

Each building is to appoint a COVID-19 Building Site Coordinator. It is the responsibility of the building's COVID-19 Building Site Coordinator to implement the district and site safety plans and provide guidance and education for their building.

Building: **Purdy Elementary**

COVID-19 Building Site Coordinator: **Karra Lantz, Assistant Principal**

CONTACT INFO: # **253.530.4602** lantzka@psd401.net

STAFF SCREENING

- Screeners will wear appropriate face mask, face shield/goggles, and gloves (gowns are also available).
- Screening stations will be equipped with gloves, hand sanitizer, no-contact thermometers, attestation forms, Visitor's Disclosure and Release forms, and sanitized pens and pen discard container.
- All completed attestation forms get turned into the basket at the health screening table and kept on file for 28 days.
- Directions and training for screeners will be provided by COVID-19 Site Coordinator
- **Staff Screening: *Only enter through the front doors of the building***
 - Staff Screening station will be manned from 8:00-8:45 a.m. each morning. Any arrivals before 8 a.m. will need to conduct their own health screening.

Health Screening Process if Arriving Before 8 a.m.:

- Use hand sanitizer and put on gloves prior to signing in and taking temperature.
- Take temperature with the "no touch" thermometer
- Put completed attestation form in the basket.
- Use a "clean pen" from the marked cup to sign in, then, put the "used pen" in the marked cup.
- Throw used gloves in garbage can.

Attestation forms have been provided for staff to keep at home or in their car. Extra forms are on the health screening table, if needed.

STUDENT SCREENING

All students will be screened prior to entering class. Students will turn in a completed attestation form and have their temperature taken.

Currently

- Options students are being screened in through a designated gate and met by staff inside the closest doors for temp check and collecting attestation plans. This station will have the same materials as listed above.

After 9/28 - *Family Drop off in front of school:*

- Students and families to remain in their cars until door is opened by a staff member
- Students to have face coverings on before leaving their vehicle.
- All staff members will be masked and gloved. (Additional hand sanitizer will be outside for staff to use as needed).
- All students will use the front door for entering the building to complete health screen

Buses (in back of school):

- Students will enter designated outside door.
- Trained staff will take temperatures at each entrance.
- All complete attestation forms get turned into the basket at the health screening and kept on file for 28 days.
- Directions and training for screeners will be provided by COVID-19 Site Coordinator/Building Nurse
- If a student's temperature check registers 100.4 degrees or higher, discreetly ask the student to follow you outside and request for secondary screening support on the radio. Escort the individual to the isolation room (maintain social distancing) and wait for secondary screener to arrive.
- Any student arriving without an attestation will have a phone call made home. If unable to reach an adult, screener will complete attestation form with student. If symptom free, student will be sent to class.

Visitor Screening: Main entrance will remain open for district staff and limited visitors.

There will be minimal visitors entering the building. UPS or Amazon deliveries, for example, will place deliveries just inside the front doors/vestibule area of the building.

The building is closed to all non-district staff, except for those meetings that cannot be done remotely. All non-district visitors will be encouraged to make an appt. by calling the main number. They must wear a face mask that covers their nose and mouth. The staff member they are meeting with will meet visitor(s) at the front door, help them sign in, get screened and escort them to an appropriate meeting space using social distancing.

- All visitors should sign in on the visitor's log in the main entrance lobby. Visitors must complete the health attestation form AND COVID-19 Disclosure and Release form prior to accessing the building. Staff will be responsible for escorting their appointment to appropriate meeting space.
- If a visitor answers YES to any of the screening questions or temperature check registers 100.4 degrees or higher, follow the district guidelines indicated on Page 2 of the District COVID-19 Safety Protocols document.

Visitors' entrance will be located at the main entrance.

Personal Protective Equipment (PPE)

All staff will be issued PPE appropriate to their contact with students. If you have specific needs, concerns, or supplies are getting low, please contact COVID-19 Site Coordinator.

