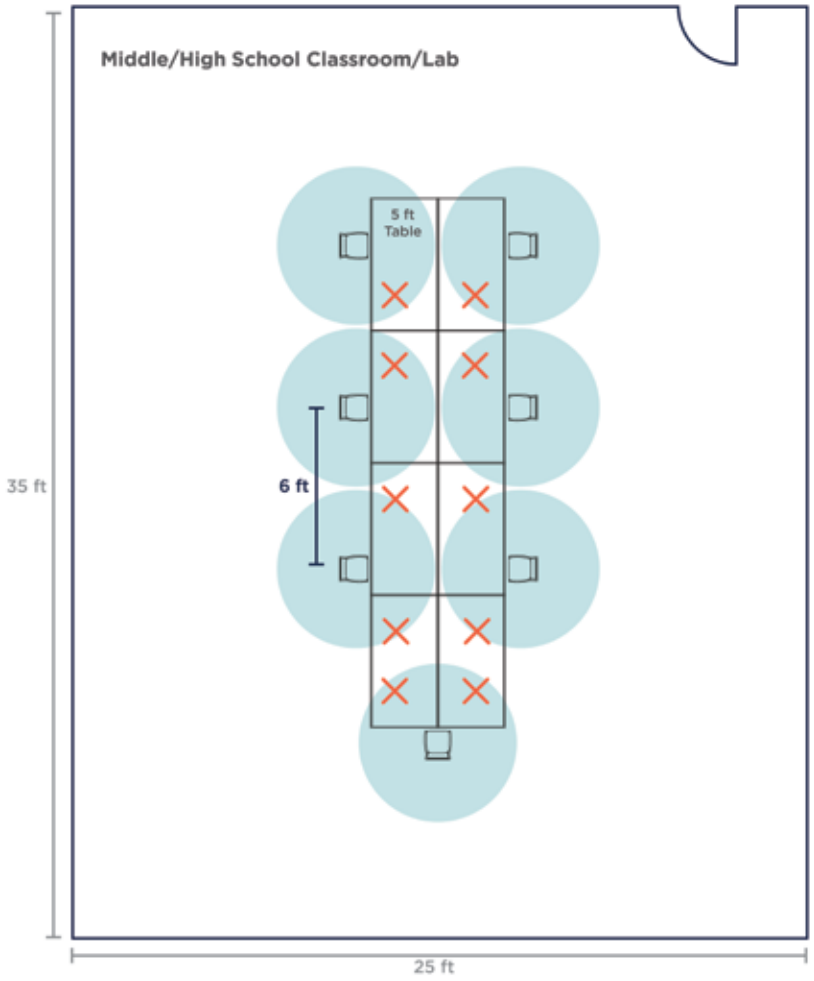
Classroom #4: Set-Up Examples



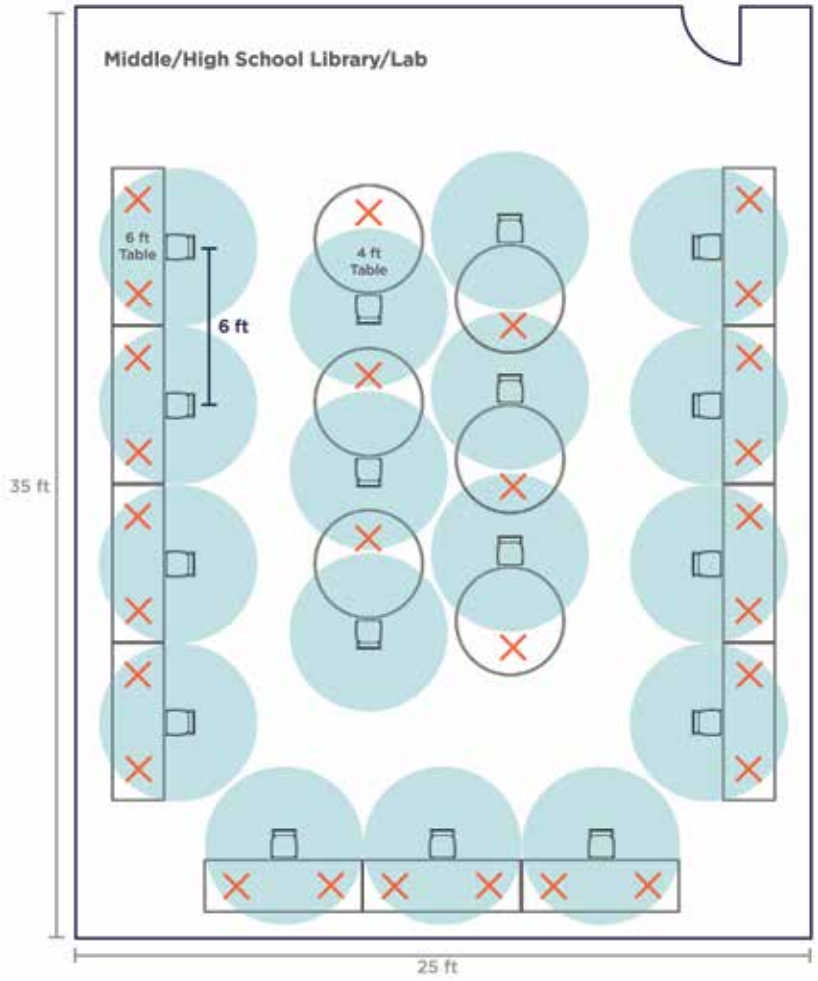


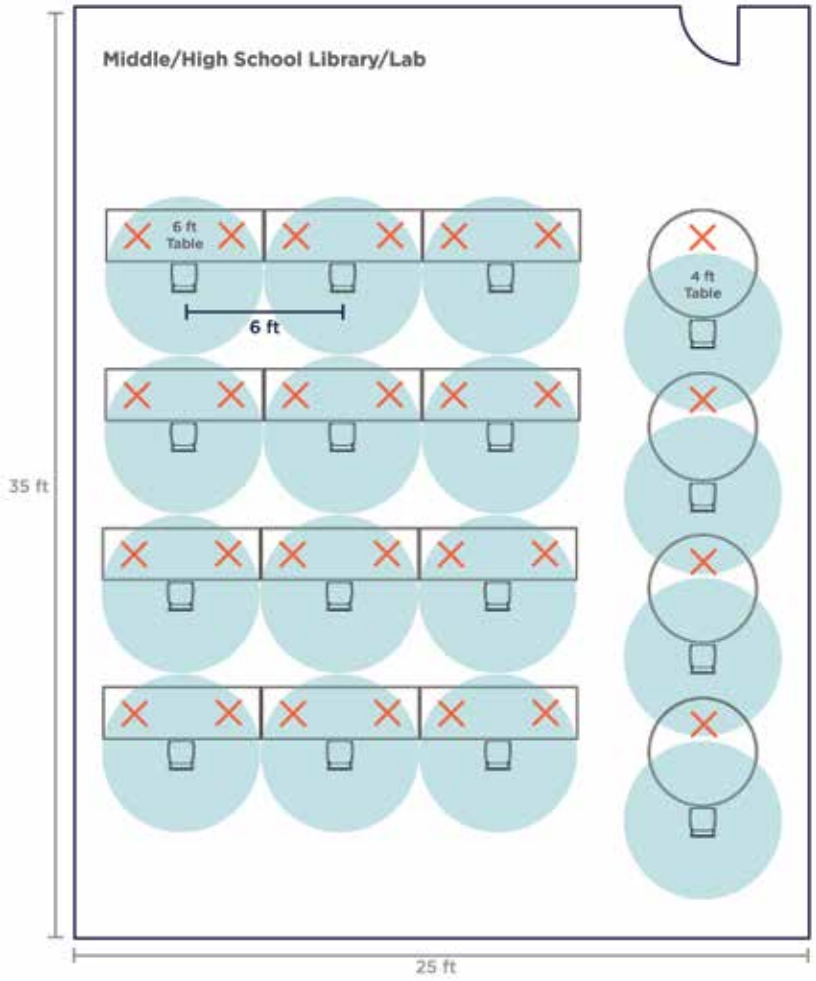
Classroom or Lab: Set-Up Examples



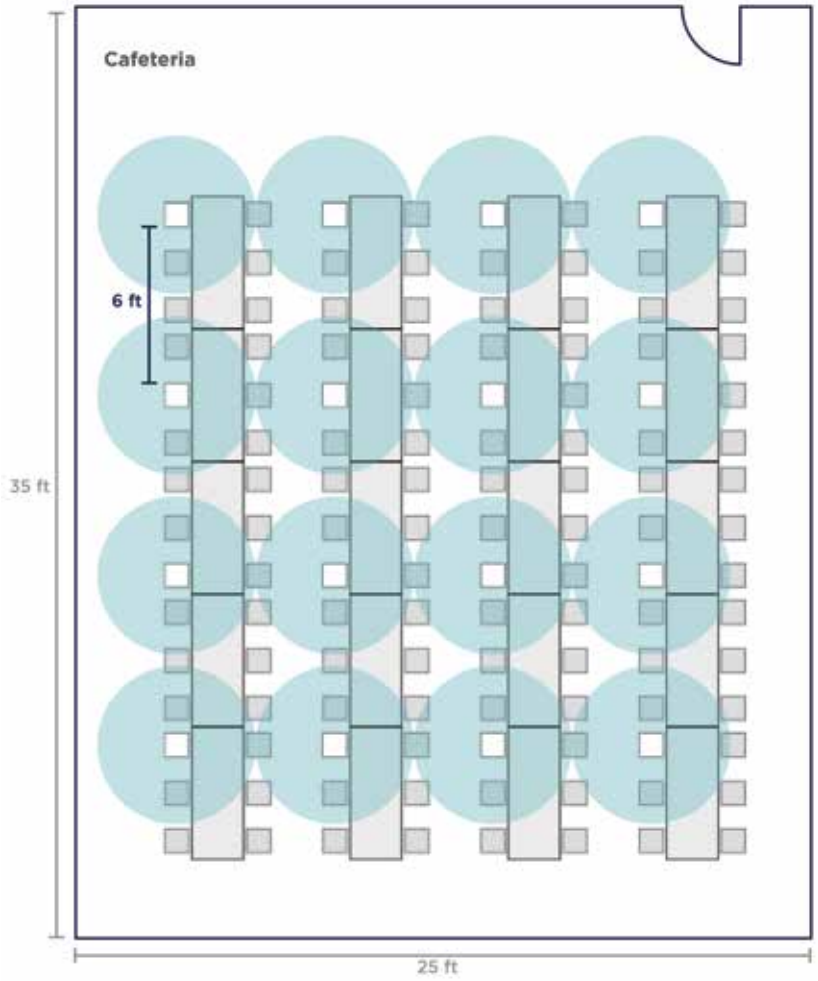


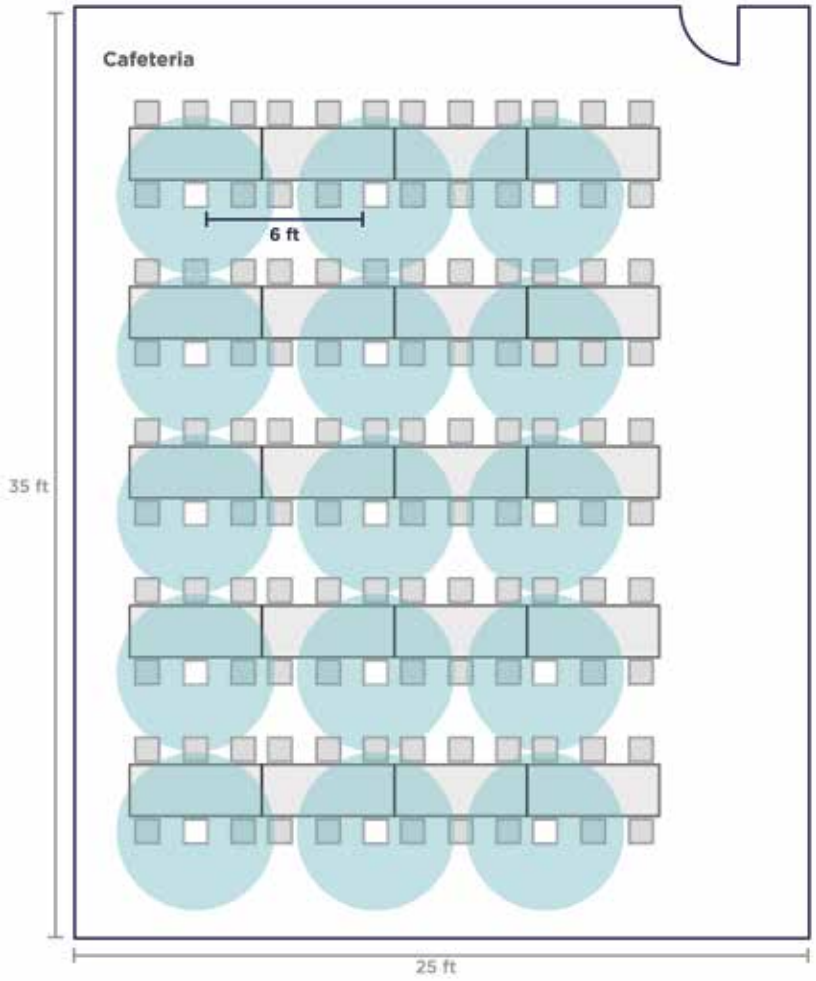
Library or Lab: Set-Up Examples



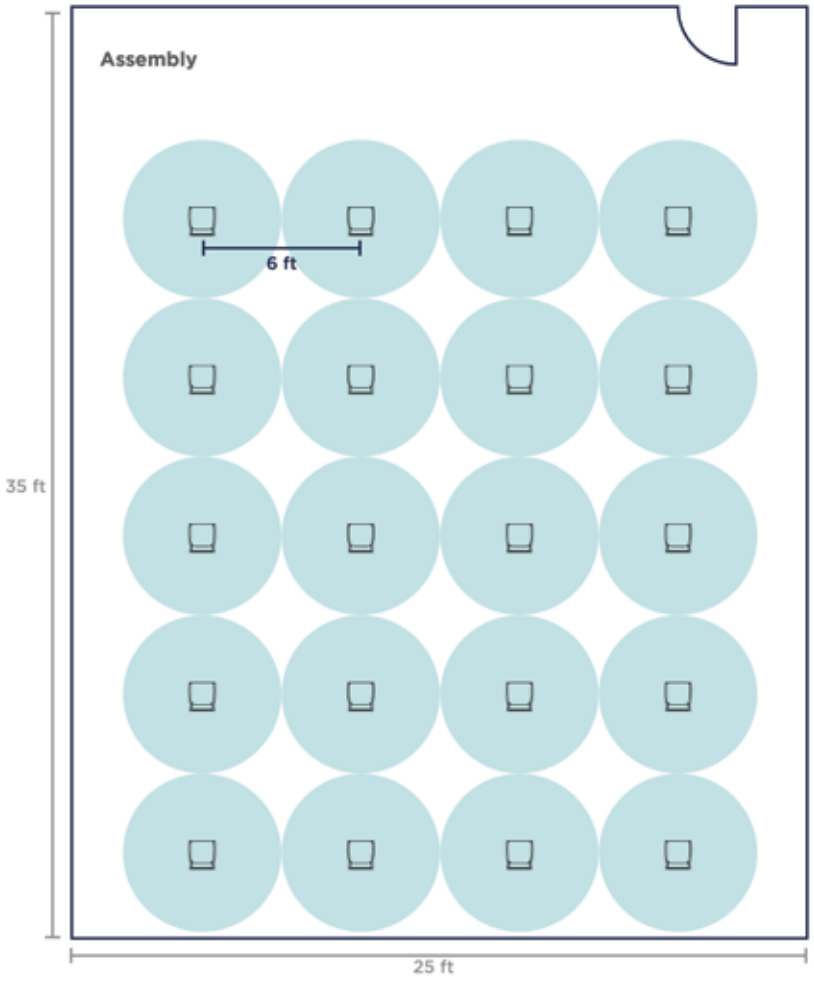


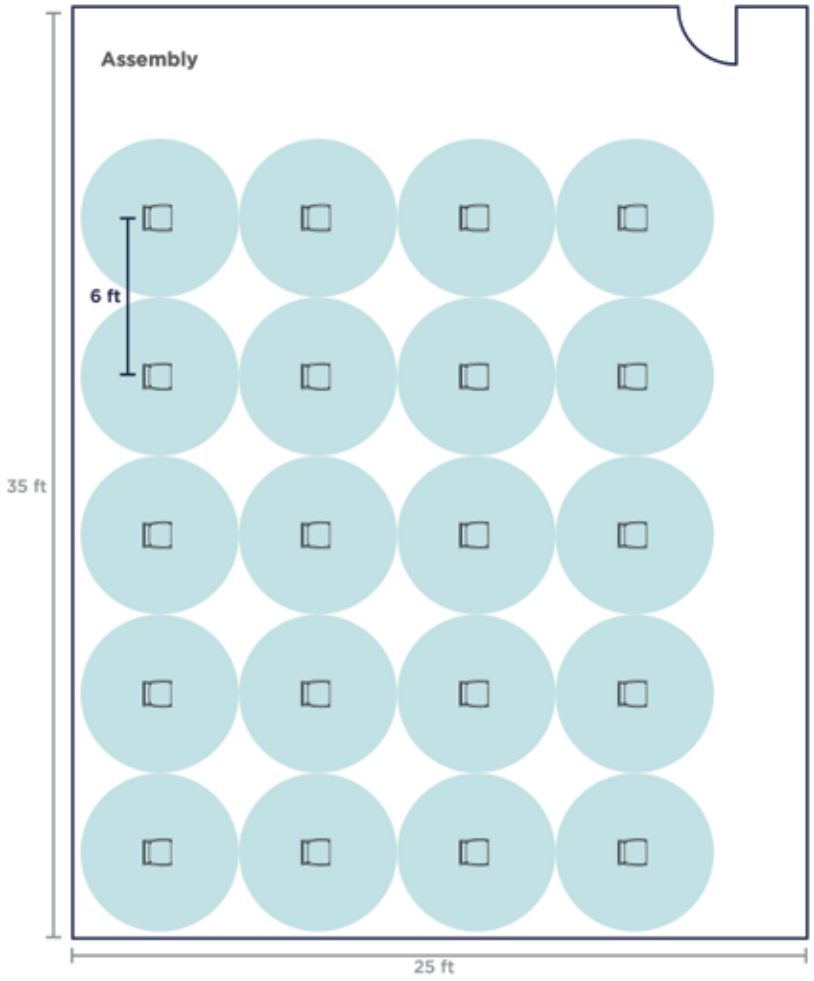
Cafeteria: Set-Up Examples





Assembly or Theater: Set-Up Examples





SECTION FIVE:
