

# **Focusing on Health & Safety in the Auburn School District**

*during a pandemic*

*Updated 12/2/2020*

# Daily Staff Wellness Checks Must be Completed

- Prior to entering the building, all staff will complete in Skyward Employee Access declaring they do not have COVID symptoms and have not been around a COVID positive person
  - [Instructions for Desktop](#)
  -
- Sign in sheet for substitutes
  - [Google form](#)--please make a copy for your use
  - [Paper sign in sheet](#)
  - [Individual declaration sheets](#)

# Daily Staff Wellness Checks Must be Completed

## Wellness Screening for [REDACTED]

Screening Date: 09/21/2020

Monday

### 1. In the last 24 hours, have you experienced any of the following symptoms

- 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

Yes  No

### 2. In the last 14 days, have you been in close contact with a suspected or con

Yes  No



Based on your responses, you are feeling well enough for school today.

# Daily Student Wellness Checks Must be Completed

- Prior to leaving for school daily every student will be expected to complete a wellness check in Skyward or weekly paper copy declaring they do not have COVID symptoms and have not been around a COVID positive person
- [Instructions](#) for Desktop/Mobile Device for families/students
- Skyward Family Access [How To](#)
- On-site student wellness check (in development)

# **On-site Student Wellness Check Process**

- Subcommittee involving nurses, health techs, office staff, building and district leaders has met to establish recommendations to Cabinet re: the school process and protocols for verification of student wellness checks and student daily temperature screening - to be finalized prior to return to hybrid

# Every staff person will wear a face covering

- All staff will wear cloth face coverings when in the building to protect each other and stop the spread of COVID

[How to properly wear face coverings](#)

[How to wash face coverings](#)

- District will provide face coverings for staff
- The only time face coverings might not be worn is if a person is in a room by themselves.
- Exceptions to wearing face coverings only determined by Human Resources






# Which mask for which task?

**Source: Employer  
Health & Safety  
Requirements for  
School Scenarios  
By  
OSPI, Dept of Health,  
Dept of Labor and  
Industries**

<b>Negligible Transmission Risk</b>	Reusable cloth face covering fully covering nose and mouth	General education teachers, most staff, most students
<b>Low Transmission Risk</b>	Reusable cloth face covering fully covering nose and mouth	General education teachers, most staff, most students
<b>Medium Transmission Risk</b>	dust mask, face shield + cloth face covering, non-FDA approved KN95 or non-FDA approved procedure mask	Special education teachers, teachers, bus drivers, administrators, paras, Child Nutrition Staff, Culinary Arts students
<b>High Transmission Risk</b>	Face shield plus and FDA-approved KN95 mask, surgical mask, dust mask or procedural mask	RN, LPN, Health Techs, staff working with students unable to wear a face covering and unable to physically distance
<b>Extremely High Transmission Risk</b>	FDA-approved surgical mask or N95 or FDA-approved KN95 mask with face shield	Nurse conducting aerosolized treatment or staff monitoring students in the COVID room

# Auburn Mask Guidelines

**Aligned with: Employer Health & Safety Requirements for School Scenarios By OSPI, Dept of Health, Dept of Labor and Industries**

Level of Transmission Risk	Examples	Recommended Face Covering/Guidance	Auburn SD Provided Face Coverings
Negligible Transmission Risk	Working alone in a classroom or office	A mask is not required when working alone	N/A
Low Transmission Risk  Available in every school building	General group instruction, office settings and food service in which students and staff are wearing masks and 6 foot distance is easily maintained.	Cloth face covering that covers mouth and nose or 3-ply disposable face mask (non-medical).  Launder cloth face coverings daily, replace 3-ply mask after each use. Black cloth masks are provided, staff may wear their own if preferred.	 
Medium Transmission Risk  Available in every school building	Small groups with 6 feet of distance mostly maintained, transportation and food service when 6 feet of distance is mostly maintained	KN95 (non FDA approved).  Embossing is standard, visually check that no open holes prior to use. Limit use to one day (dispose of), change between use recommended.	
High Transmission Risk  Available from Student Special Services or via School Health room	Working with students who are unable to wear a mask and/or without 6 feet of distance (sustained close contact). Sustained close contact for transportation or health room coverage.	<b>FDA Approved Surgical Mask</b> or <b>FDA Approved KN95</b> Available from health services staff, please ensure that you have the correct mask.  Replace (dispose) daily or more frequently if needed.11/24 *Face Shield also required	
Extremely High Transmission Risk  Only available as designated	Health/Isolation (separation) room; Nurse conducting aerosolized treatment  Nurses Health Techs Covid Site Coordinator (or other designated employee)	Healthcare N95 filtering facepiece respirator or <b>FDA Approved Surgical mask</b> or <b>FDA Approved KN95</b> The N95 tight fitting respirator must be fit-tested and the individual provided medical clearance. *Face Shield also required	



