

From Bustop To Last Bell



Guide For What's Next



Restore

Harden your school to meet new standards and protocols to protect children and teachers.



Return

Create an environment that is safe for all to return to.



Rebound

Reclaim your educational excellence while protecting your students and faculty.

Schools around North America are adapting new practices to reinforce health and safety measures for all students and faculty - in addition to incorporating social distancing for both classrooms and lunchrooms.

We can deliver cost efficient solutions to help provide a better and healthier environment for your school. From bus stop to last bell, these Restore, Return, and Rebound guidelines will provide you with what you need to re-open a closed school or a dormant dorm room, and a step by step process for maintaining a safe and germ-free environment.

From bus stop to last bell,
we're working on ways to get you back to class

Table Of Contents



Bathroom4



Main Office/Common Area5



Outdoor Playground6



Drop Off/Pick-Up Areas7



Hallways8



Nurse Stations.....9



Assembly/Gymnasiums 12



Lunchroom/Cafeteria 13



Classroom/Lab/Library 14



Janitorial Best Practices 15

BATHROOMS



- BATHROOM CHECKLIST**
- ☐ Sensor Faucets
 - ☐ Sensor Flush Valves
 - ☐ Touch-Free Soap Dispensers
 - ☐ Motion Activated Paper Roll Dispenser
 - ☐ Hand Sanitizer Dispensers
 - ☐ Paper and Cleaning Supplies

Creating the Touchless Environment

Your bathrooms will need to accommodate new sanitary regulations for your educational facility. Here’s how you can transform your restrooms into a touchless and more hygienic environment.

- **Set up touch-free areas and stations with hands-free soap dispensers to reduce contact and germ spread**
- **Motion-activated paper roll dispensers and hand sanitizers distribute quick and easy access for drying and sterilizing hands**
- **Ensure frequently used cleaning and paper supplies are stocked and set up cleaning schedules for each bathroom facility**

The more seamless and touchless the washroom routine, the easier it will be for employees to move through it quickly and safely.

HELPFUL HINTS



- TOUCHLESS**
- **Automatic flush valves**
 - **Sensor faucets**
 - **Automatic soap dispenser**
 - **Hand dryers**



- ACCESS**
- Create access in bathrooms to reduce touch-points.
- **Arm and foot style door openers**
 - **Hand sanitizer at bathroom exit**
 - **Signage for awareness**



- CLEANING SCHEDULES**
- Post cleaning schedule with time stamps
- **Steam cleaning and misting disinfectants**
 - **Odor control systems**

MAIN OFFICE/COMMON AREA



- MAIN OFFICE/COMMON AREA CHECKLIST**
- ☐ Cleanroom Mats
 - ☐ Crowd Control Stanchions
 - ☐ Antimicrobial Reception Seating
 - ☐ Hands-Free Garbage Cans
 - ☐ Mobile Whiteboards
 - ☐ Wall and Plexiglass Partitions
 - ☐ Antimicrobial Furniture
 - ☐ Facial Recognition Attendance Clock
 - ☐ Cleaning Supplies

Main Office and Common Areas

Common areas such as the main office, lobby, breakrooms, teacher lounges, and more need to clearly reflect social distancing requirements as well as hygiene and occupancy limit reminders.

- **Ensure disposable items are easily discarded in hands-free garbage cans to maintain hygiene**
- **Use logging or sign-up sheets for one-way entry rooms to keep these areas in low volume and manage in/out traffic flow**
- **The facial recognition attendance clock can capture employee data in real time without being touched by multiple users**

HELPFUL HINTS



- SETTING GROUP LIMITATIONS**
- Limiting occupancy with control stanchions, clear floor markings, and partitions to help ensure proper traffic flow and distancing protocols.



- DIVIDERS & SEPARATION**
- Wall and plexiglass partitions and mobile whiteboards can be used for creating safe, isolated common areas for students and staff.



- ANTIMICROBIAL FURNITURE**
- Surface areas of antimicrobial reception tables and seating help reduce bacteria buildup and are simple to wipe down after use.

