

Education

Readiness Guide



Introduction

WELCOME TO A NEW WAY TO TEACH AND LEARN.

The familiar classroom has now drastically changed. Along with a rise in distance learning, education facilities may be permanently reinvented under COVID-19. Our brochure will walk you through considerations for common areas within the school and offer modern, yet effective products and suggestions to ease the transition back into your facility.



#1 Front Entrance/Hallways

A NEW DAY AT SCHOOL.

Safe school days start from the moment that students and staff enter your schoolyard. Every aspect of your facility interior and exterior will require an evolution to fit the new normal. With daily visits from students, parents and teachers, it is important to equip every space with the right protective measures.



Considerations

- 1 Review the types of outdoor signage that may be needed to convey information to guests before entering your school.
- 2 Review your entry and exit procedures to determine if any changes are required. Consider whether some entrances need to be closed, if new matting is needed, or automatic door entry can be added.
- 3 Consider using automated temperature checks for anyone entering your facility.
- 4 Determine what type of protective screens and protective equipment are needed at your front reception area.
- 5 Review the types of hand sanitizing stations that best suit your reception and entrances, including the grade of ethanol content.
- 6 Review hallway arrangements throughout your school and determine your plan to control foot traffic. Make use of print & digital signage, floor decals, and stanchions where needed.
- 7 Consider providing wellness kits to students, teachers, and administrative staff, including masks, gloves, and hand sanitizers.

Product Solutions



A FUNDAMENTALLY NEW LESSON PLAN.

The new normal has provided an opportunity to reinvent the role of the classroom in education. Classrooms will continue to be a vital space for discussion and collaboration, but must be reimagined with physical distancing, protective screens, and new furniture arrangements to foster creative interactions at a safe distance.

