

DISTRICT SUMMER SAFETY PLAN for COVID-19

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The Steilacoom Historical School District Summer 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. SHSD will also continue to provide updated safety checklists to ensure consistent expectations for staff and students within the districts. Staff who have concerns can report concerns and violations directly to the COVID Site Supervisor, or to a member of the district’s COVID Safety Committee. These will be provided to each COVID-19 supervisor and will be added as an addendum to the school safety plan.

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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.
- Monitors and enforces face covering and PPE guidance.
- Acts as primary contact for positive cases of COVID-19 reporting and exposure protocols, including contact tracing.
- Communicates concerns through the COVID Safety Committee.
- Serves as liaison to the district's COVID-19 Safety Team:
 - [Susanne Beauchaine](#), Executive Director of Human Resources and Safety (PPE Coordinator, Employee Leave Options, Employee Health Attestation, Exposure Response)
 - [Gudrun Sullivan](#), Executive Director of Student Services (Student Health Attestation, Exposure Response)
 - [Melissa Beard](#), Chief of Finance and Operations (Transportation, Food Service)
 - [Shae Emery](#), Maintenance and Facilities Manager (Cleaning and Disinfecting Protocols, Exposure Response)
 - [Shawn Lewis](#), Director of Community Relations and Planning (COVID-19 Safety Committee Chair)

COVID-19 Safety Committee Members

Name	Assignment	School
Beard, Melissa	CFO	District Office
Beauchaine, Susanne	ED of HR and Safety	District Office
Brewer, Stephanie	Para-Educator	Steilacoom High School
Clauson, Alex	Principal	Saltar's Point
Duenas, Claudia	Office Coordinator	Pioneer
Ely, Terri	Library Assistant	Saltar's Point
Emery, Shae	Maintenance/Facilities	Maintenance Office
Greer, Susan	Principal/AP	Anderson Island/Chloe Clark
Isler, Denise	Teacher	Chloe Clark
Kirby, Bianca	Teacher	Cherrydale
LeCompte, Karen	Teacher	Saltar's Point
Lewis, Shawn	Dir. Community Relations	District Office
Percefull, Sammi	Teacher	Pioneer
Schultz-Brace, Kari	Teacher	Steilacoom High School

ARRIVAL/DISMISSAL AND SCREENING

Effective June 21, 2021, there are no longer arrival and dismissal protocols related to COVID-19 attestations or screenings at school sites. Students should stay home from school if they are exhibiting symptoms of COVID-19.

PHYSICAL DISTANCING

All staff must practice physical distancing of three feet or more between groups within classrooms and up to six feet in other areas as much as possible.

- Increase the space between desks and assign seating in all classes. Desks should face in the same direction (rather than facing each other) to reduce transmission.
- Reduce the number of students at tables or other workstations to increase physical distance.
- Reduce the number of students in the halls and restrooms at one time.
- Mark traffic flow and designate entrances and exits to minimize face to face contact.
- Use signage or other markers to signal six feet distance in areas where students may be waiting in line.
- Limit the number of individuals in any space by encouraging virtual meetings (e.g. IEP, 504).

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 FOR STAFF AND STUDENTS

All students age 5 years and older, staff and guests must wear cloth **face coverings** or an acceptable alternative at school. Face coverings are available in the Health Room for staff and students who arrive without them. Staff may request additional PPE by contacting their school nurse. In rare circumstances when a cloth face covering cannot be worn, students and staff may use a clear face covering or a face shield with a drape or wrap as an alternative to a cloth face covering. If used, face shields should extend below the chin, to the ears, and have no gap at the forehead.

Younger students must be supervised when wearing a face covering or face shield. These students may need help with their masks and getting used to wearing them. Students may remove face coverings to eat and drink and when they can be physically distanced outside. If students need a “mask break” take them outside or to a large, well ventilated room where there is sufficient space to ensure more than six feet of physical distance between people.

Examples of [Work Conditions](#) by Transmission Risk Level

Low Risk: School employees working from their classroom or office workstation with students present. At least 6 feet of distance is easily maintained full time and only broken intermittently, in passing, up to several times a day. For example, walking past the person and not fully 6 feet apart.