OUTDOOR/PLAYGROUND



OUTDOOR/PLAYGROUND CHECKLIST

- ☐ Traffic and Parking Barriers
- ☐ Steel Outdoor Garbage Cans
- ☐ Traffic Cones
- ☐ Portable Sinks
- ☐ Benches and Picnic Tables
- ☐ Megaphones
- ☐ Barriers and Partitions
- ☐ Safety Signs

Keeping the Great Outdoors Great

Outdoor areas can be challenging, because open air environments encourage physical proximity with picnic tables, benches, playing fields, and playground equipment.

- **Traffic barriers and cones can provide visual cues for managing traffic and social distancing especially in playgrounds**
- **Portable sinks give children and attendants a safe area to wash hands and maintain sanitizing standards**
- **Megaphones will help get the attention of playing children or crowds**
- **Add outdoor safety signs to reinforce protocols**

HELPFUL HINTS



SOCIAL DISTANCING

Ensure benches and picnic tables are placed at CDC-recommended distances of 6 feet.



OUTDOOR FURNITURE

Invest in outdoor furniture that's easy to maintain, but strong enough for extreme weather conditions.



SANITATION STATIONS

Set up sanitation stations with portable sinks and anti-bacterial dispensers for easy, frequent sanitizing.

DROP OFF/PICK-UP AREAS



STUDENT DROP OFF/PICK-UP AREA CHECKLIST

- ☐ Social Distancing Floor Signs
- ☐ Traffic Barriers and Cones
- ☐ Stop Signs
- ☐ Canopy
- ☐ Belt Stanchions

Student Drop-off/Pick-up Areas

The continued safety and health of students and staff are a strong priority as schools re-open. Make sure you have clear, direct signage for all areas where students, vehicles, and parents convene. These areas must remain completely observable from all interacting angles, which would include space for redirecting missed turns.

- **You may need additional stop signs for new drop off and pick up practices, as well as reminder signage**
- **Have a backup plan for drivers so a missed turn can be easily resolved**
- **Canopies can create official areas to keep flow organized**
- **Belt stanchions and other traffic barriers will be necessary to keep people and vehicles a safe distance apart**

HELPFUL HINTS



SIGNAGE

Floor markers and signs clearly convey safe social distancing.



SHELTER

Section off areas with a canopy to help manage students and staff during arrivals and departures.



TRAFFIC CONTROL

Use traffic barriers, cones, and stop signs to direct traffic flow safely.

HALLWAYS



HALLWAY CHECKLIST

- ☐ Antimicrobial Lockers
- ☐ Bottle Filling Stations and Water Coolers
- ☐ Enclosed Cork Boards
- ☐ Floor Signs and Tape
- ☐ Belt Stanchions
- ☐ Floor Cleaning Equipment

When the Bell Rings

Most hallways are at risk for crowds, so managing the traffic flow – especially in schools where there is the added issue of lockers – will need more than floor markers to maintain safety. Old lockers should be replaced with antimicrobial lockers, and water fountains should be converted to bottle filling stations.

- Enclosed cork boards provide you with the ability to post and promote important event information in a safely contained manner
- Keep floor cleaning equipment in service and supplies stocked for regular surface cleaning and emergency floor cleaning
- Use floor signs and tape to manage hallways and stairwell flow at proper distances

HELPFUL HINTS



ANTIMICROBIAL STORAGE

Replace old lockers with new antimicrobial agent lockers that resist growth of bacteria, mildew, and more.



TOUCHLESS DRINKING

Bottle filling stations and sensor water coolers eliminate the need for touch and provide energy-saving benefits.



SIGNAGE & TRAFFIC FLOW CONTROL

Use floor signs and tape to help maintain safe traffic flow, and belt stanchions help section off areas.

NURSE STATIONS



NURSE CHECKLIST

- ☐ Antimicrobial Stools
- ☐ Cots
- ☐ Bedside Carts
- ☐ Biohazard Containers
- ☐ Digital Thermometers
- ☐ Emergency Bedding and Linens
- ☐ Cleaning Supplies

Nurse Stations

Nurse and first aid stations usually provide privacy for students, but social distancing is important in areas frequented by students who are sick.

