Shoreline Public Schools is offering in-person learning for the 2021-2022 school year. The school district’s safety protocols will be guided by the Washington State Dept. of Health, the Department of Labor & Industries, Public Health-Seattle & King County, OSPI and the Governor.
## OVERVIEW

- MESSAGE FROM SUPERINTENDENT REYES ................................................................. 2
- LEARNING MODEL .................................................................................................. 3
- OVERVIEW OF COVID-19 ...................................................................................... 3
- ASSESSING YOUR HEALTH BEFORE COMING TO SCHOOL OR WORK .................. 4
- TRAINING .............................................................................................................. 4
- TRAVEL GUIDANCE .............................................................................................. 4

## SAFETY PROCEDURES

- ASSESSING YOUR HEALTH BEFORE COMING TO SCHOOL ......................................... 5
- MONITORING HEALTH AT SCHOOL ......................................................................... 6
- PERSONAL PROTECTIVE EQUIPMENT (PPE) .......................................................... 6
- HYGIENE .............................................................................................................. 6
- MASK PROTECTION .............................................................................................. 7
- PHYSICAL DISTANCING ....................................................................................... 11
- CLASSROOM SET UP ............................................................................................ 12
- SIGNAGE .............................................................................................................. 13
- TRANSPORTATION ................................................................................................ 13
- DROP-OFF & PICK UP AT SCHOOL ......................................................................... 14
- STUDENT GROUPINGS ......................................................................................... 15
- LIMITING SHARED MATERIALS ........................................................................... 15
- ACTIVITIES AND INTERACTIONS ......................................................................... 15
- HALLWAYS, RESTROOMS & DRINKING WATER ..................................................... 16
- VISITORS AT SCHOOL ........................................................................................... 16
- MEALS .................................................................................................................. 16
- ASSEMBLIES .......................................................................................................... 17
- RECESS/OUTDOOR SPACES/PLAYGROUNDS ......................................................... 17
- CLEANING, SANITIZING & DISINFECTING FACILITIES AND EQUIPMENT ................. 17
- RESPONSE TO A COVID-19 EXPOSURE AT SCHOOL OR WORK ........................ 19
- SANITIZERS AND DISINFECTANTS USED BY THE DISTRICT .................................. 20
- HVAC SYSTEMS & AIR QUALITY ......................................................................... 20

## STUDENT PROCEDURES

- SCHOOL NURSE INFORMATION VIDEO and SYMPTOM GUIDANCE ....................... 22
- IF A STUDENT BECOMES SICK ........................................................................... 23
- PARENT PLANNING FOR SICK STUDENT ............................................................... 23
- IF A STUDENT TESTS POSITIVE FOR COVID-19 ................................................ 23
- IF A STUDENT IS EXPOSED TO COVID-19 .......................................................... 23
- PROTOCOL FOR CONFIRMED COVID-19 CASE AT SCHOOL ............................... 24
- SUPPORT SERVICES FOR STUDENTS ................................................................ 25
- PARENT COMMUNICATION ................................................................................... 25

## STAFF PROCEDURES

- IF A STAFF MEMBER BECOMES SICK .................................................................... 26
- IF A STAFF MEMBER TESTS POSITIVE FOR COVID-19 ....................................... 26
- IF A STAFF MEMBER IS EXPOSED TO COVID-19 ................................................ 26
- PROTOCOL FOR CONFIRMED COVID-19 CASE AT SCHOOL ............................... 27
- HIGH RISK EMPLOYEES ...................................................................................... 28

## ADDITIONAL RESOURCES

- DAY CARE AND PRESCHOOL ............................................................................... 28
- SPECIALIZED PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS ................... 28
- HOME VISIT COVID-19 GUIDELINES & CONSIDERATIONS ................................ 29
- GLOSSARY OF TERMS .......................................................................................... 31
- HELPFUL LINKS ..................................................................................................... 33
MESSAGE FROM SUPERINTENDENT REYES:

Dear Shoreline Schools, Staff, Families and Students,

As our schools and communities continue to face challenges caused by the pandemic, I want to express my gratitude to each of you for your courage, kindness, compassion, and support for one another. Before coming to Shoreline, I had read and heard so much about how special this school district and the communities we serve are. In the few months I have been here, I’ve come to see that this sentiment is completely true. As we continue to navigate the ever-changing landscape of the pandemic, I am grateful to be on this journey with so many who are doing all they can to support and care for our schools’ students, staff and families.

As we return to full-time, in-person school, our focus is on providing our students and staff with a safe and healthy teaching and learning environment. Using the most current public health guidance and recommendations, we have created this document to share our plans to keep our schools as healthy as possible. Our team has worked closely with and received guidance in developing this plan from the Washington Department of Health, Public Health – Seattle & King County and the Centers for Disease Control and Prevention. This guide provides information on procedures and protocols that are being implemented in our buildings, on grounds and buses, and by food service operations. This document will be updated as necessary based on Public Health recommendations. You can find the most current revision date on the front cover.

Our staff are prepared to implement these plans and will work closely together to follow up on any necessary adjustments throughout the school year. Our teachers and staff are excited to continue providing engaging and meaningful learning experiences for each student as well as supporting their social, emotional and physical needs. On behalf of Shoreline School District staff, I want to extend my deep gratitude for the privilege of serving you and your family. Thank you so very much, and please feel free to reach out to us with any questions.

Sincerely,
Dr. Susana Reyes
Superintendent

We are monitoring updated guidance from public health agencies in the State and partnering with Public Health – Seattle & King County to help inform our decisions regarding school safety protocols and in person learning.
LEARNING MODEL:
Shoreline Public Schools is opening the 2021-2022 school year with full-time, in person learning for all students. As part of the state’s required reopening plan for schools, we will be prepared to pivot to 100% remote learning, if necessary due to public health mandates.

OVERVIEW OF COVID-19:
The COVID-19 Coronavirus has caused a global pandemic since early 2020. Public Health – Seattle & King County defines COVID-19 as a virus that spreads from person-to-person. COVID-19 is thought to spread mainly through close contact with a person who is infected. Close contact generally means being within 6 feet of someone with COVID-19 for at least 15 cumulative minutes over a 24-hour period. The Department of Health updated the definition of “close contact” for Fall 2021 to clarify that, for K-12 indoor classrooms, the definition of close contact excludes students who are at least 3 feet away from an infected student when (a) both students are wearing face coverings/masks and (b) other prevention strategies (such as regular handwashing and appropriate ventilation) are in place. Public Health – Seattle & King County will make a final determination of close contacts during their investigation of a reported exposure.

Symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. Common symptoms may include one or more of the following:

- Temperature greater than 100.4 Fahrenheit/38 degrees Celsius
- Persistent cough (for those with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Chills
- Unusual fatigue
- Muscle and body aches
- New onset of severe headache, especially with a fever
- Sore throat
- Sudden loss of taste or smell
- Congestion or runny nose (unrelated to seasonal allergies)
- Nausea or vomiting
- Diarrhea
Students and staff should assess their health before coming to school or work. Self-monitoring is paying attention to your health and identifying any symptoms of illness. If you begin displaying any of the symptoms of COVID-19 as described above, you should remain at home and contact your health provider for directions for testing. Report absence and illness to your school, and please include information regarding specific symptoms and date of onset.