PPE Required:

1. Cloth face covering that fully covers the mouth and nose; OR
2. Face shield that includes a cloth extension attached to the entire edge of the shield.

Medium Risk: School employees working from their classroom or office where 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6 feet distance broken several times a day without sneeze guards or other mitigation. For example, working with students with disabilities who need one-to-one support or providing speech services (without a sneeze guard).

PPE Required:

1. Cloth face covering that fully covers the mouth and nose AND face shield; OR
2. Non-Cloth (FDA Approved) disposable surgical masks; OR
3. KN95 mask

High Risk: School employees working from their classroom or office where at least 6 feet of distance is not maintained, and includes job tasks requiring sustained close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.

PPE Required:

1. Face shield plus a disposable surgical mask, KN95, dust mask or procedural mask; OR
2. Industrial use N95.

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

Indoor areas

Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices.

Daily Cleaning and Disinfecting Protocols	
Cleaning high-touch areas	Multiple times daily and before each entry of new students and/or employees. 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 and face masks at all times 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.

Shared Hands-On Teaching Materials

Clean and disinfect hands-on materials after each use. Limit shared teaching materials, including PE equipment, to those you can easily clean and disinfect. Discourage sharing of items that are difficult to clean or disinfect. Books, paper based materials and individually assigned Chromebooks are not high risk for spreading the virus.

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. Clean and disinfect shared items between uses. Keep each student’s belongings separate and in individually labeled containers, cubbies, or areas.

Ventilation

Ventilation is important to have good indoor air quality. Adjustments have been made to the HVAC systems in all buildings to increase the 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. This will allow our HVAC systems with the programmed airflow and new filtering systems to do their jobs.

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.

- Do not spray disinfectant on outdoor playgrounds—it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces such as play structures, benches, or tables, is not recommended.
- Cleaning and disinfection of groundcover such as mulch or sand is not recommended.

SYMPTOMATIC, CLOSE CONTACT AND POSITIVE CASES

Employees who are unable to pass their health attestation or exhibit symptoms, must contact their supervisor immediately and not report to their work site, or return home.

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 leave.
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 cloth face covering or mask if tolerated.
4. Individual will be encouraged to access COVID-19 testing.
 - a. District COVID-19 Testing for Employees – Symptomatic, NO known close contact within last 14 days
 - Health services staff may offer the employee a PCR test. Employee must have a consent form on file.
 - PCR test will be packaged and dropped off at the District Administrative Center (Human Resources) to be mailed the same day. Test results will be reported directly to the employee, the COVID-19 Site Supervisor and TPCHD.
 - b. District COVID-19 Testing for Students – Symptomatic, NO known close contact within last 14 days
 - Health services staff who contact student’s parent/guardian of student’s symptoms will ask parent/guardian to consent for the district to administer a PCR test (Curative). A consent form must be on file.
 - PCR test will be packaged and dropped off at the District Administrative Center (Human Resources) to be mailed the same day. Test results will be reported directly to the parent/guardian, the school nurse, COVID-19 Site Supervisor and TPCHD.
5. Air out and then clean and disinfect the areas where the person was after they leave.
6. If a **STUDENT** is **symptomatic**:
 - a. The school nurse will notify the COVID-19 Supervisor and Gudrun Sullivan.
 - b. The school nurse will document a summary of the phone call with parent/guardian into the student’s Skyward Health Record. The following dates must be collected:
 - Date student exhibited symptoms (or no symptoms); and
 - If student was a close contact of confirmed COVID – last date of known exposure.

- c. The school nurse will complete the appropriate [Return to School Date](#) letter (in Skyward Custom Forms) and forward to the COVID-19 Supervisor (Principal or other school administrator). The administrator will send a copy of the letter in an email to the student's parent/guardian, and include Ms. Sullivan. Ms. Sullivan will communicate with Ms. Beauchaine.
 - d. Prior to the student's return to school date, the school nurse will contact the parent/guardian to confirm the student is able to pass the required health screening.
7. If an **EMPLOYEE** is **symptomatic**:
- a. The supervisor will follow up with the employee and if symptoms are not related to any other health issue, the supervisor will complete the reporting form: *Employee Report for COVID*.
 - b. The supervisor will work with the employee to determine work for the employee to access remotely. HR staff will also connect with the employee to share available leave options if needed: [Understanding your Leave Options](#).
 - c. HR will send an email to the employee and supervisor and provide their [Return to Work Date](#).

