

DISTRICT SAFETY PLAN for COVID-19

Date of Plan: June 21, 2021 **Last Updated:** August 29, 2022

District COVID-19 Supervisor: Susanne Beauchaine

Phone: 253-983-2222 **Email:** sbeauchaine@steilacoom.k12.wa.us

The Steilacoom Historical School District Safety Plan for COVID-19 identifies and communicates practices and common understandings to protect the health of all employees, students and visitors to our school. This plan relies on guidance provided by the Department of Labor and Industries, WA State Department of Health, the Tacoma-Pierce County Health Department and the Office of Superintendent of Public Instruction. Staff who have concerns can report concerns and violations directly to the COVID Site Supervisor

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ROLES

District COVID-19 Supervisor Responsibilities

The District COVID-19 Supervisor is responsible for all health and safety compliance required for our COVID-19 response and is the lead in distributing communication and procedures to School COVID-19 Supervisors. This position should know and understand all areas of the COVID-19 Safety Plan and be able to perform all functions until additional personnel are assigned. The District Supervisor also serves as liaison to the Tacoma-Pierce County Health Department and in partnership with Student Services, compiles and updates list of all district confirmed cases and close contacts.

School COVID-19 Supervisor Responsibilities

The School COVID-19 Supervisor is responsible for all health and safety compliance required at the school level. The COVID-19 Supervisor must lead by example; remain calm and assuring, model all health and safety guidance personally, respect others' perspective and fears. This position should know and understand all areas of the COVID-19 Safety Plan and be able to perform all functions until additional personnel are assigned.

Operational Duties of School COVID-19 Supervisor

The School COVID-19 Supervisor monitors implementation of all safety protocols and procedures:

- Monitors and assesses compliance of COVID-19 Safety Plan.
- Identifies and mitigates safety hazards and situations that conflict with the Safety Plan.
- Ensures all required training is delivered to accomplish this plan.
- Acts as primary contact for positive cases of COVID-19 reporting and exposure protocols.
- Serves as liaison to the district's COVID-19 Safety Team:
 - [Susanne Beauchaine](#), Executive Director of Human Resources and Safety (Employee Leave Options, Exposure Response)

- [Gudrun Sullivan](#), Executive Director of Student Services (PPE Coordinator, Health Services, Exposure Response)
- Emily
- [Melissa Beard](#), Chief of Finance and Operations (Transportation, Food Service)
- [Shae Emery](#), Maintenance and Facilities Manager (Cleaning and Disinfecting Protocols, Exposure Response)

OVERVIEW OF PREVENTION MEASURES

The following safety plan is designed to provide full time in-person education for all interested students. The following required mitigation measures are being implemented at all sites: Staff vaccinations (with exemptions), improving ventilation, handwashing and respiratory etiquette, cleaning and disinfecting, staying home when sick and seek evaluation, testing as indicated, responding to cases of COVID-19 and meeting public health reporting requirements. At-home COVID tests are available at each school site for students, families and staff.

ARRIVAL/DISMISSAL AND SCREENING

Effective June 21, 2021, there are no longer state mandated arrival and dismissal protocols related to COVID-19 attestations or screenings at school sites.

PHYSICAL DISTANCING

Effective March 12, 2022, there are no longer mandated physical distance requirements and keeping students in specific groups.

HYGIENE AND HANDWASHING

Children and adults should clean their hands in the following situations:

- Arriving and before leaving school
- Before meals or snacks
- After outside activities
- After going to the bathroom
- After sneezing or blowing their nose

Help young children to make sure they wash their hands correctly. The best option is to wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, people should use an alcohol-based hand gel with at least 60 percent alcohol. Supervise the use of alcohol-based hand gel by young children. Teach children and adults not to touch their eyes, nose, and mouth with unwashed hands. Cover coughs or sneezes with a tissue, throw the tissue in the trash, and clean hands with soap and water or hand gel. Posters at the entrance of each building and each room will encourage individuals to wash hands after entry to the building and throughout the day. Hand sanitizer will be located at building entrances, in hallways and in classrooms that do not have sinks. Each classroom and office will have tissues to encourage coverage of coughs and sneezes.

PPE GUIDANCE

Effective March 12, 2022, masks at school will be optional and will be each individual's choice. Masks will be available in each school's Health Room and the district's human resources department for any student or staff request.

The only school settings where masks are still required are:

- Nurse's office (Health Room)
- Designated isolation room

Isolation Area Supervision

Staff who are working with students in an isolation area where probable or known COVID-19 cases may be present and staff who clean an area after a known COVID-19 exposure should wear a surgical N95 or disposable surgical mask/KN95

mask plus a face shield. N95 respirator use will comply with the district's [Respiratory Protection Program](#), including medical surveillance, fit testing, and training.

CLEANING AND DISINFECTING PROTOCOLS

Cleaning and Disinfecting Protocols	
Cleaning high-touch areas	Every night after students leave and when someone is sick in the room (bodily fluids). High-touch surfaces include desks, chairs, table tops, countertops, handles, levers, switches, faucets, sinks, water fountains and dispensers
General cleaning practices	Once per day. See cleaning procedure checklist. Work is inspected daily by building leads and communicate to direct supervisor.
PPE needed	Custodial staff wear vinyl gloves while cleaning as well as any necessary PPE posted on chemical labels including eye and face protection and protective clothes.
Disinfectant used	Navigator3xRenegade Daily One-Step Disinfectant. Approved against SARS-CoV-2 with a 5 minute contact time
Safety Data Sheets (SDS) for products	See Appendix B

Effective June 21, 2021, electrostatic sprayers will not be used to control the spread of COVID 19.

