

**Appendix A: Health & Safety Protocols**

These Protocols are specifically designed to reduce the health risk created by COVID-19 in or on District property or District-sponsored activities (together, “District Property/Activity”). Despite the thoroughness of these protocols, the risk posed by COVID-19 cannot be eliminated. To safeguard the health and safety of all involved, it is imperative that these protocols be faithfully followed by all those who enter District buildings at all times. Together, by following the guidance below, we can keep students, the community, and one another healthy.

**COVID-19**

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild, or no symptoms to severe and life-threatening.

COVID-19 is primarily spread from person to person and a person can become infected by coming in close contact (within 6 feet) with another person that is infected by COVID-19. Public health officials report that COVID-19 is spread through respiratory droplets, and a person may be infected if exposed to these droplets when another person coughs, sneezes, or talks. It is also possible to contract COVID-19 if a person touches their mouth, nose, or eyes after touching a surface that has the live virus on it.

**Protocol**

Strict compliance with all relevant District safety and health rules, including this Protocol, will be an essential function of each employee’s job. Safety protocols will likely vary depending upon the job function(s) being performed by an employee.

Staff shall be provided training on the below Protocol before first returning to the District Property or participating in a District Activity. A staff member need not be provided training on any provision of the Protocol about which the staff member has previously been trained.

Staff should report any practices inconsistent with this Protocol that constitute an unsafe working condition or work practice as related to COVID-19. As always, staff who observe others behaving in an unsafe manner should strive to first alert the person directly involved and then, if unresolved, alert an administrator or supervisor. If uncomfortable approaching an administrator, staff may always contact Human Resources.

**Individuals Excluded from Screening for COVID-19**

Professional delivery providers, such as postal carriers, and other visitors who will be onsite for fewer than 15 minutes may enter the worksite without completing an attestation. All persons must stay away from any District location if they are experiencing COVID-19 symptoms and that is the reason they are unable to complete the attestation.

### **Daily Screening for COVID-19 Overview**

Staff, students, and visitors must stay away from any District location or Activity if they are experiencing COVID-19 symptoms.

Staff members, students, or visitors who are not experiencing COVID-19 symptoms may only enter a District Property or attend a District activity after being screened for symptoms and exposure to COVID-19. The District's screening mechanism is a health attestation that should be, when possible, completed prior to arrival at a District facility or District-sponsored activity. Should a staff member, student, or visitor fail to complete an attestation prior to arrival, that individual will be required to complete an attestation upon arrival and before entry into District Property or Activity.

If an attestation is verbally given, interpretation services may be used. If the attestation is provided in writing, the District will, upon request, provide in the home language of staff, students, or visitors if available.

The attestation will include the following:

- a. Do you have any of the following symptoms:
  - Fever of 100.4 F or chills
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Chills
  - Fatigue
  - Muscle Pain or Body Aches
  - Headache
  - New Loss of Taste or Smell
  - Sore Throat
  - Congestion or Runny Nose
  - Nausea or Vomiting
  - Diarrhea
  - Other signs or new illness unrelated to another pre-existing condition (such as Seasonal Allergies)
- b. Have you, to your knowledge, been in contact with anyone that is positive for COVID-19 in the past 14 days? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.
- c. Have you had a positive COVID-19 test for active virus in the past 10 days?
- d. Within the past 14 days has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If the answer is yes to any of the above questions, you may not physically attend District property, worksite, or a District activity. If a staff member, contact your administrator.

The Parties agree and understand that the specific language of the attestation might differ slightly when integrated into an electronic application and translated.

If a staff member, student or visitor does not complete a pre-arrival attestation, that person must complete a temperature self-check within view of a staff member. If unable to perform a self-check, a staff member, most likely an individual assigned to the building front office or the person with whom the visitor/student has an appointment, must perform a temperature check. Any staff member who is designated to complete temperature checks may opt-out of this role if they are known to be in the increased risk or might be at increased risk for severe illness from COVID-19 under the governor's proclamation, Proclamation 20-46.2. Anyone performing temperature checks on a person other than themselves must wear non-cloth disposable earloop, dust mask, or KN-95, if specifically requested and supply permitting, *and* a face shield. Non-cloth disposable earloop should be disposed at the end of the day. Dust masks and KN-95 masks will be stored per CDC guidelines and not used more than five (5) times in a row. Staff can take temperatures using the following methods:

- Forehead Scanning
- Thermal Scanning
- Oral Scanning

If a student, staff or visitor's temperature is less than 100 degrees, that individual may proceed into the facility or District sponsored activity. If an individual's temperature is 100 or greater, recheck. If the second check is 100 or greater, consult a nurse or, if unavailable, District administrator for further evaluation. Many students or staff may have a high temperature on screening, but when rescreened the temperature is normal. If this happens and the individual is free of symptoms they should be allowed to participate for the day. The reason why 100 degrees is used here instead of 100.4 (the guidance for COVID-19 and most other illness) is because board policy dictates that if an individual is tested to have a fever of 100 degrees or more, the school nurse or an administrator should be consulted and use their judgment as to whether the tested individual may remain onsite.