Isolation is required if you have been diagnosed with COVID-19 or you are not vaccinated and had close contact with someone who has a confirmed diagnosis of COVID-19. If you are experiencing any of the COVID-19 symptoms, you are encouraged to contact your healthcare provider. You will be told to self-isolate, which means stay at home until you receive a negative result from a PCR test or documentation of another diagnosis from your provider.

You are also asked to continue to monitor yourself for symptoms, avoid all contact with others, and follow Public Health advice. If you have COVID-19, you must isolate yourself from others until you have medical confirmation that you are illness-free. For most people, this is 10 days after symptoms begin.

**TRAINING:**

District-wide health and safety protocols have been designed to comply with guidance of applicable public health agencies. Strict compliance with all relevant District safety and health rules is an essential function of each employee’s job.

Employees will be provided with training regarding the key district and school safety protocols and procedures addressed in this staff safety guide.

**WHO:** Training will be designed specifically for the following groups:
- School and District leadership teams (administrators, office manager, lead custodian)
- Teachers, paraeducators, and support staff

**WHEN:** Training will be provided to each respective group as far in advance as possible. Staff members will be provided time for training during the workday whenever possible.

**WHERE:** Look for the training video [HERE](#).

**TRAVEL GUIDANCE:**

The District recommends all students and staff follow Public Health – Seattle & King County travel guidance, available at [this link](#).
SAFETY PROCEDURES

MONITORING HEALTH BEFORE COMING TO SCHOOL OR WORK:

The most significant aspect of maintaining the health and safety of students and staff at school and work is to educate our greater Shoreline community about the importance of staying home if they are showing symptoms of COVID-19 or if they have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

*The regular expectation for each staff member and student is to assess their health for COVID-19 symptoms PRIOR to coming to school each day.*

The self-assessment includes the following four questions:

- Do you or does your student have any of the following symptoms?
  - Temperature greater than 100.4 Fahrenheit/38 degrees Celsius
  - Persistent cough (for those with chronic allergic/asthmatic cough, a change in their cough from baseline)
  - Shortness of breath or difficulty breathing
  - Chills
  - Unusual fatigue
  - Muscle and body aches
  - New onset of severe headache, especially with a fever
  - Sore throat
  - Sudden loss of taste or smell
  - Congestion or runny nose (unrelated to seasonal allergies)
  - Nausea or vomiting
  - Diarrhea

- Have you been in close contact with anyone with confirmed COVID-19 and you are not vaccinated?

- Have you had a positive COVID-19 test for active virus in the past 10 days?

- 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 you answer yes to any of the questions, you must NOT come to school/work today. Call school and report absence and illness, and please provide information regarding specific symptoms and date of onset. You will be required to isolate for at least 10 days and 24 hours following resolution of the symptom(s) without medication, unless you provide documentation of a negative (PCR) test or an alternative diagnosis from your health care provider.*

Again, the expectation is for each staff member and student to complete a health screening PRIOR to coming to school each day.
**MONITORING HEALTH AT SCHOOL:**

Brief, visual observations of students by school staff will help determine if a student is symptomatic; fever/flushed cheeks, rapid breathing/shortness of breath, coughing or fatigue are all symptoms that may trigger a health assessment by the school nurse. Please see “When Students are Sick at School” for additional information about the actions that will be taken after the nurse has assessed the student.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):**

District-wide protocols regarding PPE usage are designed to comply with guidance from applicable public health agencies. These protocols may change as public health guidance continues to evolve.

The District will provide training on PPE requirements, best practices, and consequences of not following these practices to all staff, students, and families. Compliance with guidelines for PPE is a job expectation for staff.

PPE will be provided by the District to each site. Requests for additional PPE may be made to the Building COVID Site Coordinator (the school principal) for review. Appropriate PPE such as gloves and gowns will be made available to staff in high-risk classifications per Department of Labor & Industries’ guidelines and as determined by Human Resources.

If a staff member has questions or concerns about PPE compliance, they are encouraged to consult with their supervisor.

**HYGIENE:**

Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer.

Clearly identifiable hand sanitizer stations will be available at each school site. There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.

Plexiglass hygiene shields may be located in the schools’ public areas and open office spaces where there is frequent interaction with other people.
All employees and students shall properly wear a face covering/mask that covers the chin, mouth, and nose, while at any district facility or in any district vehicles or attending any district event.

FOR STUDENTS:
In very specific circumstances when a cloth face covering cannot be worn, students may use a face shield that includes a cloth extension attached to the entire edge of the shield. 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. If students need a “mask break” take them outside where there is sufficient space to ensure more than six feet of physical distance between people.

The expectation is for students to bring their own face coverings each day. However, schools will provide face coverings for students who don’t have them. With the availability of decorative and customizable masks, illustrations and messaging on them must be school appropriate. They must be free of any obscene, sexual, drug or alcohol related messages, weapons or gang-related symbolism.

Students who cannot wear masks due to a documented medical or special education accommodation may be eligible to continue to receive the service(s) remotely.

- If a student with developmental disabilities cannot wear a face mask, we will work with them to see if they can tolerate a face shield. Also, employees working directly with the student will wear an N-95 mask or a KN-95 mask and face shield. Wearing the proper PPE will limit staff exposure.
- Students who can’t wear masks or face covering of any kind should increase social distancing with a goal of creating separation from other students.
- Where students can’t wear masks or face coverings, buildings will identify “home bases” or designated spaces for students in existing classrooms.
- Where students can’t wear masks or face coverings, buildings may configure rooms to use portable walls, screens, and furniture to create barriers for aerosolization.
- Implementing other specific procedures and/or accommodations that mitigate the added COVID-19 risks due to the lack of a cloth face covering.
FOR STAFF:
For staff, masks must be worn AT ALL TIMES by every individual not working alone in an enclosed office or classroom environment. Someone is considered to be working alone when they're isolated from interaction with other people and have little or no expectation of in-person interruption. How often an employee is able to work alone throughout the day may vary.

Per the WA Dept. of Labor & Industries, examples of working alone include:

- A lone employee inside a vehicle.
- A person by themselves inside an office or classroom with 4 walls and a door.
- A lone employee inside of a cubicle with 4 walls that are generally understood to be at least 6 feet high and whose work activity will not require anyone to come inside of the cubicle. Even if an employee is in an area listed above, they must put on a mask and maintain social distancing of 6 feet if another person enters that area at the same time.

When an employee leaves their office, classroom, or cubicle, they need to put their mask on. This includes walking in hallways or within other common areas.

There are specific exceptions based on age, development, or disability. Exceptions are for those who can document in writing any of the following:

- 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. Special masks are available.
- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.

The school district is responsible for providing appropriate PPE for staff who provide assistance to students who have special needs. Employees working with students who cannot wear a mask for the reasons described above shall be provided all appropriate PPE, including but not limited to medical grade respirator masks, eye protection/face shields, gloves and clothing, as described by the applicable local, state or federal standards (whichever is most strict).

The charts below are designed to assist staff in determining what facial coverings and personal protective equipment (PPE) is needed in a variety of work situations. Facial coverings are necessary to protect others while PPE is needed to protect individuals while working.

These charts were developed by L&I and the DOH as part of their Employer Health & Safety Requirements for School Scenarios. The overall health risk for the typical K–12 in-person instructional setting is classified as low risk. There are other scenarios in the school setting where the risk level may be higher or lower.

The following are links to the most current resources that are influential in the development of the Personal Protective Equipment (PPE) protocols for employees, students, and visitors.