Helping Students Understand Social Distancing

Tools for teachers

Social distancing is one of the most important things we can do to stop the spread of COVID-19. However, the concept is challenging enough for adults to grabble with, not to mention children.

Anyone who has worked in education understands why social distancing will be difficult for students, especially young students. When a person gets excited about seeing friends and returning to a familiar environment, it's difficult to remain cautious or even remember to be cautious.

This section will provide some resources to help teachers maintain social distancing in the classroom.

Explaining the Virus

Helping kids understand what a virus is can help them realize why social distancing is important. Creating a game or a graphic can help with this.

Example: The Virus Chart

Use this content to create a chart to talk with students.

- A virus is a life form that's too small for us to see.
- It can get inside our bodies and make us feel sick.
- Once it's all warm and cozy, the virus will make friends.
- Soon it will get crowded in our body and the virus will look for a new home.
- Viruses can hitch a ride through things like coughs and sneezes.
- If another person is close by, the virus will jump into that other body and make friends.
- If a person catches a virus at school, they can take it home and give it to family members.
- Those family members can then spread the virus at work.
- Then, the virus will grow and go.
- But, when sick people stay home, the virus can't jump to new bodies.
- It will eventually go away, and you will feel better.
- That's why we social distance.

Use Storytelling

THE LIFE OF A GERM

Jayne's nose began to itch and she had to sneeze.

Jayne covered her face with her hands and sneezed.
Aaaachew!

Now there are sneeze germs all over her hands.

Jayne gives her friend Bobby a High 5.

Now there are germs on Bobby's hands too.

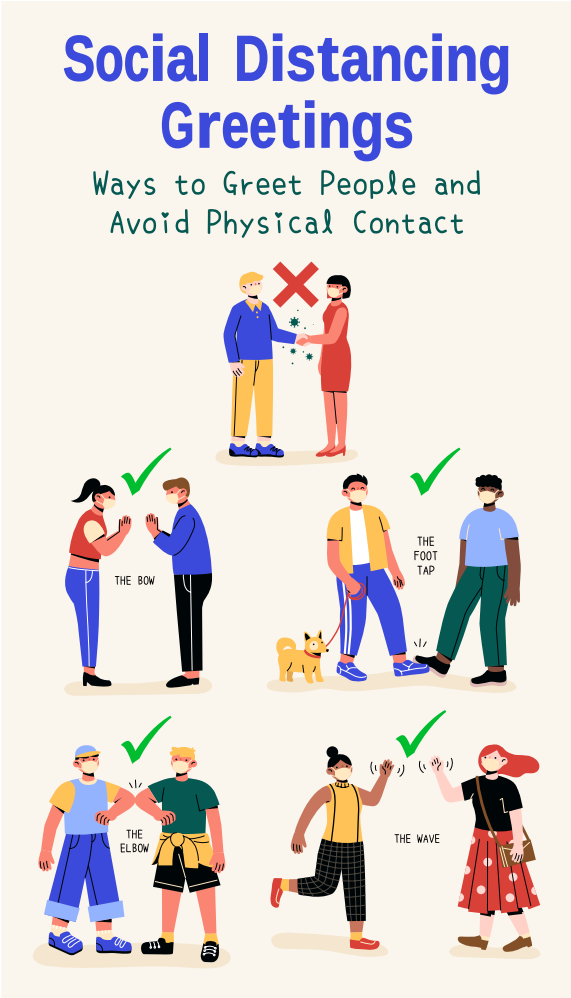
Bobby scratches his nose... now Bobby has to sneeze.