PPE may include:

- Cloth masks
- Disposable paper masks
- Adult clear mouth masks (for SLP/language needs)
- KN95 masks
- Face Shields
- Non-latex gloves
- Disposable gowns

Cleaning

- Custodians will be cleaning restrooms and common areas routinely several times throughout the day. Cleaning schedules will be posted.
- Custodians will clean and disinfect each classroom nightly, with emphasis on "high touch" areas. The custodian will initial and record the time that each cleaning was completed and will be posted near the classroom door.
- Employees are responsible for cleaning/sanitizing their personal work spaces daily. Each classroom will be outfitted with a "safety kit", with a labeled spray bottle of soap and water, paper towels, and sanitizer, for daily cleaning of their workspace. Gloves are not necessary to wear when cleaning work space but staff may request a box (S,M,L, or XL) from Site Coordinator. **Do not throw away hand sanitizer bottles.** If they are empty, custodial staff will refill them for you.
- Workroom, common rooms: Cleaning supplies- wipes, soap/water spray bottles, and papers towels - will be available in each common area. It is the responsibility of each person using the space to clean the materials they handled. Staff are encouraged to use stylus they were given to minimize contact with shared screens.
- DO NOT bring personal cleaning supplies beyond what has been approved for district use.

For more information:

Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Building Safety Protocols:

- ALL staff are required to wear face coverings over their nose and mouth at all times unless working alone in room with a closed door.
- Staff will be provided appropriate PPE based on their job duties, work environment.
- Strive to maintain a 6-foot distance from others at all times.
- Wash your hands frequently and keep your hands away from your face
- Eating in the staff room is limited to 4 people at a time and should take place at the marked table areas only. Eating should take place with their backs to others who may be in the room preparing their food. There should be no talking while eating to reduce the spread of aerosolized saliva. Table space should be wiped down with provided materials by the user when they are finished.
- Staff may eat in their classrooms/offices.
- If staff sit in a large open space to eat, they must maintain 6 ft. distance and no socializing/talking while masks are off.
- "Maximum Occupancy" Signs have been placed throughout the building and need to be adhered to.
- Health and Safety Reminder Signs are placed throughout the building.
- Staff workroom and lounge will be reserved for classroom teachers while specialist are in their room working with students (*please see schedule posted in those locations*).

Student Specific Safety Protocols:

- Students are to remain in their classroom/pods/cohorts and not intermingle with others as much as possible.
- All students age 5 years and older, must wear cloth face coverings (or other acceptable alternatives) in K-12 settings unless under the age of 5 or meet the few exceptions allowed. Pre-K students will be encouraged to wear masks. If you have concerns, speak with the Covid Site Coordinator.
- Students must keep a safe distance of 6 feet away from others. Floors have been marked to help in areas of potential congestion.
- Direction of foot traffic will be indicated with arrows on the floor. Whenever possible one-way traffic will be used.
- Minimize sharing of items between students. Student manipulatives will be stored in individual containers for individual student to use. At the end of the day/week/ or specific time period, these items can be cleaned for use by another student.

Protocol for health room and when a child becomes sick:

- Health tech/front office will take temp of student before entering health room.
- If a student has a fever of 100.4 or higher, or other symptoms listed on attestation forms, student will be placed in the “isolation room” and observed until parent pick up. Additional spaces will be used as needed.
- Isolation Rooms: Previous counseling office, small room off health room, if needed Miriam’s office.

Restrooms

- Students are to remain in their classroom/pods/cohorts and not intermingle with others as much as possible so bathroom use will be restricted when possible to minimize cross traffic.
- Restrooms have been designated with maximum occupancy signs and students should be instructed to adhere to this and maintain 6-foot social distancing when in the restroom.

Recess

- Students will maintain 6-foot social distancing and wearing of their masks during recess.
- Recess areas will be divided into zones, with one class per zone at a time. Zones will rotate periodically.
- Students will wash their hands, or use hand sanitizer under staff supervision, after recess, before returning to their classroom.

Classroom Feeding

- Staff will assist students in making sure their eating area is clean for lunch.
- Staff will spray each desk with soap and water from labeled bottle provided and student may wipe dry with paper towel.
- This will be repeated after student has finished and discarded their waste.

