



# COVID-19

## Health and Safety Protocols



## Update Log

Date Updated	Starting Page Number	Description of Update
10.29.20	All pages	Finalized and Published
11.23.20	Page 2 Page 2 Page 2 Page 3 Page 3 Page 4	COVID Site Supervisor Toolkit: updated duties Added COVID Site Supervisor training links Updated definition of “close contact” Updated the Protected Health Care Room Protocol Updated the Student Health Alert Protocol Updated staff daily attendance
01.27.20	All pages	Reviewed and updated all guidance
03.18.21	Page 2 Page 2 Page 3 Page 4 Page 7	Updated name of Central COVID Team Added link to SPS In-Person Re-Entry guide Updated name of Central COVID Team Updated name of Central COVID Team 30-day supply of PPE is to be maintained at buildings
5.5.21	Page 6	Students grade 6-12 may complete their own daily health screening (staff procedure is in re-entry guide)

## I. Overview

Seattle Public Schools (SPS) follows all Public Health guidelines, including any state and public health decision frameworks and processes for K-12 reopening of schools during the COVID-19 pandemic.

### [Health & Safety Requirements for School Scenarios](#)

Reducing the risk of COVID-19 transmission is the responsibility of every SPS staff member, student and family. Local, state and federal health guidelines inform the development of the accompanying health and safety protocols.

These health & safety protocols are updated as our understanding of COVID-19 continues to evolve. Significant changes will be communicated and documented using the Update Log on page 1.

For SPS Staff: Please view the [SPS In-Person Re-Entry Guide](#) for internal guidance and detailed protocols for buildings.

## II. Key Principles

The fundamental key principles to reduce the transmission of COVID-19 are:

- Health Screening (attestation)
- Grouping (cohorts)
- Physical distancing
- Hand hygiene
- Face coverings
- Personal Protective Equipment (PPE)
- Cleaning and disinfecting
- Ventilation
- Separating (isolating) individuals
- Communication
- Education and training

## III. Students and staff at higher risk for severe COVID-19

- A. Students and staff at higher risk for severe COVID-19 should consult with their health care provider when considering whether to provide or participate in K-12 activities.
- B. Staff at higher risk for health problems are protected under [Proclamation 20-46](#). For more information, please visit Center for Disease Control (CDC) [People with Certain Medical Conditions](#).
- C. Families with a member who is at high risk from COVID-19 should carefully consider risks and benefits of sending their student to school in-person.

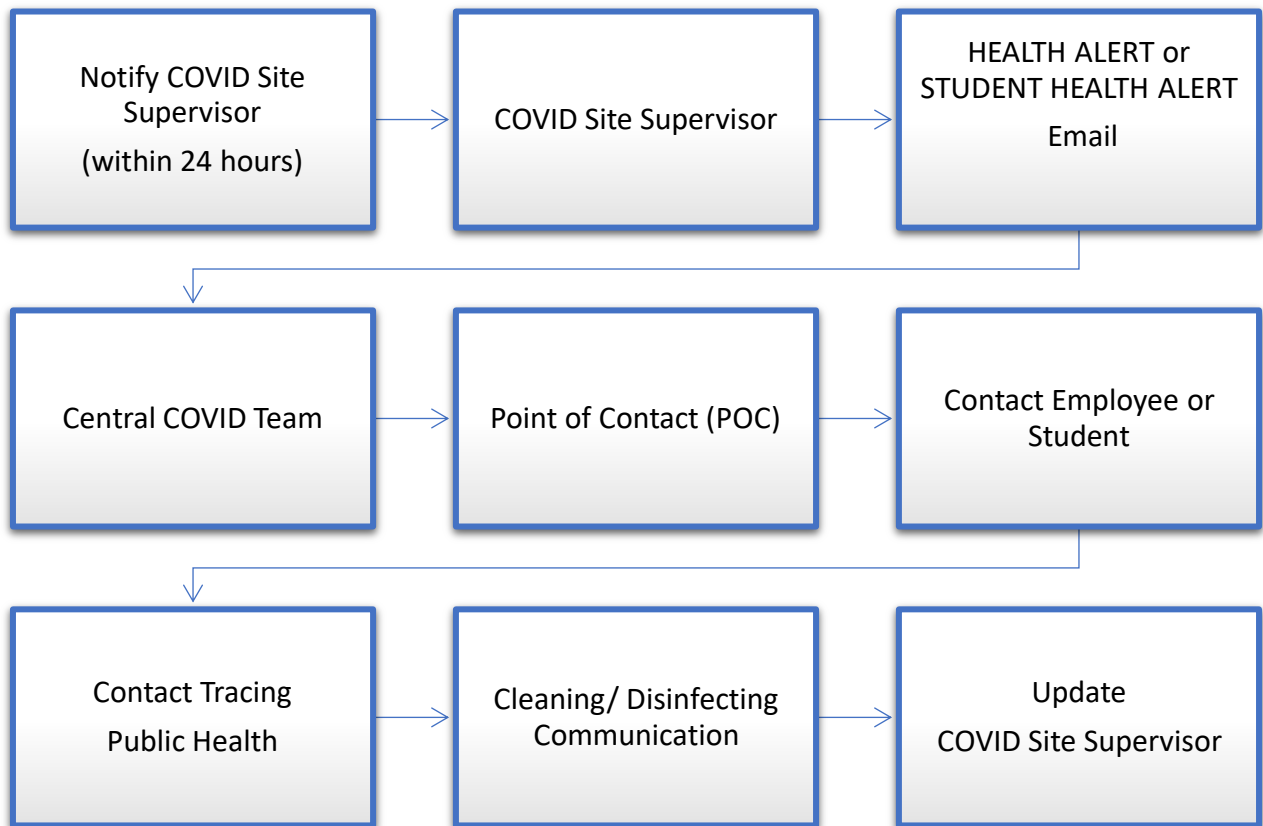
## IV. District Communication and Response Plan