But, what if Jayne had washed her hands
after she sneezed?

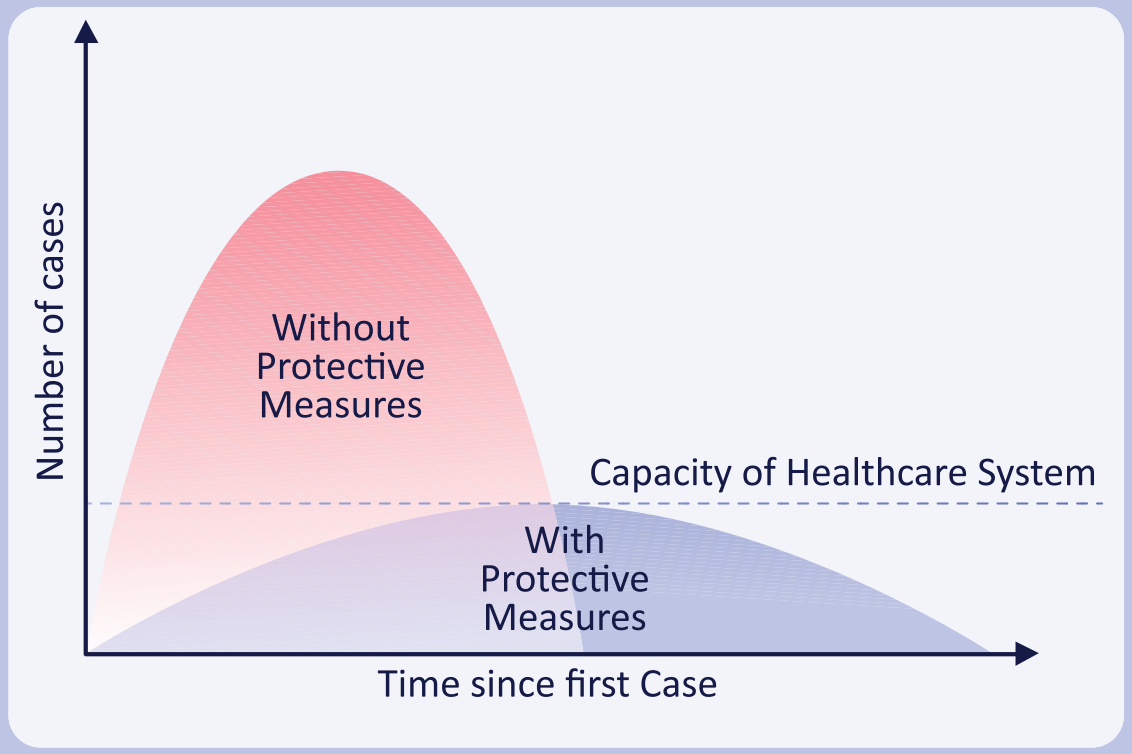
No more germs on her hands!

Make Social Distancing Fun

Turning the act of social distancing into a game can make it fun.



FLATTEN THE CURVE FOR COVID-19



PROTECTIVE MEASURES

Wear a mask!

Cough into your elbow!

Wash your hands with soap more often!

Don't touch your face!

No crowds!

No handshakes!

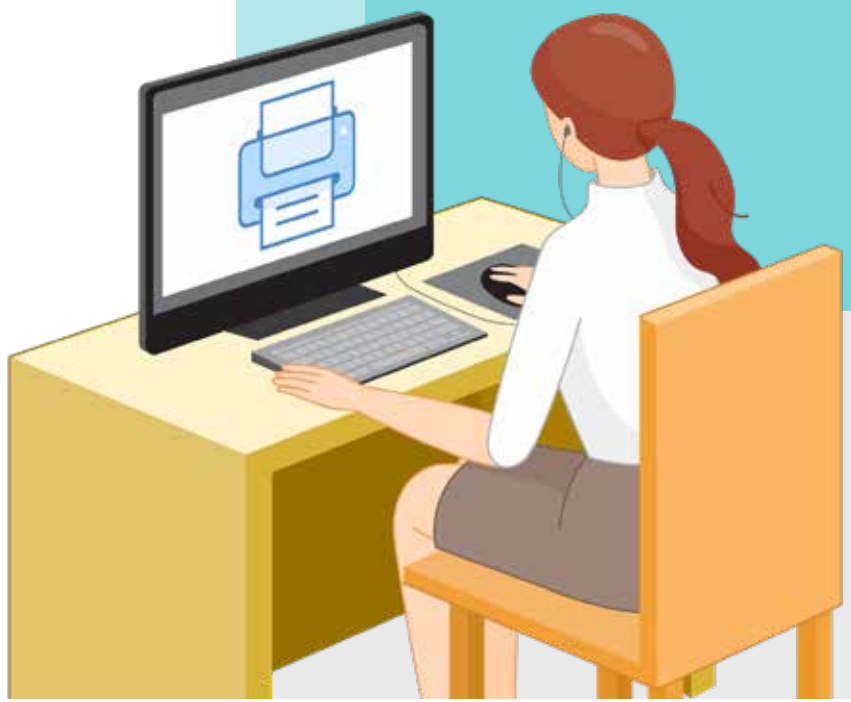
Stay home!

