

Supplemental Health & Safety Plan for COVID-19 Job Site Safety for SVSD Employees

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Introduction

The District health and safety plan is a general document that outlines the recommended health and safety practices for our district. Each school/work site/department (“work site”) will use this plan to adopt and adapt as many of the strategies as feasible to fit each unique situation/site. Although it is unlikely that any given work site will be able to incorporate every recommendation, we want to emphasize that the strategies in this plan work together as part of a multi-layered defense to reduce exposure and limit transmission of COVID-19. Each work site will create a supplemental health and safety plan for their specific area. This supplemental plan provides details on how the District plan will be implemented at that site. It is important to understand that the District health and safety plan is a working document and continually updated to reflect current knowledge of best practice. Supplemental plans should therefore not replace the District plan but add to it and administrators should regularly ensure that their supplemental plan is in line with the District plan.

This Supplement

The District is responsible for the health and safety of district employees. The Job Site Safety plan is an addendum to the District health and safety plan to highlight those sections directly related to SVSD staff including expectations of the District and responsibilities of SVSD staff. The focus of this plan is to address health and safety related to the adopted model of instruction for opening the 2020-21 school year which is remote learning for basic education and some in-person instruction for special education.

Primary Reopening Guidance Resources

- Memorandum of Agreement between SVEA
- Memorandum of Agreement with PSE
- Memorandum of Agreement with SVASA
- OSPI School Planning Guide
<https://www.k12.wa.us/sites/default/files/public/workgroups/Reopening%20Washington%20Schools%202020%20Planning%20Guide.pdf>
- WA state DOH [Department of Health’s \(DOHs\) K-12 Fall Health and Safety Guidance](#)
- CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

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Mitigation Strategy Plans for Staff

Physical Distancing & Grouping Implementation

Grouping / cohorting of groups

There is no maximum number of people in a building at one time as long as the below grouping and distancing guidelines can be followed based on [phase 2 of the state reopening plan](#).

- For social gatherings at work (i.e. lunch breaks)
 - Group no more than 5 individuals together in one place (6 feet apart).
 - Limit these interactions to 2 or less times per week.
 - Keep the group individuals the same for the week.
- For work meetings:
 - Try to have as many meetings as possible virtually.
 - If you must meet in person, try to keep meetings less than 5 people and in an area where individuals can be 6 feet apart.
 - If the in person meeting requires more than 5 individuals to be in physical attendance, this is acceptable only if for a valid educational need (i.e. IEP meeting) and no other options are feasible. This meeting must occur in an area where individuals can be more than 6 feet apart.

Note that education related activities are exceptions to the state phased reopening restrictions on the number of people that can be gathered together but should only be done if the educational benefit outweighs the risk.

Expectations of SVSD related to physical distancing

- Staff Work areas will be physically set up to accommodate 6 feet of distancing from others wherever possible.
 - Teacher desk/work area should be placed 6 feet away from student desks, bus drivers will have six feet of distance from seated riders (i.e. front rows left empty), etc.
 - Hallways and other communal areas (staff lounges, workrooms, bathrooms, etc.) will be evaluated & modified where possible to encourage physical distancing.
- Where physical distancing is not possible, SVSD will evaluate and provide for alternative safety measures to mitigate risk due to close proximity which may include PPE. Examples of distancing challenges and alternative mitigation strategies provided for staff:
 - Teachers in the classroom needs to walk about to assist students (this should be kept to only educationally necessary and brief close interaction) - SVSD will provide classroom teachers with face shields to wear with their cloth face covering.
 - Bus drivers with a large number of students needing to pass by them at close proximity for loading and unloading of school buses - SVSD will provide bus drivers a higher level of protection with a procedural mask and if safe for operation, eye protection/face shield.
 - Office spaces where staff, students and visitors frequent and may not follow the six foot distancing rule. SVSD will install plexiglass shields/sneeze guards.
 - Health rooms & special education instructional settings - provide staff additional PPE as dictated by the individual situation.
- Limiting the number of individuals in school buildings by suspending visitors and non-essential persons including volunteers.
- Limiting the size of gatherings.