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

1. If a student or employee tests positive for COVID-19, the COVID-19 Supervisor (Principal) must be contacted immediately.
2. HR will send an email to the positive employee and supervisor and provide the [Return to Work Date](#). The supervisor is responsible for tracking this date. The employee is responsible for responding to communications from the district while quarantining.
3. The school nurse will complete the appropriate [Return to School Date](#) letter (in Skyward Custom Forms) and send a copy of the letter in an email to the positive student's parent/guardian, and include the Principal and Ms. Sullivan.
4. Prior to the student's return to school date, the school nurse will contact the parent/guardian to confirm the student is able to pass the required health screening.
5. The COVID-19 Supervisor will complete the **Close Contact form**. This includes contacts around the case from 2 days before symptoms started (or date positive test was administered if asymptomatic) until the time the case was no longer in school. The COVID-19 Supervisor will email a copy of the form to Ms. Sullivan and Ms. Beauchaine as soon as possible, but no later than the same business day. The COVID-19 Supervisor may work with the school nurse to gather information related to the student's contacts.
6. Ms. Sullivan will notify the Superintendent's office and TPCHD.

CLOSE CONTACTS OF POSITIVE CASE: Student or Employee is a Close Contact for COVID-19.

Close contacts are defined as persons who were within 6 feet of the confirmed positive case for at least 15 cumulative minutes over a 24-hour period, and would include siblings at the same school, those in the same cohort, and those sitting close to the student on the bus.

- a. If bus drivers are identified, HR will notify Melissa Beard.
- b. If students are identified as close contacts, the school nurse will complete the appropriate [Return to School Date](#) letter (in Skyward Custom Forms) and forward to the COVID-19 Supervisor (Principal or other school administrator). The administrator will send a copy of the letter in an email to the student's parent/guardian. The guidance [What to do if you were potentially exposed to someone with COVID-19](#) (WA DOH) will also be provided. The school nurse is responsible for monitoring the students return to school date.
- c. HR will send an email to all close contacts (employees) and their supervisor(s) and provide their [Return to Work Date](#), along with guidance, [What to do if you were potentially exposed to someone with COVID-19](#) (WA DOH).
- d. The principal will notify building level staff and/or families of a positive COVID-19 case if there are close contacts who must quarantine as a result.
- e. Ms. Sullivan will notify the Superintendent's office and TPCHD.

Returning To School after Suspected COVID-19 Symptoms or Close Contact

1. Symptoms, but **NO close contact** with someone who has a confirmed case of COVID-19.
 - a. **Positive Test or Test not done:** The individual can return 10 days after symptoms start and they are symptom free for at least 24 hours without medications.
 - b. **Negative Test:** The individual can return **24 hours** after symptoms have improved. If the symptom is a fever, the individual may return 24 hours after fever resolves and are symptom free.
 - c. **For students**, the school nurse will provide a return date.
 - d. **For employees**, HR and supervisor will provide a return date.
2. Symptoms **AND close contact** with someone who has a confirmed case of COVID-19. Regardless of test results, the individual must stay home until the later of:
 - 14 days from contact;
 - 10 days after symptoms start; and
 - Symptom free for at least 24 hours without medications.
3. **No Symptoms AND close contact** with someone who has a confirmed case of COVID-19. Regardless of test result, individual cannot return to school until 14 days after last contact.

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 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

A COVID-19 outbreak is considered when the following have been met:

- There are two or more laboratory-positive (PCR or antigen) COVID-19 cases among students or staff.
- The cases have a symptom onset within a 14-day period of each other.
- The cases are epidemiologically linked.
- The cases do not share a household.
- The cases are not identified as close contacts of each other in another setting during the investigation.

Ms. Sullivan will coordinate with the TCPHD 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 TCPHD advice given the number of confirmed cases, number of classrooms impacted, and staff available to continue learning programs.