- [Which Mask for Which Task (WA Dept. of Labor & Industries)](https://wadnr.gov/health-safety/masks)
- [Face Coverings, Masks, and Respirators for Employees (OSPI, WA DOH, L&I)](https://wadnr.gov/health-safety/masks)
Section 1 - Provides examples of work conditions by transmission risk level.

<table>
<thead>
<tr>
<th>Negligible Transmission Risk</th>
<th>Low Transmission Risk</th>
<th>Medium Transmission Risk</th>
<th>High Transmission Risk</th>
<th>Extremely High Transmission Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Probable or Known COVID-19 Source or Direct Human Mouth, Nose, or Eye Interactions</td>
</tr>
<tr>
<td>Worksite with controlled and low public interaction, where at least 6 feet of distance is always maintained and only broken in passing once or twice a day.</td>
<td>Work inside a structure/office where number present allows for at least 6 feet of distance to be easily maintained fulltime and only broken intermittently, in passing, up to several times a day.</td>
<td>Work inside a structure/office where at least 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations.</td>
<td>Work in close quarters, such as a multiple-occupancy permit-required confined space or inside a room with 10 or more people 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.</td>
<td>Healthcare work involving face-to-face close proximity or potential for coughing or sneezing while working with healthy or asymptomatic people. Potential for droplets of biological material or fluids to become airborne within the breathing zone of the employee. Examples include tonometry during eye exams, visual examination of the oral and nasal cavities, visual examination of the eyes, swab sampling in the mouth or nose. For example, in a health or isolation room.</td>
</tr>
</tbody>
</table>

For example, when working alone in a classroom or office.

Section 2 - Minimum required mask or respiratory protection for employees without additional engineering controls or PPE.

<table>
<thead>
<tr>
<th>Negligible Transmission Risk</th>
<th>Low Transmission Risk</th>
<th>Medium Transmission Risk</th>
<th>High Transmission Risk</th>
<th>Extremely High Transmission Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Probable or Known COVID-19 Source or Direct Human Mouth, Nose, or Eye Interactions</td>
</tr>
<tr>
<td>Reusable cloth face covering that fully covers mouth and nose except when working alone in room, vehicle, or on job site. Job has no in-person interaction. A face mask that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.</td>
<td>Reusable cloth face covering that fully covers the mouth and nose. A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.</td>
<td>Face shield with a cloth face covering. -OR- Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.</td>
<td>Elastomeric half- or full-face respirator with particulate filters. -OR- Powered-air purifying respirator (PAPR) with particulate filter. (Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) -OR- Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator). -OR- Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained).</td>
<td>FDA-approved surgical mask or healthcare N95 filtering facepiece respirator. -OR- Elastomeric respirator with particulate filters. -OR- Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained).</td>
</tr>
</tbody>
</table>

*Use a face shield combined with the minimum face covering to lower the risk category where the work or job task allows.

*For all risk levels, different face covering and respirator options are included in L&I’s Which Mask for Which Task? document.
Section 3 - Staff only face coverings required in school specific scenarios.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In Classroom or Office Working Alone</td>
<td>X – when “working alone,” a mask is not required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Group Instructional Setting</td>
<td>X – with 6 feet of distance easily maintained</td>
<td></td>
<td>X – with 6 feet of distance</td>
<td>X – without 6 feet of distance, sustained close contact*</td>
<td></td>
</tr>
<tr>
<td>Individual/Small Group Instructional Support Setting</td>
<td>X – with 6 feet of distance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Settings—School and Non-School-Based</td>
<td>X – when “working alone,” a mask is not required</td>
<td>X – with easily maintained 6 feet of distance</td>
<td></td>
<td>X – if near health/isolation room, sustained close contact*</td>
<td></td>
</tr>
<tr>
<td>Transportation (Driver and Staff)</td>
<td></td>
<td>X – with easily maintained 6 feet of distance mostly maintained</td>
<td>X – with 6 feet of distance, sustained close contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>X – with easily maintained 6 feet of distance</td>
<td>X – with 6 feet of distance mostly maintained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health/Isolation Room*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X – whether nurse or other staff*</td>
</tr>
<tr>
<td>Band</td>
<td>X – remote instruction</td>
<td>X – classroom instruction with 6-foot distancing without instruments.</td>
<td>X – groups of 15 or less playing instruments with 9-foot distancing. Students masked and using bell or instrument</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The State of Washington and the Department of Health advise schools to provide appropriate physical distancing standards whenever possible. This is a minimum three (3) foot space between students in indoor classrooms, minimum six (6) foot space between students while eating, and a six (6) foot distance between adults, whenever possible. This standard does not apply to school buses, although other precautions will still be in place.

To facilitate physical distancing, workrooms/staff rooms will have reduced capacities and will be used on a limited basis for breaks. Signage will be posted, and chair/table configurations will be rearranged as needed to maintain a 6-foot distance whenever possible. Some open office areas will have reduced capacities as well. Plexiglass screens are no longer recommended for most situations, but may be provided for certain locations with frequent walk-up interactions with a variety of people.

*Additional PPE is required as indicated.*

If an employer cannot reasonably obtain a NIOSH-approved N95 or equivalent for their employees who perform work tasks (not including aerosolizing procedures) that require one, they may utilize a face shield and an approved KN95 mask, dust mask, or procedural mask until a respirator can be obtained. The employer must show that they are attempting to procure the appropriate the PPE (for example, through a standing order that cannot be filled).

**PHYSICAL DISTANCING:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir</td>
<td>X – remote instruction</td>
<td>X – classroom instruction with 6-foot distancing and activities using conversational voice levels, not singing.</td>
<td>X – groups of 15 or less with 9-foot distancing. Students masked with 3-layer surgical style, well-fitting mask when singing. No more than 30 minutes. See DOH guidance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drama, Theater, Dance, Movement, Speech, Debate</td>
<td>X – remote instruction</td>
<td>X – classroom instruction with 6-foot distancing and activities using conversational voice levels.</td>
<td>X – practice performance or training using elevated voice levels or active movement. 9-foot distancing and students masked with 3-layer surgical style, well-fitting masks. No contact between students during dance or movement. See DOH guidance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education (Outdoor)</td>
<td>X – with easily maintained 6 feet of distance; no strenuous activity; cloth face covering worn at all times.</td>
<td>X – with 6 feet of distance mostly maintained; no strenuous activity; cloth face covering worn at all times.</td>
<td>X – with 6 feet of distance easily maintained.</td>
<td>X – without 6 feet of distancing</td>
<td></td>
</tr>
<tr>
<td>Physical Education (Indoor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Centers</td>
<td>X – with 6 feet of distance easily maintained</td>
<td>X – without 6 feet of distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

covers. No more than 30 minutes. See DOH guidance.

*Additional PPE is required as indicated.*

If an employer cannot reasonably obtain a NIOSH-approved N95 or equivalent for their employees who perform work tasks (not including aerosolizing procedures) that require one, they may utilize a face shield and an approved KN95 mask, dust mask, or procedural mask until a respirator can be obtained. The employer must show that they are attempting to procure the appropriate the PPE (for example, through a standing order that cannot be filled).

**PHYSICAL DISTANCING:**

The State of Washington and the Department of Health advise schools to provide appropriate physical distancing standards whenever possible. This is a minimum three (3) foot space between students in indoor classrooms, minimum six (6) foot space between students while eating, and a six (6) foot distance between adults, whenever possible. This standard does not apply to school buses, although other precautions will still be in place.