### A. COVID Site Supervisors and Designees

1. Schools and departments have a designated COVID-19 Site Supervisor who supports implementation of health and safety protocols.
2. Supervisors and designees are provided training on their role and are provided a toolkit for consistency.
3. COVID Site Supervisors and Designees maintain confidentiality of health data.

## B. Central COVID Team and Point of Contact (POC)

1. A team of District staff monitors and responds daily to questions or concerns, monitors daily health screening data for staff, conducts contact tracing, and provides health recommendations as needed.



## C. Contact Tracing - General Process

### 1. Staff

- a. Contact staff member to discuss COVID-19 related illness/exposure and determine exposure at work.
- b. Provide health-related recommendations (testing, contacting health care provider, resources, etc.) and discuss quarantine/isolation protocols.
- c. Identify close contacts (any person who was within 6 feet of an infected individual for a total of 15 minutes or more over a 24-hour period).
- d. Inform exposed staff members of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the ADA.

- e. Close contacts will be instructed to follow Public Health – Seattle & King County (PHSKC) guidelines.
- f. Consult with PHSKC as needed.
- g. Notify PHSKC when there are confirmed suspected cases.
- h. Follow communication plan.

## 2. Students

- a. Contact student/student’s family to discuss COVID-19 related illness/exposure and determine exposure at school.
- b. Provide health-related recommendations (testing, contacting health care provider, resources etc.) and discuss quarantine/isolation protocols.
- c. Identify close contacts (any person who was within 6 feet of an infected individual for a total of 15 minutes or more over a 24-hour period).
- d. Inform exposed student/student’s family of their possible exposure to COVID-19 at school while maintaining confidentiality as required by HIPPA.
- e. Close contacts will be instructed to follow Public Health – Seattle & King County (PHSKC) guidance and recommendations.
- f. Consult with PHSKC as needed.

### **D. Student/Staff Response to COVID-19 Symptoms**

- 1. The Central COVID Team will reference the [Checklist for Managing Students/Staff with Symptoms of COVID-19](#) document located in the PHSKC Toolkit to guide their response and management of students/staff presenting with symptoms of COVID-19. The [King County Schools COVID-19 Response Toolkit](#) guides SPS response.
- 2. Student or staff with symptoms of COVID-19 will be relocated to a designated space for monitoring and isolation until they are able to go home.