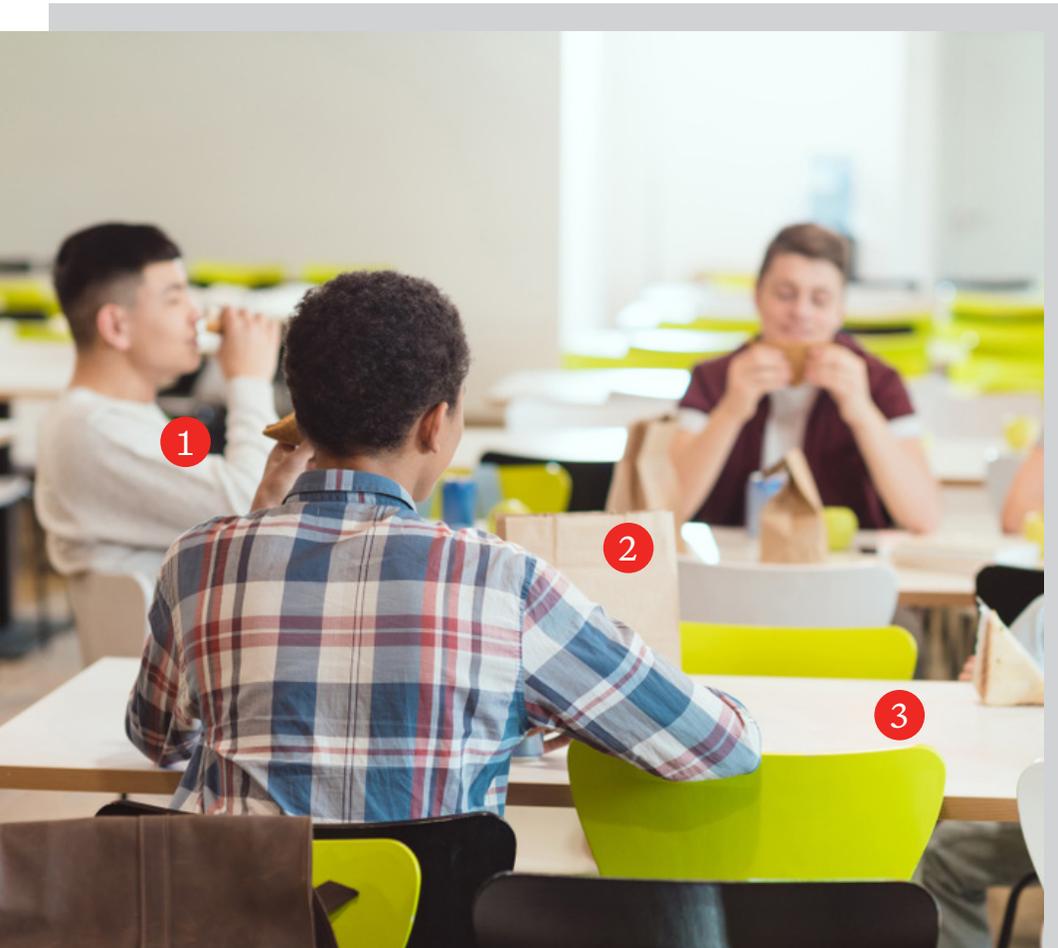
*Considerations*

- 1 Rearrange student desks and common area furniture to ensure a minimum of 2 metres distance.
- 2 Add portable cleaning and disinfecting stations to all classrooms to provide easy access for all students and teachers.
- 3 Review your current air purification systems and determine if enhancements are needed to reduce airborne contaminants.
- 4 Consider what new technologies can be implemented in your classrooms to aid in physical distancing and cleaning procedures.
- 5 If your return to the classroom will be staggered, ensure your teachers and students have the right technologies to stay connected while learning from home.
- 6 Consider using larger areas of the school such as the library or gymnasium to provide additional classroom space where students can more easily stay seated apart.

*Product Solutions***When we do our part**

SAFE SPACES FOR MEALTIME.

The cafeteria remains an important area for students or staff to gather and recharge. They will no longer be the same space we used to know, but rather a safer and more cautious place for all to enjoy. The addition of signage, floor decals, and new furniture will keep lunch time comfortable and safe for all.

*Considerations*

- 1 Develop your plan to ensure physical distancing in your cafeteria. Consider staggering lunch times, removing tables, adding signage & floor decals, and the use of protective screens.
- 2 Review your current usage of shared cutlery and serveware — consider moving to disposable alternatives or introducing enhanced cleaning procedures.
- 3 Evaluate the use of protective films on high-touch surfaces such as vending machines and appliances.
- 4 Consider using hands-free solutions in your cafeteria, including waste receptacles and paper towel dispensers.
- 5 Make cleaning stations and hand sanitizers as accessible as possible for quick use.
- 6 Create a plan to increase your cafeteria cleaning procedures. Electrostatic backpack sprayers provide for faster disinfecting.
- 7 Consider what new food handling and cleaning policies are needed within your food preparation areas.