- Keep all medical supplies organized and secured with mobile bedside carts with locking drawers
- Stock up on Biohazard containers for medical waste or sharp object disposal
- Provide the expectation of privacy with cots and privacy screens

HELPFUL HINTS



DIVIDERS & PRIVACY SCREENS

Adding space dividers and privacy screens to your nurse station will help contain bacteria and give the patients their expected privacy.



FURNITURE

Antimicrobial stools provide an excellent addition to help control lingering bacteria, and bedside carts serve the dual purpose of organizing supplies and creating a barrier between nurse and patient.



PERSONAL CARE EQUIPMENT

Maintain a stocked supply of emergency bedding and linens, and invest in a touchless digital thermometer for added protection and safety.

Essential products for your school

RESTORE

Harden your school to meet new standards and protocols to protect children and teachers.



RETURN

Create an environment that is safe for all to return to.

REBOUND

Reclaim your educational excellence while protecting your students and faculty.

Yesterday



High Touch



Show Your Face



Togetherness



Work At Work



Open Floor Plans



Common Areas Built For Function



Wash Hands



Facilities Cleaned Once A Day



In Person Meetings

Today



Touch Free



Protect Your Face



Social Distancing



Work At Home



Separated Floor Plans



Common Areas Built For Safety



Sanitize Hands



Facilities Cleaned Many Times A Day



Virtual Meetings

Essential Products



Touch Free Faucet



Automatic Paper Towel Dispenser



Automatic Flush Valves



Personal Protective Equipment



Face Shield



Face Protection



Partitions, Crowd Control



Crowd Control, Stanchions



Safety Cones Designated Areas



Home Office Furniture



Waste Baskets



Office Supplies Pens, Paper



High Partitions, Crowd Control



Plexi-Glass Panels Raw Materials



Mobile Whiteboards



General Signage



Crowd Control, Stanchions



Floor Signs



Wall Signs



Sanitary Door Opener



Touchless Hand Sanitizing Stations



Touchless Hand Dryers



Additional Sanitation Equipment: Brooms, Mops, Non Slip Signs



Retrofit Conference Rooms For Virtual Meetings



Office Furniture

ASSEMBLY/GYMNASIUMS



ASSEMBLY/GYM CHECKLIST

- ☐ Floor Tape
- ☐ Security Mirrors
- ☐ Clear Mobile Dividers
- ☐ Portable Sinks
- ☐ Air Purifiers
- ☐ Floor Cleaning Equipment and Supplies

Assembly Areas and Gymnasiums

Indoor areas that traditionally gather large groups of students together require clear visual signage and dividers in order to maintain safety and CDC-recommended protocols. Large and enclosed open-space facilities are prone to stagnant air circulation and a high rate of particulate exchange. Ensure that proper distance separation is understood and followed.

- Comply with social distance by offering limited seating in bleacher stands and separating chairs
- Use tape to mark entry and exit lanes for gymnasiums and similar facilities
- Placing signage outside entrance points are reminders that social distancing standards are in effect
- Matting over surface areas without antimicrobial protection helps to protect students during floor level exercises
- Have disposable wipes available if conditions become humid

HELPFUL HINTS



SOCIAL DISTANCING MONITORING

Floor tape can delineate appropriate distances in large areas and using security mirrors provide added visibility throughout the environment.



MATTING

The right matting will protect students and floors – and can be easily cleaned.



SEPARATION & SANITATION

Clear mobile dividers can be transported to any part of the room to create a safe space. Placement of portable sinks will allow for in-area hand washing where needed.

LUNCHROOM/CAFETERIA



LUNCH/CAFETERIA CHECKLIST

- ☐ Portable Sinks and Hand Washing Stations
- ☐ Indoor Steel Garbage Cans
- ☐ Single Station Microwave/Prep Carts
- ☐ Touch-Free Soap Dispensers
- ☐ Automatic Towel Dispensers
- ☐ Antimicrobial Folding Tables
- ☐ Sealed Plastic Storage Bags
- ☐ Disposable Utensils

Lunchrooms and Cafeterias

Lunchrooms and cafeterias are usually loud and crowded areas but can still remain safe with the right transformative steps. Invest in portable or single-station appliances, as well as touch-free soap and paper towel dispensers and microbial tables to maintain cleanliness wherever possible.