### **E. Cleaning & Disinfection**

- 1. Cleaning and disinfecting will follow CDC, Department of Health (DOH), and Public Health guidelines.
- 2. If room or building closure is required, the Facilities Operation Center (FOC) will:
  - a. Notify the COVID ALERT Distribution group and school leader, if applicable
  - b. Confirm area(s) of exposure
  - c. Determine HVAC programming shutdown/return to service
  - d. Post room/building closure signage
- 3. Disinfecting of high frequency touch areas in the building will be performed 3 times a day by custodial and classrooms will be cleaned once per day.
- 4. In alignment with the guidance from the Department of Health; custodial staff will be cleaning high touch point surfaces (i.e. railings, grab bars) on plastic and metal play structures once per day using a green-certified neutral cleaner. This once per day cleaning will take place after the school day has ended.

## **V. Training**

### **A. Staff Training**

1. All staff must complete the mandatory training on reducing the transmission of COVID-19 in the workplace.
2. Staff providing in-person services will receive additional training on Personal Protective Equipment and Health and Safety protocols and procedures.
3. COVID Site Supervisors and Designees must complete training specific to their role.

**B. Student and Family Orientation**

1. Information will be provided to families orienting them to the district’s health and safety protocols and procedures.

**VI. Daily Health Screening**

Prior to entering any school facility, staff and students are screened for COVID-19 in accordance with Public Health – Seattle & King County (PHSKC) health guidelines. Daily Health Screening includes attestation and when to stay home.

**A. Staff Daily Health Screening**

1. All employees will complete daily health screening for COVID-19 [symptoms](#) or known exposure to COVID-19 before entering any work location.
2. Staff may complete the required daily health screening using one of the following methods prior to entering a building:
  - a. Using the link on the MySPS website
  - b. Responding to the daily survey provided via text or e-mail (once implemented)
  - c. Scanning the QR (Quick Response) code located at the designated work entrance via smart phone camera
3. Staff visiting multiple work locations in one day must complete a daily health screening for each work site before entering the work site.
4. Staff should complete daily attendance to allow COVID Site Supervisors to know who is in the building.
5. Staff arriving at a work location without having completed the daily health screening, will be able to complete the daily health screening at the main entrance before proceeding to their workstation.
6. Site Supervisor or designee will review staff daily health screening data and check in with any staff member who is “not approved” for entry to determine next steps.

**B. Student Daily Health Screening**

1. Student/family completes a daily health screening for COVID-19 [symptoms](#) or known exposure to COVID-19 before entering any school location.
  - a. Students grade 6-12 may complete their own daily health screening with parent/guardian permission.
  - b. Student/family will receive an e-mail and or text message each day that includes a link to the daily health screening.
  - c. Student/family will complete the daily health screening each day before 7 am.

- d. Student/family will receive a message that they are approved or not approved to enter the school building.
    - e. Staff will greet the student/family at the designated drop off location to verify completion.
  2. School leader or designee will review student daily health screening data before students arrive for the school day.
  3. Students arriving at school without having completed the daily health screening will do one of the following:
    1. Parent/guardian will complete the daily health screening using a kiosk or device, or
    2. Student will be escorted to designated area until family can be reached and attest to the daily health screening.
  4. Students arriving at school with a “not approved” for entry will be escorted to the protected health care room and screened for symptoms to determine next steps.

### **C. When to Stay Home**

1. SPS will follow PHSKC guidelines [King County Schools COVID-19 Response Toolkit Training](#)

## **VII. Personal Protective Equipment (PPE)**

### **A. Cloth Face Coverings**

1. In accordance with state and local health guidelines (see [Guidance on Cloth Face Coverings from the Washington State Department of Health](#)), cloth face coverings must be worn by every staff member unless working alone in an enclosed space with doors. A mask must be always readily available to be worn.
2. Staff with a disability or other medical issue that prevents from wearing a face covering should contact [Human Resources](#) to discuss accommodations.
3. All students and building volunteers or guests must wear a cloth face covering or an acceptable alternative at school and work locations.
4. Exceptions may apply for students identified with known age, development or disability.
5. Seattle Public Schools will provide face coverings for all staff and students without them. Staff may choose to provide their own cloth face covering.
6. Cloth face covering should not be worn by:
  - Those with a disability that prevents them from comfortably wearing or removing a face covering.
  - Those with certain respiratory conditions or trouble breathing.
  - Those who are deaf or hard of hearing, and those who provide instruction to such people, and use facial and mouth movements as part of communication.
  - Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
    - 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 are supervised when wearing a face covering or face shield. These students may need help with their masks and getting used to wearing them.
- Continue physical distancing when possible while wearing cloth face coverings.
- Students may remove face coverings to eat lunch and drink while keeping physically distanced.
- Students needing a “mask break” should be taken outside or to a large, well ventilated room where there is sufficient space to ensure more than six feet of physical distance between others.