After temperature check, students, staff or visitors should proceed for handwashing with soap and water. Hands should be washed for a minimum of 20 seconds. Hand sanitizer may be substituted if handwashing is not readily available.

#### **Daily Screening for COVID-19: Pre-Arrival Attestation**

All staff and students shall be screened daily for symptoms and exposure to COVID-19 in the form of an attestation completed prior to arrival; visitors should as well when possible. Staff, students, and visitors who complete a pre-arrival attestation need not complete an in-person screen upon arriving at a District facility or District-sponsored activity.

#### *Monitoring Pre-Arrival Attestations:*

- Administrators or supervisors who have staff members working on District Property or at a District-sponsored activity will regularly monitor attestation completion and follow-up with individuals who are expected to be working on-site, have not completed their attestation, and have not requested or been approved for any time off.
- Staff with whom a student is working shall monitor pre-arrival attestations.

#### **Daily Screening for COVID-19: No Pre-Arrival Attestation**

Any student, staff, or visitor who fails to complete a COVID-19 attestation prior to arrival at a District facility or at a District-sponsored activity will be verbally given an attestation before entering or upon

entering a District building or activity. After completing the verbal attestations, **the individual will perform a self-temperature check at the District facility or have their temperature taken by a District staff member.**

If an individual wishing to gain entry into a District facility or activity answers “yes” to any of the attestation questions, the following must be done:

- Student - isolate and contact parent/guardian for pick-up,
- Visitors - reschedule appointments,
- Staff Members - Contact your administrator.

### **COVID-19 Exclusion Overview**

1. Staff who do not report to work because they are experiencing COVID-19 symptoms must:
  - a. Not go to work when sick, even if the symptoms are mild.
  - b. Notify their supervisor according to their department’s procedures.Such staff are encouraged to contact their health care provider by phone.
2. If a student or visitor exhibits signs or symptoms of COVID-19 while at District Property/Activity, that individual should be isolated from others until they can leave District Property/Activity.
3. If a staff member is already at work and experiences symptoms of COVID-19, the staff member must:

Inform their supervisor that they are experiencing COVID-19 symptoms, and leave work.

Such staff are encouraged to contact their health care provider by phone.
4. Any student, staff, or visitor with a fever of 100.4 degrees or higher should be excluded from District Property/Activity. Temperature taking is one measure of screening for COVID-19, but should not be considered the only screening. Displaying COVID-19 symptoms is another reason to exclude.
5. Any staff, student, or visitor exhibiting signs or symptoms for COVID-19 should be excluded from District Property/Activity and follow return to District Property/Activity guidelines and timeline.
6. If a person has been in close contact with someone that is positive for COVID-19 without appropriate PPE, that person should be excluded from District Property/Activities and contact their provider for testing.
7. Any staff member or student who is excluded from school or District Property/Activity should not come to District facilities or activities and follow the return to District Property/Activity timeline.

### **Face Coverings and PPE**

1. The District will provide face coverings when requested, and additional PPE when required for the work assigned to the employee.

2. Face coverings must be worn over the nose and mouth to help prevent the spread of COVID-19. This is required by all people while indoors in a shared space, defined as having more than one person within that space, absent documentation of the reason for excusal. Staff need not wear a facial covering if alone in an area, such as an office or classroom. In some cases, a staff member's job duties will dictate a higher level of protection under guidance issued by the relevant health and safety agencies, including Department of Labor & Industries safety and health rules and guidance.
3. Any staff that will have close contact with a student should wear a face shield and a Non-cloth disposable earloop or dust mask. Close contact is defined as working in less than a six-foot radius of another for longer than 15 minutes. Whenever possible, the student with whom the staff member is interacting should wear at least a cloth face covering or a face shield. If the student's family is unable to provide a cloth face mask or shield, the District will provide the face covering for this student.
4. Exceptions to required face coverings are:
  - Children under two years of age
  - People who have disabilities that:
    - Prevent them from comfortably wearing or taking off face coverings
    - Prevent them from communicating while wearing face coverings
  - People who have respiratory conditions or breathing trouble
  - People who have otherwise been advised by a medical, legal, or behavioural health professional not to wear a mask.

Documentation that a person falls in one of the above categories may be required before an individual is granted entry to a District facility.

