



Hands-on Instructional Materials/Equipment Safety Guidelines for Hybrid Instruction

With the return of students to the classroom, teachers can engage their students in hands-on learning experiences. The following information will help guide teachers and staff on how to safely support hands-on instructional materials and equipment in the classroom.

Terms/Definitions

Supplies – materials each student uses daily as part of their learning experiences. Supplies are typically things students would be bringing to and from school. Examples include (but are not limited to): pencils/pens, paper, notebooks, erasers, district-device, etc. Supplies should NOT be shared between students.

Hands-on Instructional Materials and Manipulatives – materials that support student learning about a specific concept or topic. Manipulatives can be discipline specific, should support learning in alignment with state standards, and can be supplied as part of the district adopted curriculum or could be used in support of best practice. Examples include (but are not limited to): science lab equipment, math manipulatives, PE equipment, art supplies, music stands, etc. Manipulatives CAN be shared between students but must be washed in between usage.

Engaging in hands-on activities/labs

The following are suggested steps for students, when asked to engage in the use of materials/manipulatives:

1. Wash hands before you touch the equipment/start the activity/lab.
 2. Use the equipment, as directed by your teacher and/or the activity/lab procedure.
 3. Wash the equipment immediately after use, using one of the following techniques listed below.
 4. Wash down the lab tabletop/music stand/chairs.
 5. Wash hands and return to your desk.
- *Note – if applicable, have students wash the equipment both BEFORE and AFTER use.*
 - *Note – if your room does not have sinks, please use hand sanitizer to clean hands before and after activity.*

Washing Hands-on Materials/Equipment

Equipment shared by multiple people or lab groups must be cleaned before and after each person uses them. Do not allow equipment to be shared that has not been cleaned.

Use one of the following techniques to wash equipment:

- **Option 1 = Wash with soap and water.**
 - When to use this option:
 - As often as possible, with material that can get wet.
 - If there is at least one sink in the classroom, this method can be used to wash equipment that can get wet (glassware, plastic equipment, non-electronic material/manipulatives).
 - Material needed = soap, warm water, wash sponge or equipment (ex. test tube cleaner)

- **Option 2 = Use a 3-basin wash system.**

- When to use this option:
 - If there are NO sinks in the classroom.
 - If there is only one sink in the classroom; a 3-basin system can be setup to offer an additional cleaning station.
 - *An important note* – only MS and HS students should use a 3-basin wash system under teacher supervision. At the elementary level, teachers can use a 3-basin system, but students should not. If used at the elementary level, it is recommended that the system be setup after school and immediately cleaned up after use; it should not be in the classroom with elementary students.
- Material needed = 3 plastic tubs (basins), soap, warm water, bleach, wash sponge or equipment (ex. test tube cleaner)
- Setup
 - Bin 1 = Fill 2/3 of the bin with warm water. Mix in soap.
 - Bin 2 = Fill 2/3 of the bin with warm water.
 - Bin 3 = Fill 2/3 of the bin with water (at least 1 gallon of water). Add 1 tablespoon (or 1 capful) of bleach and mix.
- How to use with equipment:
 - Prepare equipment to be washed.
 - Any excess material/chemical should be properly disposed of first.
 - Basin 1 = Wash.
 - Using a wash sponge or relevant cleaning equipment (ex. test tube cleaner), wash your equipment.
 - Basin 2 = Rinse
 - Use the warm water to give your washed equipment a rinse, to remove any remaining soap.
 - Basin 3 = Sanitize
 - Dip your equipment in the bleach and water solution.
 - Air dry
 - Leave your equipment in the space identified by your teacher, to dry in between uses.
 - Note – dry equipment prior to next use, if it is still wet.
 - Wash your hands, using soap and water at a sink, when finished.
 - If necessary, setup a 4th basin with warm water and soap for hand washing. A warm water rinse can be setup too. Teachers/students should NOT wash their hands in Basin 1, which was used to wash equipment/manipulatives.
 - 3-basin system cleanup
 - Carefully dump liquids down the drain and rinse basins.
 - Change the water/solutions as needed, during/in between class periods, to ensure equipment gets properly cleaned.