To facilitate physical distancing, workrooms/staff rooms will have reduced capacities and will be used on a limited basis for breaks. Signage will be posted, and chair/table configurations will be rearranged as needed to maintain a 6-foot distance whenever possible. Some open office areas will have reduced capacities as well. Plexiglass screens are no longer recommended for most situations, but may be provided for certain locations with frequent walk-up interactions with a variety of people.
Use of “choke points” and “high-risk areas” such as restrooms, elevators, stairways, entryways and hallways will be in conformance with physical distancing requirements. Use of communal refrigerators, microwaves, coffee pots and water dispensers will be limited to preparation & storage only and will only be allowed when commonly touched surfaces are regularly sanitized by users.

The following guidelines will help maintain social distancing during the school day for staff & students:

- Arrival and dismissal procedures will minimize the opportunity for groups of students to interact (see “Pick-up and Drop-off at School” below). Buildings should consider different entrance/exits for staff, bus riders and walking/vehicle students.
- Students will be instructed to maintain a 6-foot distance in large common spaces, such as the lunchroom, commons area, gymnasium, hallways or other areas during arrival and dismissal.
- Signage will be in place to help students gauge appropriate spacing and to direct traffic patterns in hallways.
- For classrooms with two doors, one door may be used for entrance into the classroom and the other door for exit.
- Recess schedules will be established to limit large groups of students on the playground or within a specific area of the playground, when possible.

### CLASSROOM SETUP:

For the 2021-2021 school year, classrooms will be set up to maintain a three (3) foot distance between students to the extent possible. Our school buildings have been assessed to indicate the number of students and adults who can be in a classroom or common space on a regular basis while still following physical distancing guidelines. Note that:

- Unnecessary furniture may need to be moved to an unused portion of the classroom or marked “do not use.”
- When possible, desks or tables will be arranged to allow students to face the same direction (rather than facing each other).
- Area rugs, stuffed animals and soft furnishings that cannot be easily cleaned and disinfected will be removed.

It will be important to maintain an egress radius of 6 feet for a clear pathway into classrooms from the main door and to all major accessible components of the room including adjacent spaces accessed from the room, sink areas, and other stations regularly accessed by students during class time.
Signage reminding staff, students and visitors that all are required to wear an approved face covering is posted at the front entrance of each facility. Interior signage is placed in the foyers and hallways to remind people about the six-foot distancing requirement, the wearing of a face covering and directional signs where needed for traffic flow. Floor markings will be in place to indicate the required spacing necessary between students.

Signage will have universal images used to communicate the directions/expectations in those areas.

**TRANSPORTATION:**

OSPI and districts have been studying best practices across the nation and it is clear that social distancing on school buses is very challenging. Unlike classroom time, which can be in excess of six hours a day in some schedules, bus rides are typically short in duration and are often essential for students to access their basic education. However, multiple additional health mitigation strategies such as health screening, face coverings, hand hygiene, frequent cleaning, and maximum air circulation are necessary when riders cannot follow the social distancing rule on buses. We are implementing practices to promote social distancing while riding buses.

Before each student leaves for school each morning, the following are daily expectations:

- Parents/guardians/families are required to check students for COVID symptoms (including taking their temperature), and students must not come to school if they exhibit any symptoms that are not explained by known ongoing medical conditions.
- Parents/guardians/families are asked to teach their students about social distancing at bus stops and if possible, to coordinate with other parents to have an adult at the stop to supervise good social distancing practices.
- Students should dress warmly during the winter months as bus windows will be partially open.
- Each student is expected to bring and wear a properly fitted mask at all times (if they do not have a mask, they will be provided one when they get on the bus).
- If possible, students should carry a spare mask in case the primary mask becomes dirty.
- Students’ belongings should be secured in a backpack during the entire bus ride.
- Students will be expected to maintain social distancing at the bus stop.
Our transportation team has been creating best practices for students while on the bus especially when social distancing is not possible. While all efforts are made to maintain disinfected buses, we recognize that students touch the bus door, railings and each seat as they move onto the bus. Those surfaces will be cleaned according to public health guidelines. The most significant safeguard for the students and the driver is to keep masks on at all times.

To maximize social distancing and for contact tracing purposes, students may be assigned seats on buses. Students who live in the same household may be seated together in closer proximity.

**Bus Hygiene**
- Bus windows and roof vents will be partially open (2 clicks) based upon weather conditions to maximize air flow.
- Buses will have a 16oz bottle of hand sanitizer.
- A box of masks on each bus will be available for students who arrive with no mask (students who did not arrive with masks will be reported to the school for family follow-up)
- Buses will be disinfected thoroughly each day.

**DROP-OFF & PICK UP AT SCHOOL:**

Each individual school will be creating a plan to ensure efficient and safe pick-up and drop-off at the school. This plan will be communicated to the respective families and posted for easy access on the school’s website homepage. Public Health guidance for keeping students in cohorts throughout the day has been modified for 2021-2022, but to the extent possible schools will continue to implement safety strategies to minimize mixing of classes.

**Elementary plans:**
Drop off: parents remain in vehicles, separate drop off location for walkers, riders, and bus riders; buses will unload one at a time to minimize student group size; outdoor supervisors will oversee physical distancing and masks.
Pick up: Same as above but classrooms or grade levels will release one at a time to minimize student groups exiting the building. Parents walking to pick up children will be directed to physically-distanced intervals for waiting (markers).

**Secondary plans:**
Drop off: parents remain in vehicles; separate entrances will be designated for walkers, drop offs, student drivers, and bus riders as needed; buses will unload one at a time to minimize student group size; outdoor supervisors will oversee physical distancing and masks.
Pick up: Students will be released in a manner to minimize student group size.
For the 2021-2022 school year public health is not asking schools to maintain student cohort groups. However, to the extent possible student groups will remain consistent in elementary schools to limit the number of student interactions during the school day. In elementary schools, these groups will be the student’s classroom. This grouping will also limit the number of students that teachers interact with during the school day. These practices will also assist public health officials in their efforts to trace contacts if an outbreak occurs.

For those staff members who regularly work with multiple groups of students (i.e., elementary specialists, secondary teachers, etc.), COVID-19 exposure will be best minimized by:

- Compliance with mask wearing, social distancing, hand washing, and other precautionary measures.
- Regular cleaning and disinfecting of the learning spaces.

The CDC has determined that the virus is spread primarily through sharing droplets in the air, not through handling of shared materials. It remains best practice, however, for students to keep their own personal supplies in their school bag/backpack.

Although the virus is not primarily spread through touching contaminated surfaces, schools will limit the amount of sharing of equipment among students. Hard surface materials that are shared amongst students during classroom lessons will be reduced and sanitized. Items that cannot be easily cleaned and disinfected will not be used. No stuffed toys or porous items will be permitted.

DO NOT share
- Electronic devices
- Writing instruments
- Supplies
- Food

Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact using games that include basic principles such as ‘two-arm lengths apart’ and avoiding close greetings like hugs or handshakes. Physically distant greetings such as air-fives and waves will be encouraged.

Classroom activities will be planned that avoid physical contact or the close gathering of students. Activities that require clustering around an item or small area will be avoided.
**HALLWAYS:**

Hallways are designated as two-way travel. Staff and students shall maintain physical distancing wherever possible and follow directional signage.