5. In situations where students cannot wear a face mask or shield, the staff member should wear a procedural mask and face shield. Additional protective barriers, such as clear partitions, may be requested by the staff interacting with the student and, if available, will be provided by the District prior to the staff person working with the student. The requesting staff member should make such a request as soon as reasonably possible upon learning of their desire for such a barrier.
6. At times, wearing a face-covering may interfere with a staff member's ability to work with a student who is deaf or hard of hearing. In these cases, the staff member must wear a face shield when not wearing a mask. It should be noted though that this would put the staff member at higher risk for contracting COVID-19, especially if the student is not wearing a mask. If a face shield is being used, it should extend below the chin of the wearer.
7. Hands should be washed or hand sanitizer used before putting on or removing a mask and/or face shield.

### **Physical Distancing**

1. To the maximum extent possible, staff should maintain a distance of six feet between themselves and other individuals
2. If activities can be done outdoors, that is considered a safer option as it maximizes air circulation. To the extent possible, consider modifying assignments, testing, and other interpersonal interactions so that these interactions can occur outdoors

3. If indoor spaces must be used, minimize the number of people in a closed room and prioritize using larger spaces
4. Current guidance permits a maximum of five (5) adults people in a room for meetings while maintaining six feet of distance
5. There is no limit to the number of students in a given space, as long as a distance of six (6) feet can be maintained.
6. Individuals who work in a shared space must not regularly be in close contact with another when at their workstations performing their duties. Close contact is defined as working in less than a six-foot radius of another person for longer than 15 minutes in one session. The incidental crossing of paths or short interactions within 6 feet are permitted but should be avoided and/or minimized.
7. Keep windows and doors open whenever possible

### **Cleaning and Disinfecting**

1. Desks, chairs and other multi-touch surfaces should be cleaned **at least** daily by custodial staff trained in cleaning, sanitizing, and disinfecting protocols.
2. Educational staff will spray EPA approved cleaning solutions, such as Virex, on surfaces at the end of each school day or when leaving the worksite for the day.
3. If a device, toy, manipulative or other shared material will be used by multiple students, it should be cleaned between uses. Where possible, sharing items between students should be avoided.

### **Supplies for Non-Custodial Staff (available as needed)**

1. Thermometer
2. Mask appropriate to risk per L&I guidelines
3. Face Shields
4. Cleaning Supplies
5. Hand washing station and/or hand sanitizer
6. Barriers consistent with the health authority guidance

### **Protocol Training**

All staff, including substitutes, will be required to complete training on each of the elements in the COVID-19 Protocol relevant to the staff member's assignment. Staff who have already been trained on portions of the Protocols because they have been working throughout the summer months will not be required to be re-trained on those portions of the protocols (e.g. custodians will not need to be retrained on the appropriate use of PPE) unless public health guidelines change. Staff will be provided with an opportunity to ask questions in an interactive way either during or following the Protocol training.

### **Employees with COVID-19/Suspected COVID-19**

The District will work with KCPH if it is notified that a student or staff member has tested positive for COVID.

The District will notify staff and family members of students that have been in close contact with any person that the District learns has tested positive for COVID-19. Close contact is defined by WA DOH and KCPH as anyone that has been within six feet of someone for a period of 15 minutes or more.

Staff and students who do not have symptoms, but have been notified they have been in close contact with someone that has tested positive for COVID-19 or they have come in close contact with someone who is experiencing COVID-19 like symptoms should stay at home and away from others for 14 calendar days. Such individuals should not come to work or school and should avoid public places. They should continue to monitor for symptoms and consult with a medical provider to determine if they should be tested for COVID-19. If the COVID test is negative and they remain symptoms free for 14 days, they may return to work or school.

A student or staff member who is sick and has been in close contact with someone that is positive for COVID-19 should self-isolate at home (avoid other family members) even if symptoms are mild. They should also contact their medical provider and tell them they have been exposed to COVID-19+ person and are now sick.

Any staff confirmed to have COVID-19 can return to work when they have been:

- At least twenty-four (24) hours with no fever AND
- Ten (10) days since symptoms first appeared AND
- Symptoms have improved

A staff member, student or visitor that is exhibiting COVID-19 symptoms should be tested for COVID-19. If that person's COVID-19 test results are negative and they have not had any close contact with someone that is COVID-19 positive, that person may return to work once they are fever-free for 24 hours and their symptoms are improving. However, if a person has symptoms of COVID-19, and receives a negative COVID test, but they are known to have had close contact with someone that is positive for COVID-19, they must stay home for a full 14 days.

A person that has tested positive for COVID-19, but has no symptoms, may return to work 10 days after the test date if they have been symptom-free for all 10 days.