### **B. Personal Protective Equipment (PPE) Inventory**

The District has an internal process for reviewing PPE inventory every week and re-ordering supplies as needed. PPE supplies are maintained in the warehouse and schools should contact their custodian and request reordering of needed supplies. Schools should maintain a 30-day supply of PPE at their building.

### **C. Enhanced Personal Protective Equipment**

Certain tasks may require higher levels of protection to help mitigate the transmission of COVID-19. Enhanced PPE will be determined following [Labor & Industries \(L&I\) guidelines](#). Health Services will provide education and training for staff on usage of the PPE.

### **D. Hand Hygiene**

1. The district will provide adequate facilities and supplies for hand hygiene to include the following:
  - Hand washing facilities, either fixed or portable will be available with clean and hot or warm water, soap, and paper towels.
  - Have available hand sanitizer at designated entrance(s), classrooms, front office, and common workspaces.
2. Staff and students will wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol during the following key times:
  - Arriving at school/work
  - After sneezing or coughing
  - After using the restroom
  - Before meals or snacks
  - After outside activities
  - Before leaving school/work
  - After touching contaminated surfaces
  - After handling objects touched by others
  - When there is visible dirt and/or debris present
3. Hand Washing [Signage](#) will be posted in support of hand hygiene.



## VIII. Physical Distancing

A. Physical distancing recommendations will be followed in accordance with Washington State Department of Health (DOH). [K-12 Schools 2020-21 Guidance](#).

1. Strategies for maintaining physical distancing include:

- Maintain at least six feet of distance between students and between groups during all scheduled activities to reduce the amount of time spent close to others. Strategies included:
  - Arrange student desks and workspaces to provide six feet between students and face desks in the same direction.
  - Stagger classroom entrance/release times to reduce the number of students traveling during the same time.
  - Place floor markers to signal six feet distance.
- Additional prevention measures, such as barriers or enhanced PPE, may be required in certain situations when strict physical distancing is not feasible.
- Enter work location through designated point(s) of entry.
- Follow directional signage and 6-foot spacing signage posted in commonly used areas (hallways, meeting rooms, locker rooms, bathrooms, etc.).
- Alternate schedules to minimize number of staff in given/shared workspaces.

## IX. Grouping Students (Cohorts)

A. Student cohort processes will be in accordance with Washington State Department of Health (DOH): [K-12 Schools 2020-21 Guidance](#).

- Small groups (cohorts) of students, consisting of 15 or fewer students, will remain with dedicated staff throughout the school day, including lunch time and recess.
- Cohorts will remain consistent from day to day.
- Staff, students, and families will receive education about the cohort model.
- Staff will receive building-specific training to support the implementation of the cohort model.

### B. Maintain Cohorts for Recess


- Multiple groups of students may use the same area, such as playgrounds, gyms, or sports fields, as long as they are physically distanced from other groups/cohorts which can be supported by creating barriers using items such as cones to maintain separation between groups.
- Cohorts should each have their own playground equipment that can be easily cleaned and disinfected between use.

## X. Meals

A. Meal schedules will adhere to the cohort model to limit the gathering and mixing of students in common spaces. These include:

- Meals eaten in classrooms.
- Students eating in cohorts.
- Traffic flows established and marked to maintain distance between cohorts.

## XI. Shared Hands-On Teaching Materials



A. DOH guidance will be followed on usage of shared hands-on materials:

1. [K-12 Schools 2020-21 Guidance](#)

- Shared teaching items should be limited to those items that may be easily cleaned and disinfected.
- Books and other paper-based materials are not considered high risk for spreading COVID-19.
- Student belongings should be separated using designated areas or individual containers.

**XII. Indoor Air Quality and Ventilation**

- A. The District has completed an evaluation of each building's HVAC system and air handling equipment and mitigation strategies for prompt repair, maintenance, and monitoring. Assessments follow state standards.
- B. Prior to beginning in-person services, designated spaces within a building are identified for optimal air quality and ventilation.