SECTION SIX:
Printable Resources for Schools

Free Social Distancing Signs & Tools

The next 12 pages have social distancing tools we've created to help you safely reopen your schools.

Feel free to print off these signs, make copies, and use them throughout your facilities.



USE CAUTION

WEAR A MASK

AVOID TOUCHING

WASH HANDS

MAINTAIN DISTANCE

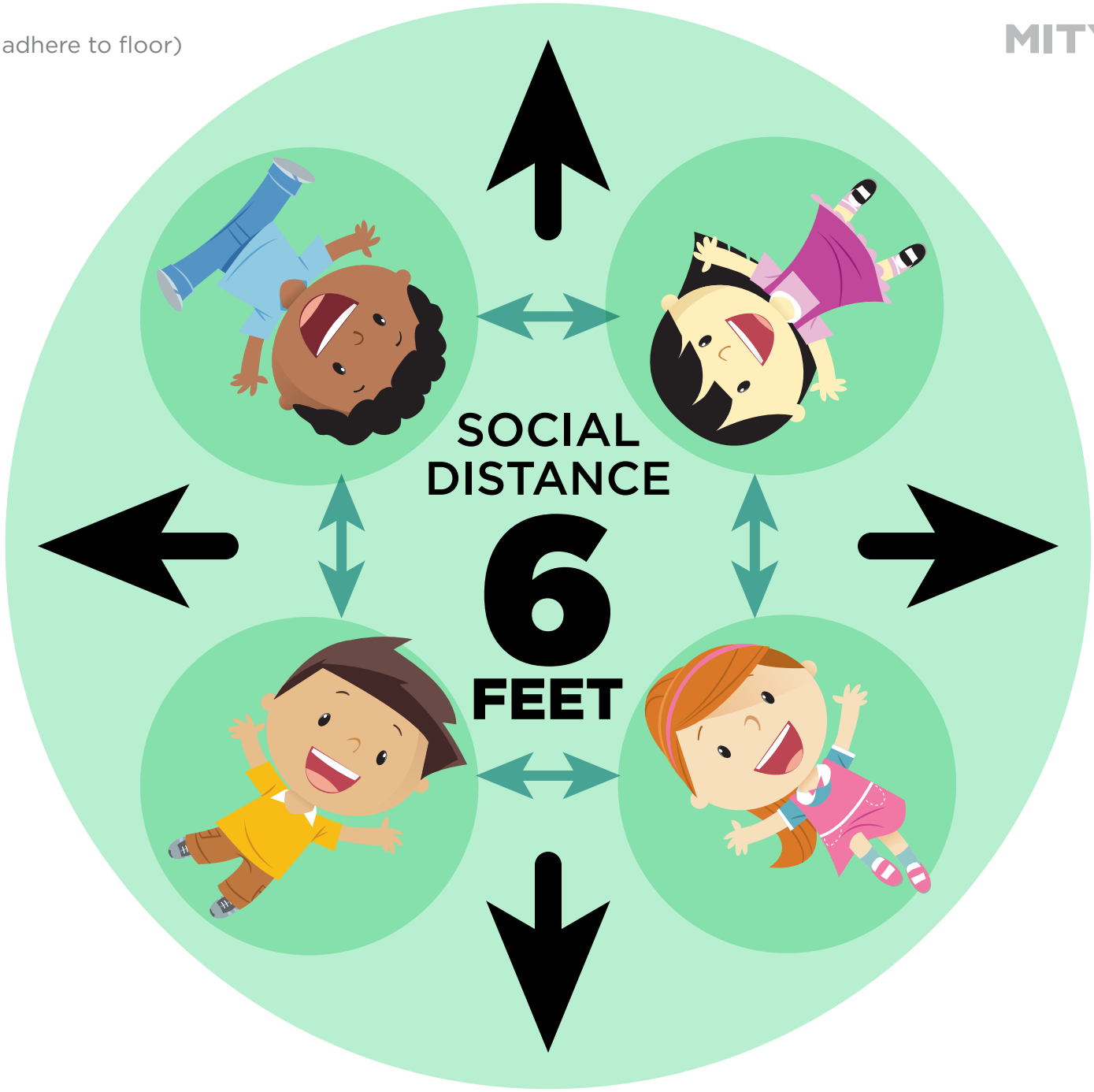
PLEASE
STAY
6
FEET
AWAY
FOR THE SAFETY OF OUR STUDENTS AND FACULTY
THANK YOU
COVID-19