**RESTROOMS:**

- Each school will develop a plan for restroom use to try to reduce the number of students in a restroom at one time.
- Where possible, restrooms will be assigned to groups or classes of students.
- Daily cleaning and sanitation will be completed by custodians.
- Visual instruction for proper handwashing will be displayed in every restroom.

**DRINKING WATER:**

Students are encouraged to bring their own water bottles that can be filled at fountains and water bottle filling stations. Water will be available to students to fill water bottles through such means as classroom faucets, water bottle filling stations or water dispensing stations.

**VISITORS AT SCHOOL:**

As of September 2021 there will be no visitors or volunteers allowed on school grounds or inside our facilities. Public health guidance will be monitored during the year and this restriction may be modified during the year.

**MEALS:**

Students are required to maintain a distance of six (6) feet from each other during meals when they have their masks off and three (3) feet when they have their masks on (waiting in the lunch line). During school meals, we will use available cafeteria, gym, and covered outdoor space for students to eat while distanced from each other. Weather permitting, additional outdoor space can be used.

Meals may be packaged and served differently than usual to comply with current Public Health guidance, but all of these changes will be made in compliance with USDA meal planning regulations to ensure safe, appetizing and nutritious meals for students.

The community meal pick-up option will be available for students in the case of an individual classroom closure due to Covid-19. If an entire school is shut down, an outdoor pick-up time will be established on-site during the closure so families can continue to access free breakfast and lunch at their home school. If the entire district is closed, meal pick-up sites and times will be communicated with families.
ASSEMBLIES:

Assemblies will be structured to reduce the gathering of large groups. When gatherings are scheduled, they will access large open spaces (i.e., gyms or outdoors), limit number of students/staff in attendance and ensure physical distancing to the extent possible.

RECESS / OUTDOOR SPACES / PLAYGROUNDS:

Schools will develop plans to promote student groups staying together and to maintain physical distancing during non-classroom time. This may include staggering of break times and assigned outdoor spaces for groups of students.

- Equipment that would be used by multiple students will be reduced. Other activities that do not involve the sharing of equipment will be encouraged.
- Schools will develop site-specific plans to promote physical distancing and reduce the risk of infection.
- Use of fields and blacktop spaces may be used for staging areas for morning arrival.
- Each elementary school will encourage scheduled use of play structures.

Mask wearing at recess is an expectation. If students, especially younger students, need a “mask break” outside, be sure there is sufficient space to ensure more than six feet of physical distance between people.

At the start/end of recess breaks each day, all available school doors will be utilized to support social distancing measures. Once students are in class, doors other than the main entrance may be locked for security purposes.

CLEANING, SANITIZING AND DISINFECTING FACILITIES AND EQUIPMENT:

Cleaning and disinfecting protocols for a probable case of COVID-19 will comply with CDC guidance. Access to areas visited by a probable case of COVID-19 will be restricted up to 24 hours until completion of cleaning and disinfecting.

**Offices, Lobbies, Auditorium, Gym, Classrooms, Library and Stairwells Daily Scope of Work**

- Empty refuse and replace soiled liners in waste receptacles.
- Dust mop uncarpeted areas and spot mop spills
- Vacuum carpeted areas
- Spot clean carpeting for spillage and stains
- Damp dust and clean scuffs and smudges on doors, frames, and walls
- Clean and sanitize drinking fountain buttons, levers and surfaces.
- Targeted disinfecting of high touch surfaces
  - Door handles, knobs, and push bars
  - Light switches
  - Desktops
- Chair backs
- Tables
- Pencil sharpeners
- Phones

**Restrooms, Showers, Locker Rooms and Health Rooms – Including Isolation Rooms Daily Scope of Work:**
- Clean and disinfect all entry doors, handles, push and kick plates
- Disinfect all washable surfaces - wash basins, urinals, toilet bowls, handles, toilet seats, grab bars, railings and benches
- Disinfect all sinks, faucets, flush valves, faucets and other devices
- Disinfect all partitions, stalls and doors, sink counters, receptacles, metal doors, locker handles, and light switches
- Clean all mirrors, metal and chrome fixtures
- Sweep and damp mop all floors, vacuum carpeted areas
- Empty and damp wipe trash receptacle. Replace liners.
- Check and replace all paper products, feminine product dispensers, soap dispensers, and test for proper operation

**Kitchen and Dishwashing Areas Daily Scope of Work:**
- Empty and damp wipe all trash receptacles and replace liners.
- Sweep kitchen and dishwashing area floors, including food prep areas.
- Dustmop all hard floor areas. Wet mop or auto-scrub all hard surface floors.
- Disinfect Door handles, knobs, and light switches. Kitchen staff to sanitize cooking surfaces.

**Certificated Staff Cleaning Expectations**
Cleaning expectations of certificated staff are in line with the pre-COVID environment. Staff are responsible for cleaning their own personal work areas, student desks, and tables as needed with the approved products provided to all District sites. Staff are required to keep counter tops and student desktops cleared prior to custodian arrival for end-of-day service and help encourage the elimination of clutter.

**Instructional Equipment & Manipulatives**
Hard surface instructional equipment and manipulatives will be cleaned by instructional staff following use and prior to the use by another student. The type of cleaning product used will be dependent on the type of manipulative. In many cases, soap and water are satisfactory, other materials may best be cleaned with the disinfectant spray provided.
SANITIZING TECHNOLOGY EQUIPMENT:

Electronic devices pose a particular challenge in reducing the risk of COVID-19 transmission due to their high volume of contact and relative sensitivity to the application of disinfecting agents. Our disinfecting plan has three main components: reduce instances of shared computer use, use non-chemical UV disinfecting as much as possible, or use non-damaging cleaning procedures.

- **Reduce shared computer use**: We recommend that teachers plan computer use to maximize student’s sole use of a particular computer and minimize the need to share a device during any class period. This will in turn minimize the need to disinfect a computer or tablet.
- **UV disinfecting**: There is one UV disinfecting cabinet per school. Each cabinet can disinfect up to 12 devices in a 2-minute cycle. Our intent is to prioritize use of these cabinets in grades K-2 where we have devices that are most sensitive to cleaning agents. Teachers will share use of the cabinet on a traveling cart. Sharing of the UV cabinet can be extended to grades 3-5.
- **Non damaging cleaning procedures**: When UV disinfecting is not available, devices can be cleaned by applying a 70/30 alcohol solution to a microfiber cloth and wiping down the computer case and keyboard. Appropriate disinfecting supplies will be provided.

RESPONSE TO A COVID-19 EXPOSURE AT SCHOOL OR WORK:

When school is notified that an exposure has occurred, the area will be closed and disinfected with a droplet disinfectant backpack sprayer. The extent of the site disinfecting will be based on the level of site exposure and guidance from Public Health – Seattle & King County. The following is from the Maintenance Department COVID-19 Standard Operating Procedure and outlines the types of incidences and response levels.

**Type 1 Incident**

Employee or student who has tested COVID positive who works or attends a specific site(s). The exposure level will determine the type of incident response, as follows:

- **Level 1**: Employee/student was only in a restricted area within a building for a short period of time. A two-person team will respond with kit to clean and disinfect touchpoints and common areas.
- **Level 2**: Employee/student was in a small section of building. A four to five-person team will respond and disinfect all known contact areas.
- **Level 3**: Employee/student was in multiple locations within a facility. A six- to eight-person team will respond and disinfect all surfaces.
- **Level 4**: Employee/student was in all areas of the facility. Up to ten persons will respond and disinfect all surfaces and areas.

