

REOPENING RI

Event Template: COVID-19 Control Plan:

5/5/21

Name of Event:

Captain Isaac Paine Elementary School Field Day

Date & Time of Event:

Pre-K: Morning of June 4th

Kindergarten: June 1, rain date June 2.

Grade 1: June 3, rain date June 4.

Grade 5: June 14th, rain date June 15th.

Grade 4: June 16th, rain date June 17th.

Grade 3: June 17th, rain date June 18th.

Grade 2: June 21st, rain date June 22nd.

Event Organizer/Manager:

Marcella Clark
Eligio Vuono

Venue/Location: **Captain Isaac Paine Elementary School- Outside- all day event**

Venue/Location Address: 1

**Captain Isaac Paine Elementary School
160 Foster Center Road
Foster, Rhode Island**

Venue/Location Owner/Manager:

Town of Foster

Venue/Location Email:

Paineschool.org

Venue/Location Phone:

401-647-5100

Event Organizer:

Marcella Terranova Clark
Eligio Vuono

Event Organizer Contact Name:

Marcella Terranova Clark
Principal

Event Organizer Email:

Marcella.Clark @ paineschool.org
Eligio.Vuono@ paineschool.org

Event Organizer Contact Phone:

401-647-5100

Event description:

Event Information : **Field Day 2021-** Expected number of people attending: **On a scheduled day-Approx.80 Students-Approx.12-14 Adults**

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What setting-specific guidance(s) apply to this event (and do you plan to follow)?

[Playbook for](#)

[K-12 School](#)

[Spring Events](#)

[2021](#)

[Guidance Document](#)

[Proposed Guidance for](#)

[Prom, Graduation, and other](#)

[Spring Events in the 2021](#)

What measures will the event undertake to ensure vendors and third-parties follow applicable guidelines?

~N/A- No vendors or 3rd parties will be participating in the event.

Event Map :Attach:

[Physical distancing and organizing personnel and event/venue layout:](#)

[Event Map- Details](#)

Entrance process, capacity and crowd control. Please use the checklist below to explain how you will ensure that the above capacity limits are maintained and the processes you will use for maintaining physical distance while entering the event area. Examples of best practices include issuing timed tickets or reservations, allowing entrance in shifts, and maintaining physically distanced lines.

- YES! !** Designating staff to monitor for capacity at key spaces (e.g. entrances and exits)
- YES!** Implementing measures (e.g. signage and 6-foot physical distancing demarcations) to allow queues to form outside of entrance(s)
- YES!** For events with large crowds that have taken place before COVID-19 protocols were established, taking measures to ensure that capacity is not exceeded, including:

-Limited Capacity- 2 stable pods at a time participating versus a whole school population.

Using outside space. Limiting staff members and spectators. No visitors allowed.

Signage posted throughout the building and outside. Following master schedules to allow proper cleaning and disinfection during food consumption.

Providing masks, hand sanitizer and wipes.

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Ensuring physical distancing. Please indicate and describe below how the event will facilitate physical distancing (e.g. 6-foot spacing, one-way customer flows, signage, designated staff) among event attendees, including in high traffic areas (e.g. entrance and exit points, lines for vendors).

YES ! Designating staff to monitor for physical distancing at key spaces (e.g. lines, identified bottlenecks

YES! Designating one-way customer flows

YES! ! Designating six-foot distancing (e.g. using signs, stanchions, chalk, tape, or other means) in queues and other spaces where distancing will be hard to maintain.

YES! Allowing for additional space

YES! ! Moving or rearranging furniture or stations

YES! Please provide additional details here: _____

Minimizing access by COVID-19-positive or symptomatic individuals:

- Communicate with employees, volunteers, vendors, service providers, and attendees about the need to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19. (Please retain a copy of this communication or communications.)
- Established screenings can be conducted verbally, by app, by phone, or by another method of the venue or organizer's choosing including, if necessary, the posting of an informational poster that communicates the screening requirements. Describe your screening process and the communications that have been or will be issued instructing them to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19:

-Daily Covid Screenings are sent daily to All families and staff. The nurse will monitor. If a child or staff member has not completed the screen, the nurse will complete a verbal screen and take temperatures before students/staff are able to participate in the events.

- Supplementing screening questions with temperature checks (optional).

-Nurse will complete if Covid Screenings are not completed prior to the event participation.

Implementing other procedures. Please describe them here.- Families will be reminded in written communication to complete screens and not to have their child attend school if exhibiting symptoms on the day of the event.

Face masks and coverings:

To ensure compliance with face covering requirements, you have (check the boxes to certify):

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YES! Informed event staff, volunteers, vendors, and attendees of the requirement to wear face masks or cloth face coverings unless one can easily, continuously, and measurably maintain at least six (6) feet of distance from others for the duration of his or her work and/or time on premises.

YES! Procured cloth masks (or surgical masks) for all employees (and volunteers).

YES! Distributed cloth face masks (or procedure masks) to all employees (including volunteers) who need one at no cost and have a plan to distribute additional face masks as the need arises (e.g. in the event of loss or damage).

YES! Established a protocol or process for requiring mask wearing among event staff, volunteers, and attendees:

-Masks need to be worn at all times. Masks must cover the mouth and nose. Extra masks will be available to all students and staff.