Product Solutions

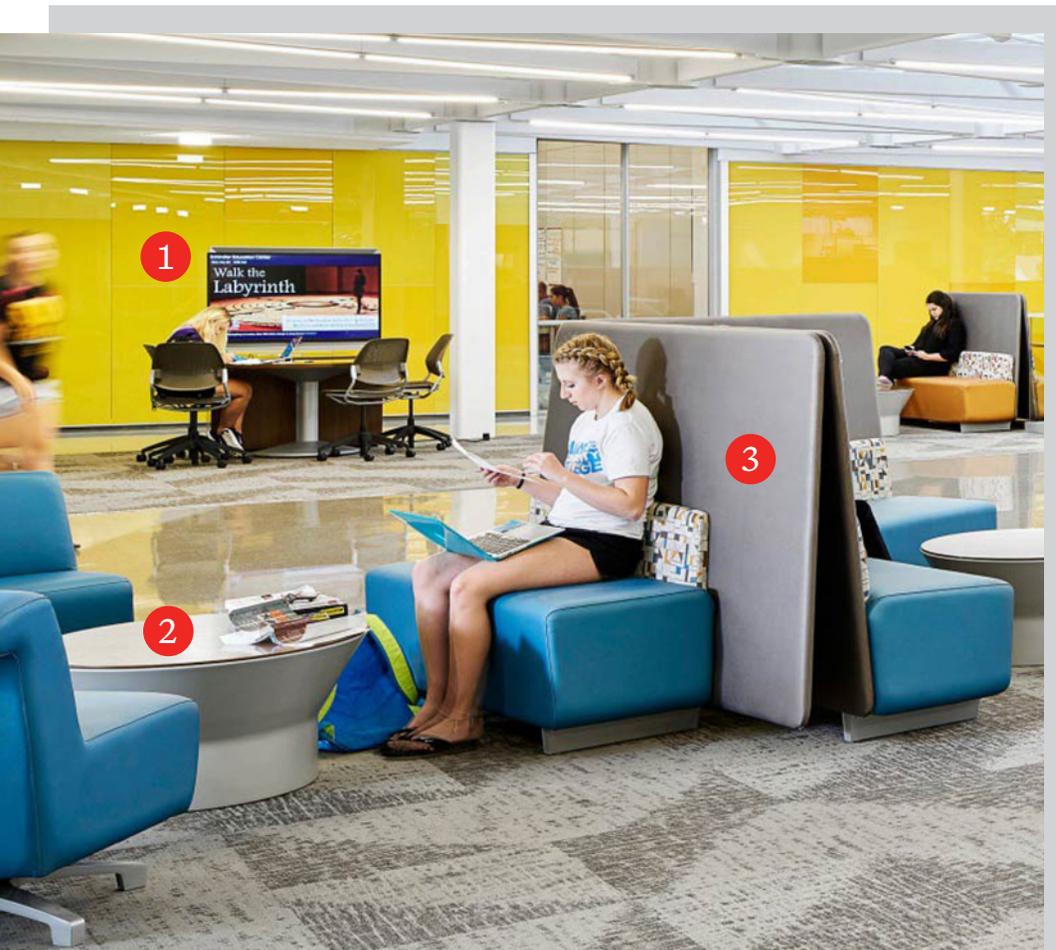
When we do our part



Library / Study Areas

REIMAGINING SELF-STUDY.

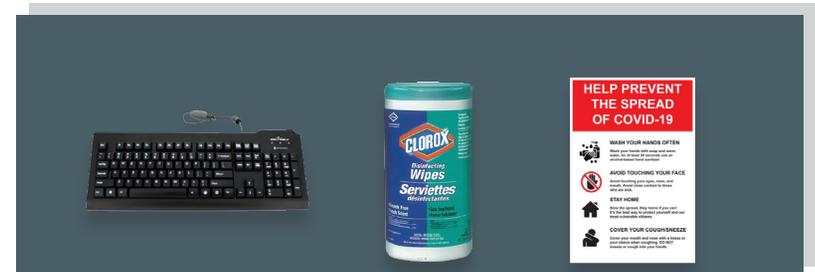
A quiet space for students to study and focus is crucial for the learning process. Whether it be silent self-study zones, or collaborative learning areas, each section must be assessed and enhanced, including new furniture arrangements, new technological solutions, and upgraded cleaning procedures.



Considerations

- 1 Consider staggering usage times, adding room capacity limits, or allowing for access to be booked in advance.
- 2 Consider replacing your furniture with options made from wipeable surfaces for easy cleaning. Review your options for disinfectant products to suit a variety of surfaces, including hard surfaces, soft surfaces, plexiglass, etc.
- 3 Change communal furniture to single seating alternatives to ensure physical distancing.
- 4 Add protective barriers in areas where you cannot maintain 2 metres of distance.
- 5 Identify zones that are high-touch and determine a plan for increased cleaning and potential new usage policies.
- 6 Develop a communication plan to specify physical distancing requirements, including reminders on video signage, print signage, and floor decals.

Product Solutions



LEARNING IN THE NEW NORMAL.

Dedicated resource rooms like makerspaces, music rooms, and computer labs will require special considerations to allow for students to continue with creative work. With the right combination of furniture, safety signage, and new policies, engaging specialty learning environments can remain safe for all students.