Every positive case requires at least 24-hours closure for cleaning. The length of time the area or building is closed will be based on how widespread the contacts are throughout the building.

**Type 2 Incident**

Employee or student exhibits symptoms after known contact with a person who has been identified as a COVID positive. The employee workstation or student area will be disinfected, and the general area will be disinfected. This typically can be done by the site custodian.
SANITIZERS AND DISINFECTANTS USED BY THE DISTRICT:

SANITIZER, DISINFECTANT SPECIFICATIONS and USES

**PURELL® Professional Surface Disinfectant**
- Disinfects bacteria and viruses
- Used to sanitize and disinfect all washable surfaces. Desks, handrails, doors, counters, etc.
- Formulated for food contact surfaces, no rinse
- 30 Second disinfection time
- EPA N List, DfE EPA-authorized
- EPA Reg No. 84368-1-84150

**3M 5L Quat Disinfectant Cleaner – Multi Surface Disinfectant Cleaner**
- Hospital grade, broad-spectrum, disinfectant cleaner
- Use for all washable surfaces – proven 1 step cleaner/disinfectant
- EPA Reg No. 6836-78-10350

**3M 3H Neutral Cleaner**
- Surface cleaner for use on washable walls and high traffic floors
- Green Seal GS-37 Certified

**Wenco Sapphire Glass & All Purpose Cleaner**
- Ready to use glass and All Purpose cleaner
- Safe on wood, acrylic or metal surfaces
- EPA Reg No. Not Applicable

**Oxivir TB Disinfectant Wipes**
- Ready to use wipes
- Cleans and disinfects non-porous surfaces
- EPA Reg No. 70627-60

HVAC SYSTEMS AND AIR QUALITY:

Highly functioning Heating, Ventilation, and Air Conditioning (HVAC) systems are critical in maintaining healthy school and work environments during the COVID-19 pandemic. The American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) has developed guidance for the operation and maintenance of heating, ventilating and air-conditioning systems to reduce the risk of COVID-19. The district has worked closely with HVAC professionals who are familiar with our multitude of facilities and systems to analyze each and make specific recommendations with an emphasis on COVID-19 best practices.
We are following the ASHRAE guidelines listed below:

- Continued monitoring, inspection and maintenance of all HVAC systems
- Continuous air exchange to flush our buildings with clean air
- Filter changes 2-3 times per year
- Use of Merv-13 rated filters in all buildings
- Inspect and maintain local exhaust ventilation in restrooms, kitchens, cooking areas, labs, etc.

Ventilation will be set to maximize outside airflow continuously. Most of the HVAC systems in our district are single zone and bring in 100% outside air. Most classrooms have operable windows that may be opened to increase outside air exchange. (The newest schools have HVAC systems designed to maximize air exchange with doors and windows closed.) Approved air purifiers may be provided for rooms that do not have operable windows or when the District assesses and confirms a need.
Please click on the link below to view this informational message for students and families.

Shoreline School Nurses Return to School Health video

Staying at Home When You are Sick – Video (ENGLISH)
Staying at Home When You are Sick – Video (SPANISH)

If your student has a known reason for a symptom (such as a cough due to asthma), contact your school nurse. You will need a note from a healthcare provider before your student can return to school.

A list of free COVID-19 testing around King County is available here.

<table>
<thead>
<tr>
<th>If student has ANY of these:</th>
<th>Do this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough, wheezing, shortness of breath</td>
<td>• Student should not come to school. Call and report absence.</td>
</tr>
<tr>
<td></td>
<td>• It is likely they should be tested for COVID-19</td>
</tr>
<tr>
<td></td>
<td>• Student stays home for at least 10 days UNLESS documentation is provided to the school stating:</td>
</tr>
<tr>
<td></td>
<td>o The student has tested negative for COVID-19 (PCR Testing only) OR</td>
</tr>
<tr>
<td></td>
<td>o A healthcare provider gives them another diagnosis</td>
</tr>
<tr>
<td>Fever (100.4 F) or chills</td>
<td></td>
</tr>
<tr>
<td>Loss of taste or smell</td>
<td></td>
</tr>
<tr>
<td>Runny nose or congestion</td>
<td></td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td></td>
</tr>
<tr>
<td>Diarrhea</td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td></td>
</tr>
<tr>
<td>Headache</td>
<td></td>
</tr>
<tr>
<td>Muscle or body aches</td>
<td></td>
</tr>
</tbody>
</table>
Any student who develops a high fever or any other COVID-19 like symptoms must report to the building School Nurse, who will determine next steps. Next steps may include:

- The student will be escorted to and remain in the isolation room until a parent or guardian picks the student up or alternative transportation home is arranged.
- The student will be allowed to return to school according to the most current guidance from the health district.
- The appropriate school cleaning and disinfection procedures will be initiated.
- Students who are excluded from school will be afforded the opportunity to make up any missed classwork without penalty.

If a student is identified as having COVID-related symptoms while at school, it is the expectation that parents/caregivers pick the student up from school promptly. A daily plan needs to be in place in the event their child must be picked up early from school due to illness. Please ensure emergency contact information is up to date with the school.

In the event a student tests positive for COVID-19, the district will follow public health guidelines for isolation and quarantine. The protocols may be different for vaccinated and unvaccinated staff and students.

The current guidance from Public Health – Seattle & King County is available by clicking this link. The school will contact you if you or your student is required to isolate or quarantine due to a reported exposure to a person who has tested positive for COVID-19.

Contact tracing will be completed by Public Health – Seattle & King County, with the assistance of the District COVID Coordinator and the Building COVID Lead.

Exposure to COVID-19 means you have been in close contact with someone who tested positive for COVID-19. Close contact includes the following circumstances:

- In an indoor P-12 classroom, being within 3 feet of another student who tests positive for COVID-19 when neither student is wearing a mask and other preventative measures are not in place.
- In a large common area at school, being within 6 feet (1 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period.
- Living in the same household with a confirmed case of COVID-19.
- Caring for a person with COVID-19.
- Being in a direct contact with secretions from a person with a confirmed case of COVID-19 (e.g., being coughed on, sharing utensils, etc.).
**Vaccinated** students who have been exposed to COVID-19:
- Do not need to quarantine. If they develop symptoms they will need to isolate and should be tested.

**Unvaccinated** students who have been exposed to COVID-19:
- Must quarantine for 14 days after the last day they were in close contact with the person diagnosed with COVID-19
- If a student develops symptoms during their 14 days quarantine period, they should consult with their Healthcare Provider and seek testing for COVID-19.

For both vaccinated and unvaccinated students, if you test positive for COVID-19, please notify the school principal or nurse right away and follow their instructions.

### PROTOCOL FOR CONFIRMED COVID-19 CASE AT SCHOOL:

- Positive or suspected COVID-19 cases or exposures will be reported to the Building COVID Lead.
- Building COVID Lead will report to the District COVID Coordinator who will provide instructions.
- Tracing of potential close contacts will be conducted in partnership with the health department. To protect patient privacy (HIPAA), Shoreline Public Schools will share names or health information of students and staff only as required by the health department.
- All persons found to have been in close contact with a positive case will be notified by phone and letter in order to begin quarantine.
- All persons found to have been in close contact with a positive case will be contacted with quarantine instructions and have an opportunity to ask questions.
- Students and staff members are expected to self-monitor to ensure they are not developing symptoms.
- Following a positive case, a thorough disinfecting of the affected areas will be conducted. If this disinfecting disrupts normal school operations, families will be notified about any scheduling changes.

