

SAFETY PLAN for COVID-19

Building: Anderson Island Elementary

Hours of Operation: 7:30 - 4:00 daily

Date of Plan: September 2, 2020 **Last Updated:** March 10, 2021

COVID-19 Supervisor: Susan Greer

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The Anderson Island Elementary School 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. 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

COVID-19 Supervisor

Susan Greer, Principal

Responsibilities

The COVID-19 Supervisor is responsible for all health and safety compliance required for our COVID-19 response. 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

The 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
Kirby, Bianca	Teacher, 2 nd	Cherrydale
LeCompte, Karen	Teacher, 4 th	Saltar's Point
Lewis, Shawn	Dir. Community Relations	District Office
Percefull, Sammi	Teacher, 8 th	Pioneer
Schultz-Brace, Kari	Teacher, CTE	Steilacoom High School

ARRIVAL/DISMISSAL AND SCREENING

Role	Primary Staff	Secondary Staff
Valet Greeter Supervises student drop-off/pick-up area and directs students to check-in area.	Kim Tate Amy Prisco	Dana Ballou Abby Cunningham Janet Friedlos
Bus Greeter Supervises student drop-off/pick-up area and directs students to check-in area.	Janet Friedlos Dana Ballou	Kim Tate Amy Prisco Abby Cunningham
Health Attestation Lead Keeper of list of students and Parent Square results. Students with incomplete results will be directed to Screening area.	Dana Ballou	Kim Tate Amy Prisco
Screener Conducts screening, including temperature checks of students.	Dana Ballou	Kim Tate Amy Prisco
Isolation Area Supervisor Supervise symptomatic students awaiting pick-up.	Dana Ballou	Kim Tate Amy Prisco

Screening

All employees and students must complete a [COVID-19 Health Attestation](#) prior to reporting to their assigned site. Employees will complete their attestation using the [Skyward Wellness Screener](#) and the parents/guardian of each student will complete their screening using the [Parent Square Screener](#). Employees and students must have appropriate face covering upon entry to the school. Any other individual who will be at the school for more than 15 minutes must also complete a Health Screener form available in the main office.

Any student exhibiting symptoms or not following COVID guidelines, including wearing face coverings, maintaining physical distancing, and following hygiene requirements will be sent to a location identified in school specific protocols provided by the COVID-19 Supervisor.

The Health Attestation Lead will contact parents of students who consistently arrive on campus without a completed attestation to provide additional support. Continued concerns will be reported to the school administrator.

STUDENT COHORTS AND CLASSROOM SPACE

Cohorts and groups of students with dedicated staff who remain together throughout the day, including recess have been created in elementary schools. These groups should remain consistent from day to day and should not be combined or mixed as much as possible. Staying in small groups limits the amount of contact between individuals. Reducing the mixing of students, teachers and staff through groups:

- Decreases the opportunities for exposure or transmission of COVID at school.
- Makes contact tracing easier in the event of a positive case.
- Simplifies the testing, quarantine and isolation to a single cohort.

All staff must practice physical distancing of six feet or more between groups or classrooms as much as possible. Maintaining six feet of distance is most important when students or staff will be engaged in something for more than a few minutes.

- 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. Stagger the release of classes, restroom breaks recess, and other common travel times.
- Mark traffic flow and designate entrances and exits to minimize face to face contact.
- Stagger arrival and/or dismissal times to limit the amount of close contact between students in high-traffic situations.
- 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

Face Coverings

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	Multiple times daily. 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	Navigator3xRenegadeDailyOne-StepDisinfectant. Approved against SARS-CoV-2 with a 5 minute contact time
Safety Data Sheets (SDS) for products	See Appendix B

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 or desks.

Ventilation

Ventilation is important to have good indoor air quality. Offer more outside time, open windows often, and adjust the HVAC system to allow the maximum amount of outside air to enter the program space. Use of fans for cooling is acceptable. They should blow away from people. There is no special cleaning or disinfection for heating, ventilation, and air conditioning (HVAC) systems.

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 OR SICK EMPLOYEES AND STUDENTS

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

If an employee is symptomatic or has been exposed to COVID, the following steps will be taken.

- The supervisor will follow up with the employee and if symptoms are not related to any other complete the reporting form: *Employee Report for COVID*.
- The supervisor will determine if the employee is able to work remotely. If not, Human Resources department staff will connect with the employee to share available leave options: [Understanding your Leave Options](#).
- HR will send an email to the employee and supervisor and provide their [Return to Work Date](#).

If a student is symptomatic or has been exposed to COVID-19, the following steps will be taken.

- The school nurse will notify the COVID-19 Supervisor and Stephanie Manley (Health Services Coordinator). Ms. Manley will complete the reporting form: *Student Report for COVID*.
- Ms. Manley will send an email to the student's parent/guardian and provide the [Return to School Date](#) (building administrator and school nurse are included on email).

If an employee or student tests positive for COVID-19.

- If an employee or student tests positive for COVID-19, Ms. Sullivan will notify the Tacoma-Pierce County Health Department and provide the names of any school based close contacts of the case.
- HR will send an email to the employee and supervisor and provide their [Return to Work Date](#). The supervisor is responsible for tracking this date. The employee is responsible for responding to communications.
- Ms. Manley will send an email to the student's parent/guardian and provide their [Return to School Date](#).
- The COVID-19 Supervisor will work with Susanne Beauchaine (HR) to identify close contacts. This includes contacts around the case from 2 days before symptoms started (or date of positive test if asymptomatic) until the time the case was no longer in school.

Close contacts

- **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.
- If bus drivers are identified, HR will notify Melissa Beard.
- If students are identified as close contacts, the COVID-19 Supervisor will work with the school nurse to send communications to parents, including when students may return to school (in-person). 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.
- 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).
- Building level staff will be notified of a positive COVID-19 case if there are close contacts who must quarantine as a result.

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.

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.

The Executive Director of Student Services will coordinate with the Tacoma Pierce County Health Department to develop the appropriate response to any possible outbreak. The Executive Director of Student Services will work with the COVID 19 Supervisor at the site to implement and communicate the response plan to staff, students, and families.