Expectations of SVSD staff

- Always strive to maintain 6 feet of distance from others when on school grounds.
- In every instructional/work setting, staff should evaluate whether the 6 foot rule needs to be broken. If so, what is the reason and does the educational/safety need outweigh the risk? Additionally, what other safety measures need to be layered on to mitigate this risk?
- Assist others in the school community (i.e. students, visitors, other staff) in maintaining physical distancing.
- Identify to administration any areas of concern for physical distancing that have not previously been addressed.

Cloth Face Coverings Implementation

Expectations of SVSD related to cloth face coverings

- Ensure everyone in a school building, on school grounds or on a school bus is wearing a face covering, with specific exemptions identified in the guidance.
- Provide staff 2 cloth face covers (but allow personal coverings that meet guidelines).
- Have available spare face coverings for staff, students and visitors who don't have face coverings.

Expectations of SVSD staff related to cloth face coverings

- Wear a properly fitting cloth face covering whenever in the school building, on school grounds or on a school bus unless
 - working alone at the location and/or
 - their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance and/or
 - You fall within the specific exemptions identified in the district health and safety plan
- Employees who cannot wear a cloth face covering must identify this to the building administrator or supervisor to discuss alternatives.
- Properly wash and store face coverings and face shields.
- Assist others in the school community (i.e. students, visitors, other staff) in wearing cloth face coverings.

Hygiene Implementation

Expectations of SVSD related to personal hygiene

- Provide access to hand washing opportunities/supplies throughout the worksite (either soap/water or at least 60% alcohol hand sanitizer)

Expectations of SVSD staff related to personal hygiene

- Wash hands properly and frequently when at work. Specifically upon arrival at work, before leaving to home, before eating, after using the restroom, before and after common touch items, and between instructional settings.
- Keep hands away from face.
- Cover coughs and sneezes.
- Assist others in the school community (i.e. students, visitors, other staff) in participating in frequent hand washing, not touching the face and covering coughs and sneezes.

Cleaning/Ventilation Implementation

Expectations of SVSD related to cleaning/ventilation

- Increased cleaning
- Increased ventilation:
 - school HVAC system adjusted to allow the maximum amount of outside air to enter and has a MERV13 or better filter

Expectations of SVSD STAFF related to cleaning/ventilation

- If able, open windows in workspace often and/or work/take breaks outside.
- Fans for cooling are acceptable and should blow away from people.
- Staff will clean the high-touch surfaces in their work area with supplies provided by the district on a regular basis.
- Staff will only use cleaning solutions provided by the District and follow the cleaning instructions.

Common Touch Area/Item Implementation

Expectations of SVSD related to common touch areas/items

- Where feasible, provide for individual use educational materials.
- Limit shared items within the school building (i.e. having doors propped open for arrival/dismissal).
- Plan for process for cleaning common touch educational items that are not feasible to have individually.
- Have a cleaning plan in place for the most highly touched surfaces.

Expectations of SVSD STAFF related to common touch areas/items

- Limit common touch items in your work area and ensure process are in place for those that can't be eliminated
- Follow processes in place for common touch items including removing common touch items (educational manipulatives, toys, etc.) from circulation once used and into designated areas for cleaning.
- Practice hand washing before and after common touch items.

Response Plans for Staff

Daily Health Screening

Expectations of SVSD related to daily health screening

- The District will provide a means of staff providing a daily health attestation and will inform staff how to complete the attestation.

Expectations of SVSD STAFF related to daily health screening

- Conduct a health screening on yourself each work day before coming to work (includes temperature taking and [answering health questions](#)).
- Complete daily health attestation as directed.
- Remain home if unable to affirm the daily health attestation.

Ill/Exposed & Exclusion

Expectations of SVSD related to Ill with COVID-19 or suspected ill with COVID-19/Exposed & Exclusion

- Exclude ill individuals.
- Provide a space for ill individuals to isolate until they are able to leave the campus.
- Clean areas where ill individuals have been.
- Rapidly coordinate response actions for any positive COVID-19 cases with Public Health.
- Under the direction of Public Health, notify staff if they have had an exposure to COVID-19
- Protect the privacy of individuals with COVID-19 as allowable under state law.
- Track and monitor ill individuals within our school community