**REMINDER:** Regarding COVID-19 positive cases and possible contact, as few people as possible will know the identity of positive staff or students.

*if you need to know who it is or if you have been exposed, you will be notified!*
As important as physical safety is during the COVID-19 pandemic, social/emotional safety and mental health are critical components to the learning and well-being of our students! At each of our schools, we have counseling staff who are eager to support students in need. Every school has a counseling webpage with helpful contact information. Students can access their counselor by calling the school or emailing their counselor directly. Appointments can be made for phone or Zoom meetings. Mental Health and well-being resources can be found on the district website here, and community resources for counseling, health clinics, dental clinics and community support can be found here.

Additionally, every school implements Positive Behavior Interventions and Supports (PBIS) and provides opportunities for Social Emotional Learning (SEL) in support of the district mission to provide a collaborative learning community which engages all students in learning the academic and work-life skills needed to achieve their individual potential and become responsible citizens. You can learn more about these systems on the district webpage here, and by reaching out to your child’s teacher.

Each school in the district has a Family Advocate who can assist families in accessing school based and community resources to help ensure that essential needs are met. Our Drug & Alcohol Intervention Specialists are also available to help at the high schools with resources and listening ears.

No matter what problems you may be dealing with, if you need someone to lean on for emotional support, there are people who want to help. If you are thinking about suicide, are worried about a friend or loved one, or would like emotional support, the Lifeline network is available 24-hours a day, seven (7) days a week across the United States. People call to talk about lots of things: substance abuse, economic worries, relationships, sexual identity, getting over abuse, depression, mental and physical illness, and loneliness, to name a few.

- Call 1-800-273-TALK (8255)
- Visit CrisisChat.org
- Text HOME to 741-741

Communication between the schools and parents is always vital, but even more so as traditional school models are changing and there are important health and safety issues to communicate.

When you have questions, most often your school website will have the information you are looking for. If not, then you can connect with your student’s teacher or the principal, all of whom have contact information listed on the school web page.

If you want up-to-date information on COVID-19 related items like safety protocols, schedules, or want to look at a communication sent from the superintendent, those can all be found on the district website.

If there is a COVID-19 case at your school that may have affected your student, you will receive a communication letting you know about the case and any impacts it may have on school schedules. The school will not release the name of the positive student or staff member in compliance with HIPAA privacy laws.
**IF A STAFF MEMBER BECOMES SICK:**

**SICK AT HOME**
If a staff member is experiencing COVID-19 symptoms, they must NOT come to work. Staff members must follow normal procedures to report their absence to the office manager or their supervisor, enter the absence into the absence management system if applicable, and contact their healthcare provider for direction.

If the staff member is referred for testing, they must remain home until they have received their results and direction from their local health department or their healthcare provider.

**SICK AT SCHOOL**
If a staff member develops symptoms consistent with COVID-19 while at school, they must inform their supervisor.

- Once the staff member has notified their supervisor, they must promptly leave the school and seek medical attention.
- The appropriate school cleaning and disinfection procedures will be initiated.

**IF A STAFF MEMBER TESTS POSITIVE FOR COVID-19:**

In the event a staff member tests positive for COVID-19, the district will follow public health guidelines for isolation and quarantine. The protocols may be different for vaccinated and unvaccinated staff.

The current guidance from Public Health – Seattle & King County is available by clicking this link. The school will contact you if you or your student is required to quarantine due to a reported exposure to a staff member who has tested positive for COVID-19.

Contact tracing will be completed by Public Health – Seattle & King County, with the assistance of the District COVID Coordinator and the Building COVID Lead.

**IF A STAFF MEMBER IS EXPOSED TO COVID-19:**

**Exposure** to COVID-19 means you have been in close contact with someone who tested positive for COVID-19. Close contact includes the following circumstances:

- Being within 6 feet (1 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period.
- Living in the same household with a confirmed case of COVID-19
- Cared for a person with COVID-19
- Being in a direct contact with secretions from a person with a confirmed case of COVID-19 (e.g., being coughed on, sharing utensils, etc.).
Guidance continues to evolve and specific instructions following exposure will be based on direction from Public Health – Seattle & King County. Generally, current guidelines are as follows:

**Vaccinated** staff who have been exposed to COVID-19:
- Do not need to quarantine. If they develop symptoms they will need to isolate and should be tested.

**Unvaccinated** staff who have been exposed to COVID-19 need to quarantine until:
- 14 days have passed since the last day they were in close contact with the person diagnosed with COVID-19.
- If they develop symptoms and/or are tested:
  - A positive test initiates new isolation instructions.
  - A negative test does not shorten the 14-day quarantine period.

If you are out of work or school due to exposure and end up testing positive for COVID-19, please notify your supervisor right away.

**PROTOCOL FOR CONFIRMED COVID-19 CASE AT SCHOOL:**

- Positive or suspected COVID-19 cases or exposures must be reported to the Building COVID Lead.
- Building COVID Lead will report to the District COVID Coordinator, who will provide follow up instructions.
- Close contact tracing will be conducted in partnership with the health department. To protect patient privacy (HIPAA), Shoreline Public Schools will share names or health information of staff only as required by public health.
- All persons found to have been in close contact with a positive case will be notified by phone, email or letter and provided with instructions.
- All persons found to have been in close contact with a positive case will have an opportunity to ask questions.
- Staff members are expected to self-monitor to ensure they are not developing symptoms.
- Following a positive case, a thorough disinfecting of the affected areas will be conducted. If this disinfecting disrupts normal school operations, families will be notified about any scheduling changes.

**REMINDER:** Regarding COVID-19 positive cases and possible contact, as few people as possible will know the identity of positive staff or students.

*if you need to know who it is or if you have been exposed, you will be notified!*
HIGH RISK EMPLOYEES:

The District values the importance of keeping everyone safe, and this certainly includes our employees who are identified as high-risk.

- Employees who work on-site will be provided with appropriate PPE. The District will ensure that all on-site employees, including those deemed “high-risk”, adhere to the safety guidelines prescribed by the DOH.
- High risk employees who are unable to return to on-site work should contact Human Resources to determine appropriate accommodations.

ADDITIONAL RESOURCES

DAYCARE AND PRESCHOOL:

Preschool:
Edwin Pratt Early Learning Center is scheduled to provide in-person learning for students the Early Childhood Special Education program, Head Start, and Tuition-Based Preschool. Students enrolled in Head Start and tuition-based preschool programs will have the option, based on space availability, to attend in person preschool. Rates for the tuition-based program are available on the school website.

Extended Child Care for K-5 graders:
The Shoreline Children’s Center tuition-based Extended Care program is scheduled to be offered at several schools based on enrollment and staff availability. Additional information is available at this link.

Community child care providers:
The YMCA is planning to provide licensed child care for K-5 graders at North City Elementary School during the 2021-2022 school year. Other private and not-for-profit child care may be available in the community. Information about these options is available from each sponsoring organization.

SPECIALIZED PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS:

There may be special procedures for students with Individualized Education Programs (IEPs) and 504 accommodations.