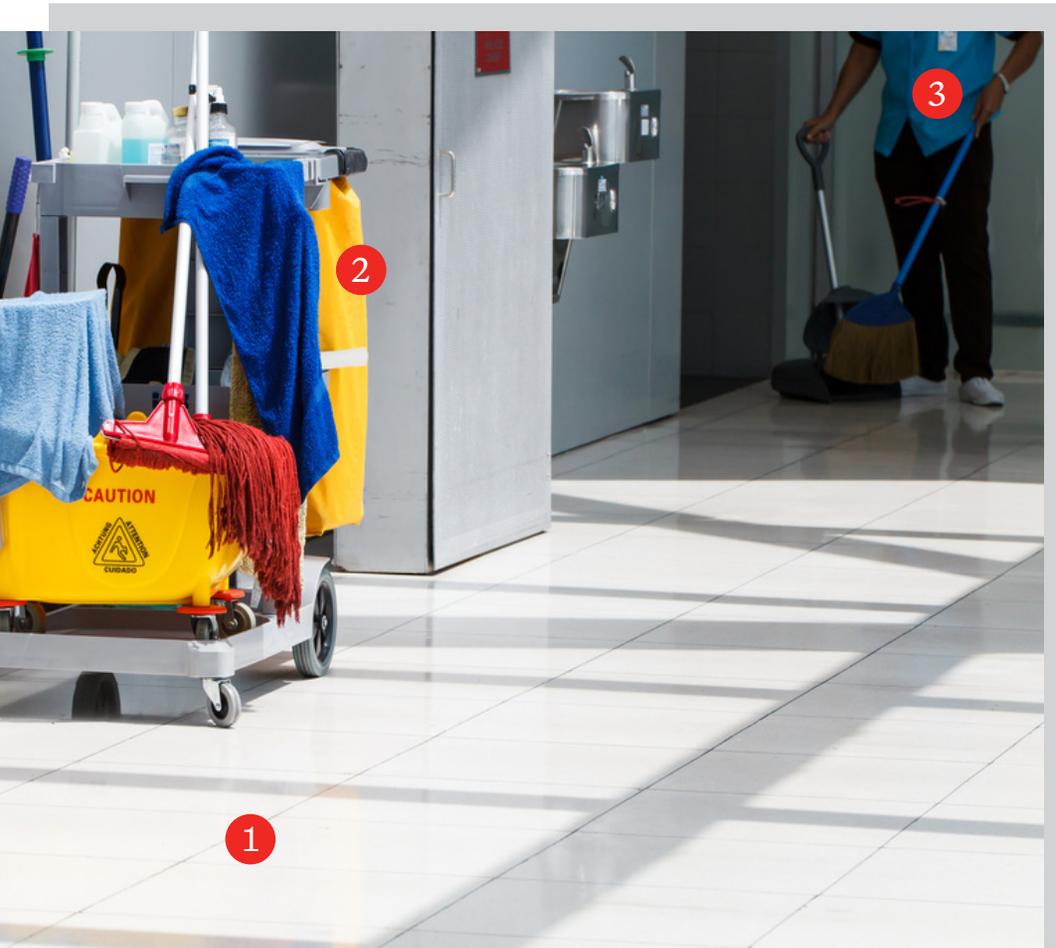
*Considerations*

- 1 Use products that have antimicrobial surfaces, such as keyboards and mice that can easily be washed.
- 2 Review your technology device sharing policies and determine if changes are needed to minimize communal usage. Consider if new policies are needed or additional devices are required.
- 3 Consider implementing new reservation systems to control access to shared areas such as computer labs.
- 4 Use a combination of video signage, print signage, and floor decals to communicate special instructions for each room.
- 5 Consider what personal protective equipment is needed in different learning scenarios, including the science lab or art room.
- 6 Review any specialty equipment in science labs, music rooms, and art studios to determine if special cleaning procedures are needed or if usage should be limited.

Product Solutions

A HIGHER LEVEL OF CLEAN.

In the new era, all cleaning procedures must be significantly enhanced to provide a safe and welcoming facility for all. Whether it be the custodial closet, the restroom, or the lunchroom, you'll need a thorough plan to elevate your cleaning processes and to communicate enhanced personal hygiene requirements.



Considerations

- 1 Develop and communicate a plan to ensure you are cleaning your facility at an increased frequency.
- 2 Review the appropriateness of different cleaners and disinfectants based on the various surfaces found throughout your school.
- 3 Review the types of PPE that will be required for your custodial team.
- 4 Consider if new equipment will be required to meet the needs of your enhanced cleaning procedures, including electrostatic sprayers, janitor carts, and floor cleaners.
- 5 Assess your current usage of hands-free towel & soap dispensers and automatic flushers & faucets.
- 6 Determine the type of personal hygiene protocol signage that will be required in your restrooms.
- 7 Review your entire facility floorplan and determine if there are areas where sanitization stations are required.

Product Solutions

When we do our part



A NEW ERA FOR GYM CLASS.

Physical education provides alternate modes of learning and a chance for students to gain physical exercise. The nature of sports and athletics currently presents a unique challenge for educators. Gym class will look very different under the new normal.



Considerations

- 1 Review the types of sports and activities normally performed in your gymnasium and determine which need to be modified or fully eliminated.
- 2 Ensure that you have cancelled all gatherings such as assemblies, sports tournaments, and implement new alternatives where possible using technology.
- 3 Assess hotspot zones such as changerooms and lockers and determine your plan to enhance cleaning procedures, add signage, and implement new usage policies.
- 4 Consider if new equipment will be required to meet the needs of your enhanced cleaning procedures, including electrostatic sprayers, janitor carts, and floor cleaners.
- 5 Review existing policies related to sports and fitness equipment, to determine whether a reservation system can be used to minimize communal usage.
- 6 Determine if your gymnasium will need to be used as additional classroom space, due to physical distancing requirements