Expectations of SVSD STAFF related to Ill/Exposed & Exclusion

- Should any school staff member receive a report of a school community member being suspected of having COVID-19 by a healthcare provider, being in close contact with someone having COVID-19 and/or testing positive for COVID-19, the site coordinator should be immediately notified.
- Be aware of privacy policies regarding disclosure of COVID-19 status (i.e. only notifying the site coordinator).
- Ill, or potentially ill, individuals should stay home from school/work and notify Human Resources
Possible signs of illness include:
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4°F or higher or a sense of having a fever
 - A sore throat

- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue
- Those who become ill at school/work should go home immediately or self-isolate if unable to do so.
- Communicate with the school nurse about illness symptoms and/or COVID testing and/or where on school property they have visited/who they may have come in contact with.
- Do not return to school/work until cleared by the guidelines from Public Health

Exclusion Guidelines: updated with the DOH August 4th updates.

Returning to school after having SUSPECTED signs of COVID-19

- **WITHOUT known exposure:** For ill persons **without known exposure to a confirmed COVID-19 cases**, follow Public Health guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19.
 - If PCR testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or immunocompromised may need to be isolated at home for longer.)
 - If PCR testing for COVID-19 is negative, stay home until 72 hours after fever resolves and symptoms are improving.
- **WITH known exposure:** People who are ill and had known exposure to a person with confirmed COVID-19 should be encouraged to be tested for COVID-19 and
 - should stay out of school until at least 10 days after symptom onset, **and**
 - at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or immunocompromised may need to be isolated at home for longer.)

Returning to school after TESTING POSITIVE for COVID-19

A staff member or student who had confirmed COVID-19 can return to the program when:

- At least 24 hours have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND
- At least 10 days have passed since signs first showed up.

Returning to school after being in close contact to someone with COVID-19

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days. If a person develops symptoms of COVID-19 during their quarantine, they should seek testing for COVID-19, and follow guidance above for confirmed COVID-19 cases. Consider testing at day 10 even if no symptoms are present. However, a negative test after exposure does not shorten the 14-day quarantine period. If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days.

Returning to school after being in close contact to someone with ill symptoms but not identified as COVID-19

If a person was in close contact with someone with ill symptoms but not identified as COVID-19 and are not sick, they may return _____ - TBD - awaiting DOH guidance.

Administration Plan for Staff

Expectations of SVSD related to Administration

- Designate a COVID-19 site coordinator
- Follow the MOAs for accommodations for high risk employees
- Enforce the health and safety plan
- Provide coordinated messaging through District-level communications
- Utilize state provided decision trees in determining relevant administrative actions
- Provide staff with necessary health and safety training (see below)
- During remote learning and per the MOA, allow for the presence of children of staff if all of the requirements are met.

Expectations of SVSD STAFF related to Administration

- Know who your COVID-19 site coordinator is (i.e. usually the principal at school sites).
- Notify Human Resources if you are a high risk employee needing accommodations.
- Engage in all necessary health and safety training (see below).
- Direct those with questions to the district messaging/communication site.
- Report non-compliance with the health and safety plan to the site coordinator, do not enforce.
- If staff children are on-site during remote learning, the employee will ensure that all of the requirements are followed per the MOA.

What steps should schools take if a student will not wear a face covering?

For students who are not exempt from the face covering requirement, schools should take steps to educate the student on safety compliance, implement positive behavior interventions, recommend alternative face coverings (such as a face shield instead of a mask, which can feel more comfortable), and, when appropriate, consult with the student's parent or guardian. Only as a last resort may districts consider excluding a student for refusing to wear a face covering. If a student is excluded, the school must provide the student with an opportunity to receive educational services during the exclusion and then return the student to their regular educational setting when the exclusion ends. Students who are unable to consistently wear a face covering due to sensory, behavioral, or other disabilities must not be disciplined or denied access to educational services as a result.

Staff Health and Safety Training Plan

Expectations of SVSD related to Training Plans

Training may be conducted via written documentation, video training, or in-person training.

- Identify and provide training for all staff regarding COVID-19 in these areas:
 - Mask/face covering wearing
 - Daily attestation (for self and role in student plan)
 - Hand washing
 - What to do if you are a close contact are exposed to or become ill with COVID-19
- Identify and provide training for specific staff, based on need, regarding COVID-19 in these areas:
 - PPE use

Expectations of SVSD STAFF related to Training Plans

- Participate in and comply with all training
- Complete a daily health attestation when at a District site