Ventilation

Ventilation is important to have good indoor air quality. HVAC systems in all buildings have air changes per hour (ACH) to 6, meaning air is exhausted and replenished every 10 minutes. All systems have been upgraded to MERV 13 filters. Opening exterior doors and windows will do more harm than good in providing the maximum conditioned ventilation possible in our classrooms and throughout the building. All exterior doors and windows must remain closed throughout the duration of the school day. This does not include having doors open as you supervise student arrival and dismissal. Our maintenance teams will continue to test and monitor the airflow in classrooms to ensure that the systems are turning over fresh air at a rate that is significantly higher than public health recommendations. Concerns of an under ventilated space, a work order should be submitted through your building custodial staff immediately. Indoor air quality work orders are top priority and will be addressed promptly.

Outdoor areas

Outdoor areas, like playgrounds in schools, require routine cleaning, but do not require disinfection.

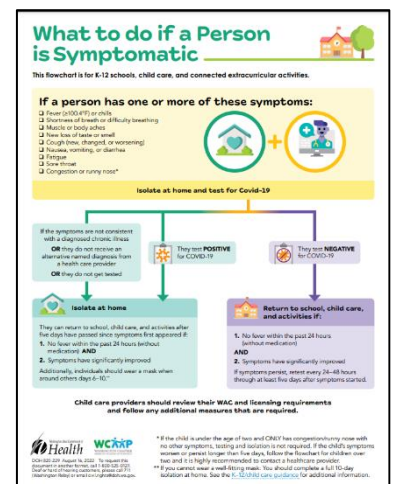
SYMPTOMATIC, CLOSE CONTACT AND POSITIVE CASES

Any student, teacher, or staff who reports COVID-19 –like symptoms must be immediately isolated from others and referred to diagnostic testing as soon as feasible.

SYMPTOMATIC: Student or Employee Develops Signs of Covid-19 While at School

1. Separate the person away from others in the assigned isolation space with supervision at a distance of at least six feet, until the sick person can be sent home.
2. Staff caring for ill persons should use appropriate medical grade PPE.
3. While waiting to leave school, the individual with symptoms should wear a well-fitting mask.
4. Air out and then clean and disinfect the areas where the person was after they leave.

Follow DOH guidance: [What to do if a Person is Symptomatic or a Close Contact?](#)



POSITIVE: Student or Employee Tests Positive for COVID-19.

1. If a student or employee tests positive for COVID-19, the School COVID-19 Supervisor must be contacted immediately. They can return to school after a 5 day isolation, when the following criteria are met:
 - No symptoms, or symptoms are resolving
 - No fever within the past 24 hours without the use of fever reducing medications.

Day 0 is the first day of symptoms. For individuals without symptoms, day 0 is the day of the positive viral test. See [Isolation and Quarantine Calculator](#). DOH recommends upon returning, that individuals should wear a well-fitted mask during the days 6-10 of their isolation period.

2. The school nurse is responsible for monitoring student return to school date. Supervisors are responsible for monitoring the employees return to work date.
3. Health services staff will notify TPCHD of student positive cases; Human resources will notify TPCHD of employee positive cases.

EXPOSURE RESPONSE

When a school sends a person with COVID-19 symptoms home, or learns a confirmed case of COVID-19 has been on the premises, clean and disinfect the areas where the ill person spent time. The School COVID-19 Supervisor will contact Shae Emery (Maintenance and Facilities) and the Lead Custodian.

The following steps will be taken:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

COVID-19 Outbreak in School

- COVID-19 outbreak in a school or child care: All outbreaks or suspected outbreaks of COVID-19 in a school or child care setting are required to be reported to the local health jurisdiction (LHJ). This requirement is in WAC 246-101. The DOH defines an outbreak as follows:
- Multiple COVID-19 cases from positive viral tests comprising at least 10% of students, teachers, or staff within a specified core group¹ OR
- At least 3 cases within a specified core group meeting criteria for a COVID-19 case from a positive viral test; AND
- The following three criteria are met:
 1. Cases have a symptom onset or positive test result within 14 days of each other, AND
 2. There is no evidence that transmission was more likely to have occurred in another setting (e.g., household or outside social contact) outside of the school or child care, AND
 3. Cases were epidemiologically linked in the school or child care setting or a school or child care-sanctioned extracurricular activity.

A “core group” includes but is not limited to an extracurricular activity³, cohort group, classroom, before/after school care, etc.

All groups of 10% or 3 cases within a specified core group that meet criteria 1 and 2 will be presumed to have an epi-link and must be reported to the LHJ as a suspected outbreak. The LHJ will make the final determination for classifying an outbreak.

A school- or child care-sanctioned extracurricular activity is defined as a voluntary activity sponsored by the school, local education agency (LEA), organization sanctioned by the LEA, or child care. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.

Health services will coordinate with TPCPD to develop the appropriate response to any possible outbreak and work with the COVID 19 Supervisor at the site to implement and communicate the response plan to staff, students, and families. Outbreak responses may include excluding specific students and staff, dismissing an entire classroom, or closing a school. The response is based on TPCPD advice given the number of confirmed cases, number of classrooms impacted, and staff available to continue learning programs. HR will communicate with L&I as required.

Schools must release information about COVID-19 cases to local public health as part of a case or outbreak investigation. This information may include, but is not limited to: Name, Date of birth, Sex, Parent or guardian name, Address, phone number, Classroom/grade/dates of school attendance, COVID test results, date of symptom onset, vaccination status