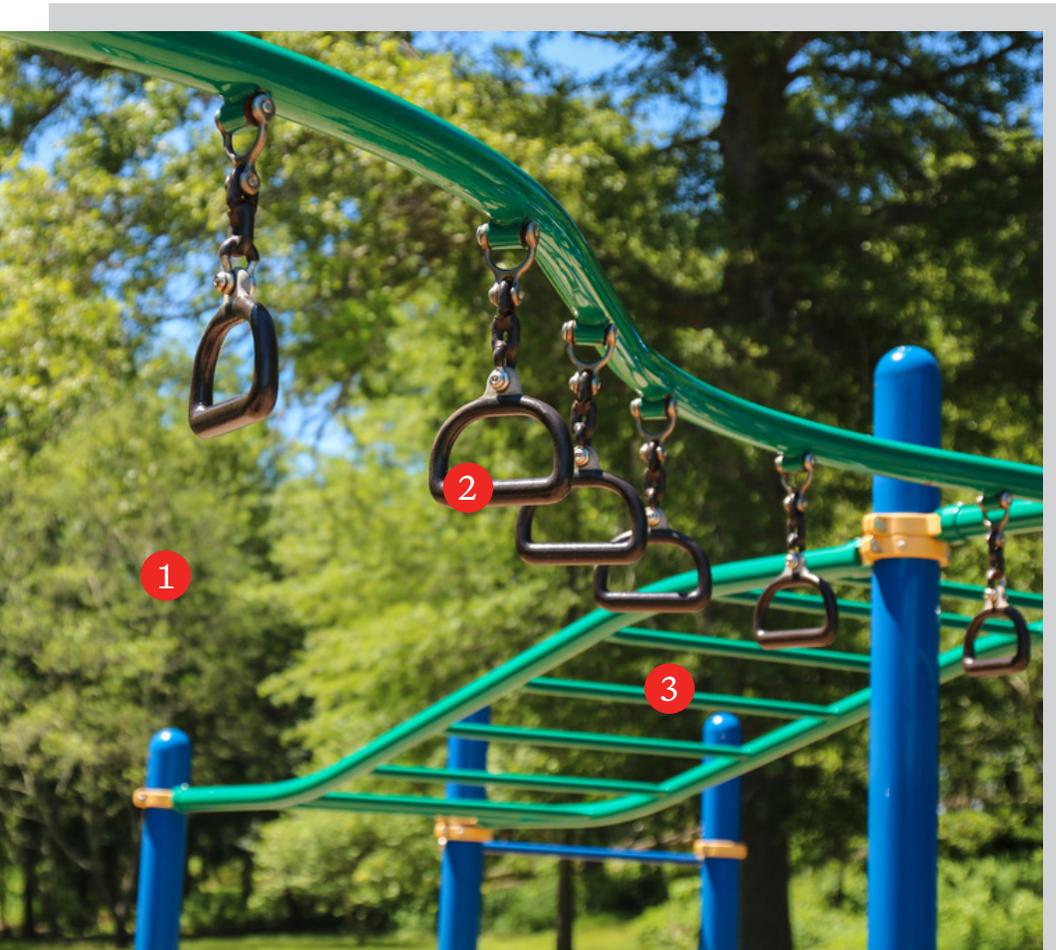
Product Solutions

When we do our part



PLAYGROUND SAFETY.

From the playground to the soccer field, getting outside for recess has always been an important part of the school day. Remember to assess the outdoor areas of your property in as much detail as your school interior. New processes, signage, and policies will provide a safer schoolyard for all.

*Considerations*

- 1 Assess your communal outdoor areas such as playgrounds, benches, and bleachers to determine which will require new usage policies or need to be closed off entirely.
- 2 Use signage throughout your entire building exterior and schoolyard to indicate physical distancing requirements, communicate new entry policies, and demarcate closed areas.
- 3 Consider using a phased approach for recess breaks to spread out the number of students using hallways and entryways simultaneously.
- 4 Consider whether you will be closing athletic fields like baseball diamonds, basketball courts and review whether these areas can be repurposed as temporary outdoor classrooms.
- 5 Review which types of outdoor signage best fits your needs, including ground markings, signage, spray paint, and pylons.
- 6 Develop a set of new guidelines related to building entry/exit policies, student drop off processes, and school bus procedures.

Product Solutions

When we do our part





staples ™
work. learn. grow.

Shop now on [Staples.ca](https://www.staples.ca)