- Reduce lunchroom table occupancy to smaller numbers and locate tables closer to exits for easy and convenient crowd control
- Portable sinks and hand washing stations provide quick access to sanitation needs
- Antimicrobial tables help reduce bacteria buildup and the surfaces clean up easily
- Consider leaving doors with handles or knobs wide open with securable stoppers to reduce contact
- Disposable utensils and gloves help reduce exchange of germs

HELPFUL HINTS



FURNITURE

Single-station microwave and prep carts keep people and appliances apart. Setting up antimicrobial tables significantly decreases bacteria spread.



FOOD DELIVERY

Sealing food in secure plastic storage bags and using disposable utensils will further increase safety for workers. Invest in steel indoor garbage cans to securely contain waste safely.



SANITIZING STATIONS & SUPPLIES

Touchless soap and paper towel dispensers increase individual hygiene. Prominently placed portable sinks and hand washing stations provide convenient use for all patrons.

CLASSROOM/LAB/LIBRARY



COMPUTER LAB/LIBRARY/CLASSROOMS CHECKLIST

- ☐ Mobile Whiteboards
- ☐ Privacy Workstations
- ☐ Antimicrobial Whiteboards
- ☐ Antimicrobial Folding Tables
- ☐ Hand Sanitizer Station
- ☐ Facial Tissue and Paper Supplies
- ☐ Cleanroom Mats
- ☐ Crowd Control Stanchions

Creating Safe Spaces

Creating a separated floor plan for classrooms and private workspaces that are in line with social distancing requirements can be done with a few new configurations. Antimicrobial whiteboards and folding tables are ideal for learning labs, and prominently placed hand sanitizing stations will allow for easy and frequent hand washing.

- Ensure workstations and tables are spread wide apart from each other and use floor markings to indicate proper space
- Antimicrobial tables prevent bacteria growth and fold to create more space if needed. The antimicrobial agent on these tables are FDA and EU approved
- Set up cleaning stations outside each room or department for staff, patrons, or students to clean hands before entering

HELPFUL HINTS



SEPARATED FLOOR PLAN

Floor marking tape and crowd control stanchions are retractable and easily transportable to create safe spaces in your classroom, library, or laboratory.



PROTECTIVE PARTITIONS & PRIVATE WORKSPACES

Creating private workstations not only allow for deeper concentration, but provide the correct social distancing.



SANITIZING STATIONS

Allow for frequent disinfecting with hand sanitizer. These stations can be placed outside bathrooms and at entrance ways to buildings and offices.

JANITORIAL BEST PRACTICES



BEST PRACTICES CHECKLIST

- ☐ Buckets/Mop Heads/Floor Signs
- ☐ Floor Cleaning Chemicals
- ☐ Disinfectant Chemicals
- ☐ Cloth Rags and Wipes
- ☐ Trash Containers
- ☐ Antimicrobial Shelving
- ☐ HEPA Air Purifiers
- ☐ Floor Tape and Markers

Janitorial Best Practices

Have you triple checked everything for the school year's new cleaning schedule? Remember to keep your cleaning supplies stocked for a three-month supply to allow for unforeseen circumstances that require more frequent cleaning.

- Use sprayers to sanitize large outdoor areas and substantial tools/equipment
- Remember to wipe down shared tools after each use
- Check all cleaning supplies and stock regularly to maintain three-month supply
- Mark down narrow spaces such as small storage rooms or compact closets that will need change in accessibility
- Footwear should be cleaned or wiped before and after entering areas
- Select portable and enclosed garbage receptacles to protect cleaning staff from contact

HELPFUL HINTS



FLOOR CARE & SANITIZING

Always wear disposable gloves when cleaning and keep bleach stored separately from all other cleansers to prevent mixing. Maintain a three-month supply of all cleaning products.