Floor Signage
(Print, cut out, laminate, and adhere to floor)

MITYLITE

Floor Signage
(Print, cut out, laminate, and adhere to floor)

MITYLITE



Floor Signage
(Print, cut out, laminate, and adhere to floor)

MITYLITE

Directional Floor Signage
(Print, cut out, laminate, and adhere to floor)

MITYLITE

Directional Floor Signage
(Print, cut out, laminate, and adhere to floor)

MITYLITE

Closed Area or Restroom Stall Signage
(Print, cut out, laminate, and adhere to surface)

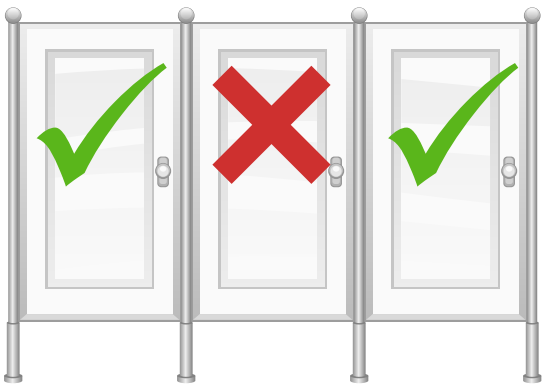
MITYLITE

Boys Restroom Signage
(Print, cut out, laminate, and adhere to surface)

Please practice social distancing while in the restrooms.

PLEASE STAY

FEET AWAY



PLEASE ALLOW ONE SINK OR ONE STALL OF DISTANCE FROM OTHERS.

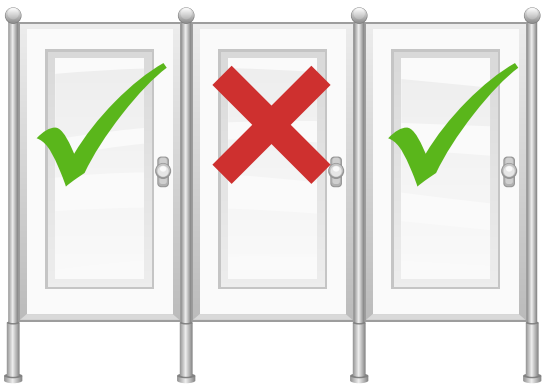
THANK YOU!

MITYLITE

Please practice social distancing while in the restrooms.

PLEASE STAY

FEET AWAY



PLEASE ALLOW ONE SINK OR ONE STALL OF DISTANCE FROM OTHERS.

THANK YOU!

Girls Restroom Signage
(Print, cut out, laminate, and adhere to surface)

MITYLITE

Seat / Bench Sign
(Print, cut out, laminate, and adhere to surface)

MITYLITE

Safety Tips Sign
(Print, cut out, laminate, and adhere to surface)

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A successful start means we all must do our part.

WEAR A MASK

STAY 6 FEET APART

WASH HANDS OFTEN

CONCLUSION

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Things to Remember

Helping students understand the importance of social distancing and helping parents feel confident that your district is ready to meet this new challenge will help us all be successful as schools reopen.

Here are a few things to remember:

- Create a Social Distancing Protocol for your district or your school and make sure all staff receive training and have a copy
- Purchase important social distancing products like protection shields and partitions
- Understand how to clean and disinfect these products
- Reorganize all classrooms and public spaces to adhere to social distancing guidelines
- Create or purchase social distancing signage for all entrances, restrooms, classrooms, and other applicable spaces
- Give teachers the tools and resources they need to teach students the value of social distancing
- Keep emphasizing the importance of social distancing, wearing face coverings, and frequent hand washing for our communities

Best of luck to all educators during this difficult time.

Thank you for all you do!

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