Preparing for and responding to a positive case or outbreak:

To ensure proper management of a positive COVID-19 case or outbreak, you have (check the boxes to certify):

YES! Developed a plan to retain contact information (name, phone number, time onsite) of employees, volunteers, third-parties, vendors, and attendees for the purposes of contact tracing.

YES! Agreed to call the Rhode Island Department of Health (RIDOH) immediately upon being informed of a positive case amongst your employees, volunteers, third-parties, vendors, or attendees at 401-222- 8022, or 211 after hours, so they can assist in contact tracing and provide further instruction.

YES! Developed a COVID-19 sick policy and communicated it to employees, volunteers, third-parties, vendors, and attendees. (Please retain a copy of this communication or communications.)

YES! Assigned a minimum of one representative to work with RIDOH on testing, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment. Please identify that representative here and update this information on this form if it changes:

We will be following all established procedures and protocols that have been established at Captain Isaac Paine Elementary School.

YES! Planned to minimize/isolate the number of people interacting with one another at the event in order to reduce the number of people who would be required to quarantine in the event of a positive case.

YES! Created timed shifts where employees, volunteers, third-parties, vendors, and attendees do not overlap

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YES! Segregated employees, volunteers, third-parties, vendors, and attendees into “pods” by space/zone or shift to reduce the number of people who interact with one another.

Please provide additional details here:

-TAs will follow schedules and teachers will follow schedules. There will only be two stable pods from the same grade level participating in field day on a scheduled day. All social distancing protocols procedures will be followed while participating in the outside event.

Masks will be worn at all times.

Prepared your company to respond to a positive case or outbreak in the workplace by, for example: **YES!** Reviewing the general business guidelines with personnel and agreeing to call RIDOH in the case of an outbreak or positive case.

YES! Ensuring sick policies accommodate any required quarantine/isolation of the personnel “team” or “pod” in which a positive case is located.

YES! Closing a portion or entirety of the workspace for a thorough cleaning.

Describe your plan for identifying and managing employees, volunteers, third-parties, vendors, and attendees, including those in a “team” or “pod,” if or when someone tests positive for COVID-19 (and attach extra pages if needed):

Handwashing & Hand Sanitizer-

To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

YES! Instructed workers to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after cleaning, after removing gloves (where applicable), and after using the restroom.

YES! Made hand-washing facilities with soap and running water available to employees, volunteers, vendors, attendees, visitors, or customers, or will be providing hand sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water. (Sanitizer is an option only if hands are not visibly soiled.)

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YES! Developed procedures for monitoring the supply of soap and/or hand sanitizer and replenishing it as needed.

Lunch/Recess Protocols

Cleaning and decontamination-

To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

YES! Made a plan to sanitize commonly touched surfaces and areas frequently.

N/A Required of vendors (e.g. in their contracts) and other third parties to sanitize all high-touch surfaces and shared objects frequently.

YES! Made a plan for or arranged for cleaning of the establishment/venue at least once per day. In addition, made a plan to comply with RIDOH regulations and Centers for Disease Control and Prevention (CDC) guidelines. Please describe your plan for such cleaning here (and attach extra pages if needed):

The shared objects will be sanitized after each groups' use and classrooms and cafeteria will be cleaned and sanitized after each use as completed in the past.

Implemented new procedures to ensure cleaning and disinfecting of work surfaces, including equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations in compliance with CDC guidelines. Please describe your procedures here (and attach extra pages if needed):

In addition TAs/teachers will hand sanitize all objects used at the end of each station on field day.

Communication with employees, volunteers, attendees, and vendors:

To make sure you, your employees, and other participants have a shared understanding of how to operate during Rhode Island's phased reopening, you have (check the boxes to certify):

YES! Share information with your employees, volunteers, attendees, vendors, and other third parties to remind them of the requirement to stay home if they are sick and inform them of sick-time policies.

YES! Posted signs or posters describing the rules for wearing of masks, physical distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.

YES! Determined the steps you will take upon learning of an employee, volunteer, attendee, vendor, or other third party who has tested positive for COVID-19, including how you will work with RIDOH to identify which individuals will need to be quarantined and how you will communicate this information to other employees, volunteers, attendees, or vendors while respecting health privacy laws.

YES! Communicated this information to employees, volunteers, attendees, vendors, and other third parties in their preferred language or easiest mode of communication. (Please retain a copy of this communication or communications.)

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YES! Discussed with or distributed information to employees and other participants about how the company will address employee concerns. (Please retain a copy of this communication or communications.)

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Staying up to date on guidance:

To ensure that you stay up to date on the guidance that is being issued by the State both in general and regarding events, venues, or related business settings, you will (check the boxes to certify):

YES! Consult <http://www.reopeningri.com/>, the RIDOH website, and Governor's Executive Orders on a weekly basis or whenever notified of the availability of new guidance.

YES! Stay in touch with industry association(s) or chamber(s) of commerce regarding your industry's guidance or pledge pertaining to business operations. Please fill in the name of at least one industry association or regional RI chamber of commerce: _____

YES! *If you have questions regarding your local industry associations or chambers of commerce, please email: planquestions@reopeningri.com.*