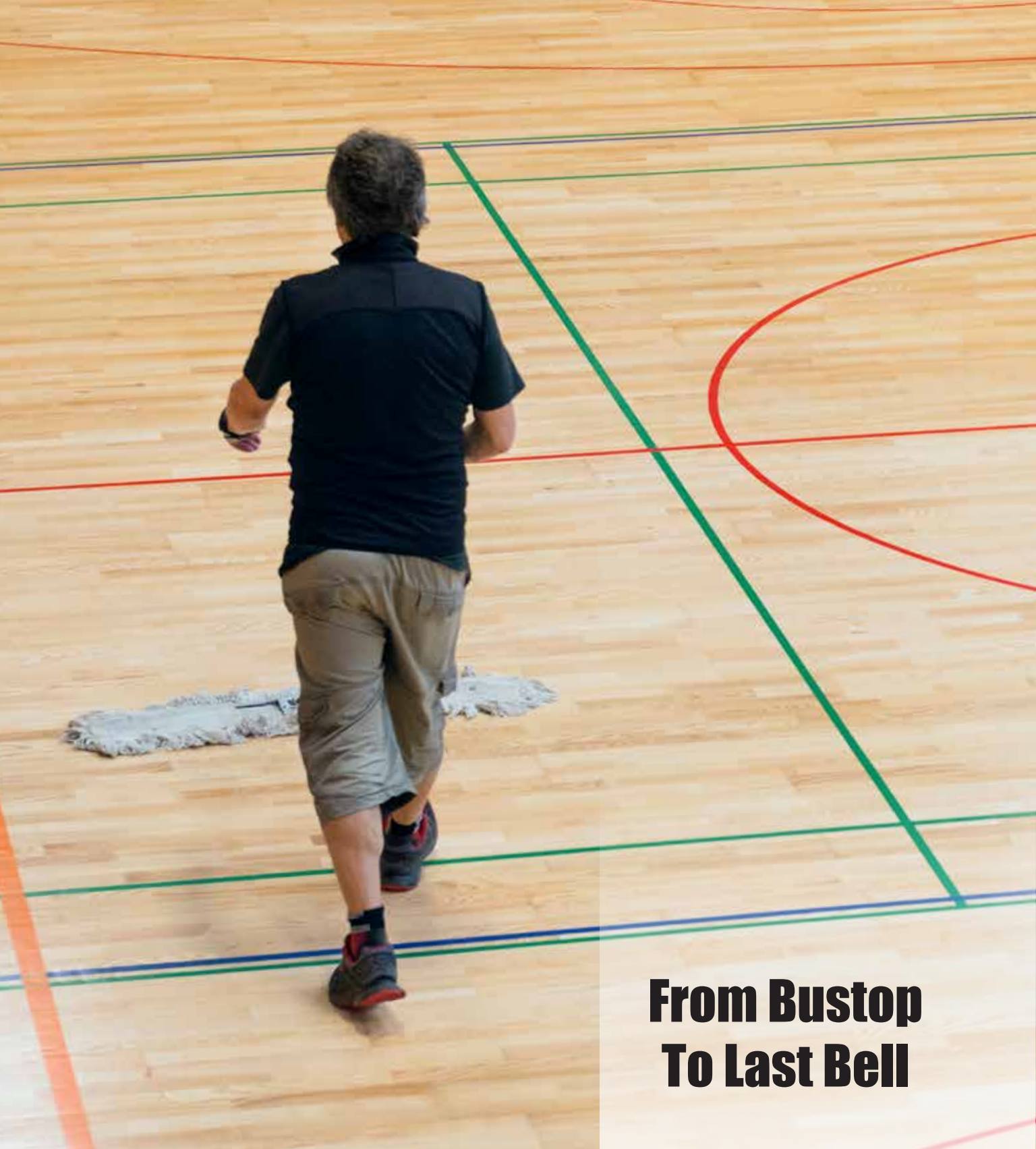
SIGNAGE

Make sure that each area in your office, school, or facility displays clear signage for hygiene, janitorial best practices, and social distancing.



MAINTENANCE & CLOSETS

Mark down narrow spaces such as compact closets, storage shelves, or coat rooms that will need specific guidelines to limit occupancies.



**From Bustop
To Last Bell**