

SVSD Staff Health and Safety Plan & Expectations

August 21, 2020

The SVSD Health and Safety Plan is designed with interdependent, multi-layered defense strategies aimed at reducing risk and limiting transmission of COVID-19. There is an overarching District Health and Safety Plan, supplemented with more detailed site and department specific plans. The following is a brief summary of these plans for staff returning to work in our buildings, as we begin the school year with our Distance Learning 2.0 model. The success of all of these plans rides on the collaboration of our entire school community, including staff, in embracing and following the guidelines and ultimately ensuring the best chance for eventual face-to-face instruction. Thank you for doing your part and understanding that your actions impact others.

Physical Distancing

Staff should maintain 6 feet of distancing from others both at their workspace and while moving about the school. If more than one staff member shares an office, the physical space should be arranged to accommodate distancing. While moving about the building and common spaces, and especially when meeting with others, maintain 6 feet of distance. Also consider this when approaching others seated at their desks and stay back at least 6 feet. If work requirements or feasibility limits your ability to maintain 6 feet distancing, other mitigation factors should be considered.

Grouping

During breaks at work (i.e. non-educational social gatherings), please follow the guidelines based on the current Phase of Reopening for Washington State. Current phase 2 rules include limiting your gatherings to 5 or fewer people outside your home and participating in only one or two social gatherings with these same individuals per week.

Restricted Access

Only essential individuals are allowed to enter school buildings. Staff should not have visitors at school/work. If a visitor arrives unexpectedly, meet with them outside and away from entrances and others.

Cloth Face Coverings

All staff are expected to wear a properly fitting cloth face covering at school, unless:

- You are working alone at your location (i.e. in a separated area from others). If multiple people share an office, even if 6 feet or more apart, cloth face coverings should be worn. If a staff member is alone (or with their own children) in their classroom, the mask can be removed.
- Your exposure/role dictates a higher level of protection (i.e. if distancing is not feasible)
- You fall within the specific exemptions.
- You are eating or drinking, during which 6 feet distancing must be maintained.

Staff should learn how to properly wear and care for their face coverings.

- Staff are advised to have multiple properly fitting face coverings to ensure daily access to a clean one and allow used masks to be washed in between use.
- Staff should NOT wear face coverings with exhalation valves as these defeat the purpose of protecting others by allowing the unrestricted escape of expired air.
- If fogging glasses is an issue, there are many strategies that can be used to alleviate this and are addressed in the District plan.
- If you get to work and have forgotten your mask, there will be spares available to you in the main office.

Hygiene

Staff are expected to follow good hygiene practices including frequent hand washing, avoiding touching the face with hands (i.e. no licking fingers to turn pages!) and covering coughs and sneezes. Specifically, staff should wash their hands upon arrival to school/work at their first destination point, before they eat, and before they go home for the day. Additionally, when feasible, hands should be washed before and after using common touch items (i.e. workroom copier screen). Washing with soap and water for at least 20 seconds is best, but if not available, hand sanitizer with at least 60% alcohol can be used. Workrooms without sinks should be stocked with sanitizer to make washing feasible.

Cleaning

Staff should have access to district-provided cleaner and are asked to assist with cleaning any common touch items in their workspace (i.e. their workstation, phones, door handles) and when using common touch items in common areas (i.e. wipe down the copier screen in the workroom after use). Instructions for use should be with district-provided cleaners.

Ventilation

Staff are encouraged to open windows in their workspace if possible. Increasing outdoor ventilation helps minimize potentially aerosolized viruses. Even if alone in your workspace, this will help protect others who may enter that space at a later time. For security reasons, please create a reminder for yourself to close and check your windows before leaving for the day. Staff are also encouraged to be outdoors when possible like during breaks or even meetings (while still maintaining 6 foot distancing and face coverings -- unless eating/drinking or needing a mask break if others are not around).

Common Touch Areas/Items

Consider your work environment and limit as many common touch items as possible. Where common touch items can't be eliminated, it is best practice to wash your hands before & after use and if possible, clean the item after use.

Daily Health Screening

IMPORTANT: Staff who are showing any symptoms of being ill or are quarantined due to exposure should not come to work on-site.

Staff are required to screen their health daily before coming to on-site work/school and attest to not being ill/knowingly exposed. Screening includes taking your temperature and answering a few questions related to your current health status and any potential exposures. The questions asked are dictated by OSPI/Department of Health and may change as the pandemic evolves. Staff are expected to have a working thermometer at home to be able to take their temperature. It is recommended that staff put their thermometer with their mask or in their car until they are accustomed to this new daily routine. Soon, there will be screening thermometers at schools/worksites, however, using these should be the exceptions. They are intended as a back-up for when the employee has forgotten to take their temperature at home and/or their home thermometer stopped working (and until they get a replacement).

Attestation is currently done using a QR code at SVSD building entrances or at some sites, at your point of destination. Soon, we will have an attestation app that will provide a more user-friendly way to verify your daily health status, prior to arriving at work.

COVID-19 Site Coordinator

Each department/school site should have a designated COVID-19 Site Coordinator and you should find out from your administrator, who in your building has been assigned this role. This is the person you should contact with:

- Any questions or concerns you have related to the health and safety at your site.
- If you are unable to follow any of the above requirements.
- Any exposure concerns or notification (For example, let them know you have been at work recently and are now ill with concerning symptoms, being tested for COVID and awaiting results, and/or have tested positive for COVID-19).

This is a brief outline of the Health and Safety Plan and expectations for staff during the Distance Learning 2.0 model. You are encouraged to read and familiarize yourself with the entire District Health and Safety Plan and any applicable supplemental plans which are linked below:

- **SVSD COVID-19 Health and Safety Plan** <https://docs.google.com/document/d/1URgK-T2FjyeSVJQfoQhPvTDBOpW4EQoA936RpnIKYy0/edit?usp=sharing>
- **COVID-19 Job Site Safety for SVSD Employees** <https://docs.google.com/document/d/14HpBChNfT7RZrvauR4uXmPjzS87D0DdjWYzl2-ZR4A0/edit?usp=sharing>
- Each building site and department is in the process of creating **site-specific supplemental health and plans** based on the district plan with the addition of the details for each unique setting. These are in the works and will be shared with staff when completed.