- **Option 3 = Wash with All-Purpose cleaner and microfiber rag**

- When to use this option:
 - On electronic equipment or equipment that cannot get wet.
 - Electronic equipment should NOT be washed or submerged in water. Electronic equipment should be wiped clean in between use.
 - Examples of equipment to wash with All-Purpose cleaner = computer/laptop keyboards, Vernier lab sensors, robots, digital balances, welders, art supplies, etc.

- Material needed = All-Purpose cleaner and microfiber rags (both of these items have been supplied to classrooms by the maintenance department)
- How to use with equipment:
 - Spray some All-Purpose cleaner on the microfiber rag.
 - Thoroughly wipe equipment.
 - *An Important Note* – Middle and High School students may use the All-Purpose cleaner following the instructions provided. Elementary students should NOT be using the All-Purpose cleaner. At the elementary level, teachers will need to wipe clean material/equipment with cleaner in between uses.
 - *All-Purpose Cleaner bottle storage* – each Middle School and High School lab classroom will be supplied with several All-Purpose Cleaner spray bottles and microfiber rags. Make sure this equipment is accessible for students. At the end of each day, custodial staff need access to your cleaner bottles and rags so that they can refill containers as necessary and trade the used rags for clean ones. Please check with your custodial staff on best placement of bottles and used rags at the end of the day.

Goggles

Each student does NOT need their own pair of goggles, but rather, goggles need to be cleaned and sanitized in between uses.

- Wash goggles and/or glasses with soap and warm water.
 - *Note* – if soap and water are not available in a classroom, All-Purpose cleaner and a microfiber rag can be used to wipe goggles clean.
- After washing and drying, place them in the goggle sanitizer.
 - Close the doors and turn on the UV-C bulbs; run the sanitizer for the amount of time recommended by the sanitizer manufacturer.

Group Activities/Labs

Many activities and science labs are written to be performed by a group. Due to social distancing requirements, students should not gather around a common item or in a common space.

It can still be possible to engage students in group activities/labs safely, following all of the physical distancing and cleaning requirements.

Things to consider:

- Can the activity/lab be done in multiple parts?
 - If so, rotate students to a lab/activity setup, one at a time.
 - It is important to note that students should be washing their hands before handling the group material/equipment and properly cleaning the group material/equipment before heading back to their desk.
 - Once one student has done their portion of the work, cleaned equipment, and returned to their desk, the next group member can move to the lab/work area.
- Is there enough equipment in the classroom to support each student doing their own activity/lab?
 - If so, next determine if the activity/lab can be performed at a student's desk or needs to be completed at a lab/specific station, and setup accordingly.
- Is there enough time in the class to have each student complete the activity/lab but at different times?
 - If so, create a rotation for the class time.

- Rotations can include desk work (reading, Gizmo, video or questions), teacher-led instruction, and lab/hands-on activity.
 - Determine the rotation schedule and setup accordingly.
- Is there enough material for a grade level/course that can be shared?
 - If so, stagger engagement in the activity/lab so that each class can have a full set of resources, to support each student doing their own activity/lab.
 - Create a calendar timeline of which class will use the equipment/resources and when.
 - Clean material/equipment before it is shared with or returned to another classroom.
- Do you have students participating in live instruction AND other students participating remotely?
 - If so, consider creating activity/lab partners, one student from group A and one from group B.
 - During class, put partners in a Zoom breakroom together.
 - When group A students are in person at the school, they can show their activity/lab partner the equipment they are using and how AND their B group activity/lab partner can ask questions or give directions on equipment use remotely. Both partners should record data and observations.
 - When group B students are in person at the school, they can show their activity/lab partner the equipment they are using and how AND their A group activity/lab partner can ask questions or give directions on equipment use remotely. Both partners should record data and observations.

Storage Rooms and Lab Prep Areas

Classrooms and school spaces are being cleaned nightly by custodial staff. It is important to keep as many tabletops and surfaces clean and clear of material and equipment so that the cleaning can occur.

Use lab storage rooms and prep areas to prepare labs and hands-on activities as needed but be sure to put away all material possible immediately after use and at the end of each day so that all surfaces can be sanitized.

Ensure all music stands, instruments, and music are appropriately stored so classroom spaces can be cleaned each evening. Ensure your last period class has helped with the sanitation and storage of materials.

Music Specific Guidelines

DOH guidelines specify to avoid shared music, instruments, or other supplies and to perform safe storage options for equipment.