For more detailed information for Specialized Procedures, please see the Student Services page:
- PPE bookmark
- Question about PPE for diapering/feeding/etc.
**HOME VISIT COVID-19 GUIDELINES AND CONSIDERATIONS:**

Until further notice all Home Visits should be done outside of the home or agreed upon meeting spot. **No exceptions.**

<table>
<thead>
<tr>
<th><strong>Risk:</strong> The best research indicates Covid-19 is an airborne virus spread between infected people who are in extended close proximity. <strong>Studies indicate that people who are not showing symptoms (i.e., asymptomatic) can still spread the virus.</strong> We should assume that all people are possible transmitters of the disease and act accordingly.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Distance:</strong> Keep your distance 6 feet or greater as much as possible. Shared indoor spaces pose greater risk.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Duration:</strong> Extended contact (15 minutes or greater) increases risk for Covid-19 Transmission.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Type:</strong> COVID-19 spreads primarily through respiratory droplets and short-range aerosols produced when an infected person coughs, sneezes, or talks in close proximity to other people. Exposure may also occur from touching one’s mouth, nose, or possibly eyes after contact with contaminated surfaces or objects</th>
</tr>
</thead>
</table>

- Prior to conducting a Home Visit perform a self-screening each day. If you or the family have any of the following symptoms, **do not do the Home Visit.**
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Known recent exposure to a confirmed and individual with confirmed positive COVID-19 diagnosis, an individual with any of the above symptoms or an individual awaiting COVID-19 test results.
• **Masks/face coverings are required at all times during Home Visits.**
  ○ Wash your hands before putting on your mask
  ○ **Put mask over your nose and mouth and secure it under your chin.**
  ○ Fit it snugly against the sides of your face
  ○ Make sure you can breathe easily
  ○ CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent
  ○ [CDC Recommendations on masks](#)
  ○ **Best research indicates that face coverings are effective in preventing the spread of infectious diseases.**

• **Maintain Social Distance from others while meeting.**
  ○ 6 feet or greater of distance.
  ○ Do not enter into any enclosed spaces.
  ○ Must meet with families outdoors at this time.

• **Personal Hygiene and Surface Transmission**
  ○ Regular hand washing is universally recognized as one of the most effective precautions against infectious disease.
  ○ Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom, and at frequent intervals during the day.
  ○ Avoid touching your mouth, nose or eyes. Although surface transmission is believed to be unlikely, it may be possible that people can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.
**Asymptomatic:** person showing no symptoms of COVID-19 infection.

**Case Investigation:** Part of the contact tracing process to support patients with suspected or confirmed COVID-19. Public Health staff work with an individual to collect information about when symptoms appeared and the severity of illness, source of illness, history of testing, sociodemographic characteristics, employment information, activity during exposure and infectious periods, and details about exposure locations to make a list of close contacts. Ideally this is to be done as soon as possible after a positive test (usually within 24 hours).

**Close Contact:**
- In an indoor K-12 classroom, this definition excludes students were at least 3 feet away from an infected student when (a) both students were wearing face coverings/masks and (b) other prevention strategies were in place.
- In other settings, the definition generally applies to someone who has been within 6 feet (2 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period; OR
- Lives in the same household as a person with COVID-19; OR
- Cared for a person with COVID-19; OR
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, or shared utensils, etc.)

**Confirmed COVID-19 Case:** symptomatic or asymptomatic person who tests positive for COVID-19. A viral test (often referred to as PCR test) is required to detect the SARS-CoV-2 virus to confirm COVID-19 infection.

**Contact Tracing:** A disease control measure to identify anyone who had close contact with an infected person while they were contagious. The close contacts are informed of the potential exposure and advised to stay home (quarantine) for a period of time, determined by the vaccination status of the individual.

**Coronavirus/COVID-19:** A type of virus that looks like a corona (crown) when viewed under a microscope. There are many strains of coronaviruses most cause mild respiratory infections like the common cold. The strain of coronavirus that causes COVID-19 infections is called SARS-CoV-2.

**COVID-19 Tests:** A diagnostic test that determines if a person has COVID-19 at the time of testing by detecting the genetic material of the virus. It detects SARS-CoV-2 RNA and is currently the gold standard for COVID testing as the results are usually very accurate.

**COVID-like symptoms:** A person with COVID-like symptoms has symptoms of COVID-19 infection, but has not been confirmed to have COVID-19 with a test.

**Exposure:** Person-to-person transmission of COVID-19 that happens primarily through close contact (within 6 feet of someone for about 15 minutes) and respiratory droplets from an infected person coughing, sneezing, or talking. May occur by close personal contact (example: shaking hands or touching a contaminated object or surface and then touching mouth, nose, or eyes).

**Face Coverings:** Face coverings are worn over the nose and mouth to protect others by keeping saliva particles from the air. All staff members and students must wear a face covering. Staff may wear their own or one provided by the district. Students are asked to bring their own or wear a disposable one provided by the district.
**Hand hygiene:** frequent washing with soap and water for at least 20 seconds or using alcohol-based hand sanitizer.

**Incubation period:** The number of days between when a person is infected with something and when they see symptoms or test positive for the infection. Estimated incubation period for COVID-19 is about 5 days (can range from 2 days - 14 days), from the time of exposure.

**Infectious period:** The time period when a person can spread the virus to other people. Also referred to as when someone is contagious. For COVID-19, a person is likely contagious starting from about 2 days before symptoms appear through 10 days after symptoms begin. Some people infected with COVID-19 do not have any symptoms; the infection period is then calculated from 2 days prior to COVID-19 testing.

**Isolation:** means you stay home and away from others (including household members) for the recommended period of time when you have COVID-19 symptoms or have tested positive.

**Outbreak:** Two or more laboratory confirmed COVID-19 cases within 14 days and evidence of transmission in a shared location.

**Physical distancing:** Minimizing close contact with other people. For COVID-19, at least 6 feet (2 meters) of space is suggested for appropriate physical distancing; to prioritize the return to in person learning, public schools have been instructed to maintain at least 3 feet distance between students in classrooms, whenever possible.

**PPE:** Personal protective equipment (PPE), such as gloves, gowns, or respirators, is used to protect staff from being infected by others. In addition to face coverings, PPE is provided per state guidelines to staff members whose job duties put them at greater risk of exposure to COVID-19. The type of PPE provided depends on the job duties and the risk of contracting the virus.

**Quarantine:** means you stay home and away from others for the recommended period of time when you have been exposed to/in close contact with a person who has COVID19.

**Symptomatic:** person has symptoms common to COVID-19 infection.

**Symptoms and Signs of COVID-19**

- Initial common symptoms include: loss of taste or smell, fever (higher than 100.4 F or 38 C), cough, and shortness of breath, as well as chills, headache, fatigue, muscle aches, sore throat, congestion or runny nose, nausea, and diarrhea.

- Severe complications can include pneumonia, respiratory distress, arrhythmias.

**Worked while contagious or Attended school while contagious**

- For symptomatic people with COVID-19, the contagious period includes the 2 days before the start of symptoms until 10 days after symptoms began.

- For asymptomatic people with COVID-19, the contagious period includes the 2 days before COVID-19 testing specimen collection date through 10 days after the test was taken.
HELPFUL LINKS:

SHORELINE SCHOOL DISTRICT – SAMPLE LETTERS
https://www.shorelineschools.org/Page/7968


WASHINGTON STATE DEPT. OF LABOR & INDUSTRIES – WHICH MASK FOR WHICH TASK?

EMPLOYER HEALTH & SAFETY REQUIREMENTS FOR SCHOOL SCENARIOS

L&I REQUIREMENTS AND GUIDANCE FOR PREVENTING COVID-19