- In the event students need to share materials such as music, music stands, string instruments (cello, bass, guitar), piano, or percussion instruments, ensure that students handwash (or sanitize) using the protocol above prior to touching the materials, sanitize the materials appropriately after use, and wash hands (or sanitize) prior to leaving the classroom.
 - Music stands/chairs may be sanitized using Option 3 listed above
 - Shared musical instruments should be sanitized using manufacturer guidelines. If instrument guidelines are not available, follow the [NFHS guidelines](#).
 - Students should not share woodwind or brass instruments
- Spit valve release should be done on the provided PPE pads and emptied away from others. Teachers should designate these locations. PPE pads should be provided to individual students for use and disposed of in a garbage can. Students should hand wash (or sanitize) using the protocol above after PPE pad disposal.
- Students should wear the appropriate masks/cover instruments with the appropriate PPE provided to the classroom.

- If a situation arises where a student needs to sanitize their instrument and it is not listed above, please provide the [NFHS guidance](#) to the student so they may sanitize their own instrument (if they need support, please offer to help).
- Students in band must be spaced 9ft apart (woodwinds and brass), percussion may have 6ft spacing
- Choir and Orchestra may have 6ft spacing

Art Specific Guidelines

DOH guidelines related to art are used for visual arts classes.

- Ensure adequate supplies to minimize the sharing of high touch materials as much as possible. An example includes assigning each student their own art supplies or limiting the use for one group of children at a time. Keep each student's belongings separate and in individually labeled containers, cubbies, or areas.
- Students should not share materials that cannot be sanitized such as clay. Each student should be given their own piece of clay at the beginning of a project.
 - Clay scraps should be placed in a bucket, marked with the date and sealed for two weeks
- Use vinyl or silicone placements instead of canvas drop clothes which cannot be sanitized
- Students should wash hands (sanitize) prior to entering the classroom/using materials, should wash/sanitize materials using the appropriate protocol above, sanitize their table/chair and then wash/sanitize their hands prior to leaving the classroom.
- Shared materials should be washed/sanitized after student use – students can be part of this process as noted above.
- Consider creating art kits for materials that do not need to be shared.
- Consider safe storage options for materials when students are doing using (art kits, etc).

Physical Education Specific Guidelines

DOH guidelines related to athletics and recess are used for physical education classes.

- Outdoor equipment does not need to be cleaned or sanitized during the day.
- Each teacher should utilize two sets of equipment to be rotated between class periods. If two sets of equipment per teacher is not possible, clean equipment with soap and warm water or district provided cleaner between classes.
- Students **MUST** wash hands before and after each class.
- Students will practice physical distancing when possible and wear masks during class.

Library Specific Guidelines

WA State has released for Phase 3 Library Re-Opening Guidance.

- Follow occupancy guidelines as posted.
- Reduce or eliminate the use of in-person check-out processes wherever possible. Where they are still necessary, place distance markers in check-out lines in order to maintain the six feet physical distancing requirements for customers waiting to check out materials.
- Use the disinfect process described in option 3 above for shared spaces such as tables, counters, chairs, computers.

- Chairs with cloth are considered a low-transmission risk and will be sprayed with disinfectant each evening.
- Generally, libraries are discouraged from allowing the use of group meeting or study spaces by customers. However, at the discretion of the appointed building-specific COVID-19 supervisor, libraries may allow customers to utilize these spaces under certain conditions.
 - In Phase 3: Must limit to 10 or less per grouping and not exceed 50% capacity of the room.
- Libraries should continue to utilize no-contact return procedures where possible. Any in-person returns should follow protocols to limit potential staff exposure including:
 - Employees who process returned items must wear personal protective equipment (PPE).

Additional Resources:

1. [EPS Classroom Cleaning Training Video](#)
2. [Cleaning Science Equipment and Goggles](#)
3. [Classroom Cleaning and Disinfecting EPS document](#)
4. [EPS Staff Covid Safety Handbook](#)
5. [Covid-19 Sanitizing Lab PPE and More](#) (from National Science Teaching Association)
6. [NFHS Covid-19 Instrument Cleaning Guidance](#)
7. [DOH Guidance 3.25.21](#)
8. [DOH Guidance 5.13.21](#)
9. [Theatre and Performing Arts Guidance 3.23.21](#)
10. [University Arts Guidance](#)
11. [WA State Library COVID-19 Guidance](#)