# How to check your KN95 mask

- All KN95 masks have embossing. This is intended to maintain the integrity of the mask and allow for the mask to stay in the appropriate position. Where there is embossing, the outer and inner fabric is cut out, but there is a middle layer of protection.
- Inspect each KN95 mask prior to use to ensure that there are no open holes where the embossing is in place. If you find holes, please discontinue use and request new KN95 masks.
- KN95 masks are for one day use only, please discard daily

# Every student will wear a face covering

- All students will wear cloth face coverings when in the building to protect each other and stop the spread of COVID
  - [How to properly wear face coverings](#)
  - [How to wash face coverings](#)
- District will provide
  - Cloth coverings for all students
  - 3-ply disposable masks for students in Culinary Arts or students who need a replacement mask
  - Transparent masks for staff available through Student Special Services
- Exceptions to wearing face coverings only due to a known health condition or disability or documentation from health care provider

**Staff will  
maintain a  
minimum of 6  
foot distance  
from others**

- Whenever in the building, classrooms, common areas, lunchrooms, staff lounge, everywhere!
- Plexiglass barriers have been installed in public-facing areas such as main and attendance offices.
- Limit grouping of 5 people or less.
- Markers and traffic flow reminders will be posted throughout the school.
  - District will provide markers and signage.

**Students will  
maintain a  
minimum of 6  
foot distance  
from others**

- Whenever in school, classrooms, common areas, lunchrooms, everywhere!
- Follow the floor markers and the traffic flow signs placed around the building to maintain a 6 foot distance.
- Recess will be specifically addressed prior to return to hybrid

**Staff will frequently wash their hands and/or use hand sanitizer.**

- Staff should not share materials or technology with others.
- [Hand washing protocols](#) (multiple languages)
- Bottles of hand sanitizer will be in all classrooms for teacher use.
- Bottles of hand sanitizer will be available in common areas, main office, copy rooms, etc.
- Hand sanitizer dispensers will be installed at every secondary classroom.

**Students will frequently wash their hands and/or use hand sanitizer.**

- Students should not share materials or technology with others.
- All students are encouraged to frequently wash their hands.
  - [Hand washing protocols](#)
- Elementary schools should build in time for students to wash their hands before and after transitions into and out of the classroom.
- Touchless hand washing sinks will be installed for every elementary portable
- Students in middle and high school should use hand sanitizer before entering and upon leaving a classroom.

# Cleaning Expectations

**CLEANING** removes dirt and most germs.

- Washington State Department of Health [Classroom Cleaning Tips for Teachers](#)
- Cleaning priorities and schedules have been set for every building.
- Cleaning kits provided for every classroom
  - Four bottles of Fresh 118 Light Duty
  - Microfiber cloths for every staff and student in the room for every day
  - Microfiber cloths will be laundered through Maintenance & Operations
- Cleaning products will be provided by the District. Do not bring cleaning solutions from home.

# Details about Cleaning

**CLEANING** removes dirt and most germs.

- **Fresh 118 Light Duty**
- Microfiber cloths for every staff and student in the room for every day
- Microfiber cloths will be laundered through Maintenance & Operations
- Cleaning products will be provided by the District. Do not bring cleaning solutions from home.

## Fresh 118 Sanitizer/Virucide Cleaner

### General Cleaning

Glass cleaner  
Stainless steel polish and cleaner  
Neutral floor cleaner  
Restroom cleaner  
Carpet spotter  
Carpet cleaner  
Food degreaser  
Deodorizer  
Tile & grout renovator and more!

### Degreaser

Cuts grease with neutral pH. Use on any water-safe surface. Grease-free, residue-free results.

### Deodorizer

Kills odor-causing bacteria. Penetrates surfaces, oxidizes and kills source of odor.





# Details about Cleaning

**CLEANING** removes  
dirt and most  
germs.

- Cleaning products will be provided by the District.
- Do not bring cleaning solutions from home.
- Hand-held supplies and electronic equipment should not be shared among students or staff
- Computing devices should only be cleaned using materials and [directions](#) from the Department of Technology, under the supervision of the school BTC/TSS.

# How to Clean

**CLEANING** removes  
dirt and most  
germs.

## How to Clean All Hard Surfaces

1. Spray surface with Fresh Concentrate 118, Light Duty
2. Wipe clean with a microfiber towel.
3. Repeat if necessary.

**Students will help in keeping classrooms and schools clean and safe.**

- Students will use only district provided cleaning solution and microfiber cloths to clean their own desks
- Students materials should be separated for individual use when possible
- If materials are shared, they must be cleaned between use
- Limit the items you bring from home (students only use district provided cleaning solution)

# Disinfecting Expectations

**DISINFECTING** kills most germs, depending upon the type of chemical and only when used as directed on the label.

- Disinfecting is done only by a staff person trained to disinfect such as a custodian.
- Disinfecting cannot be done when people are in the building.
- Disinfecting is done every evening in the common spaces identified in the priority schedule.

# **Bus drivers and transportation**

- Bus drivers will be responsible for cleaning and disinfecting their bus daily
- Cleaning and disinfecting supplies will be provided by Maintenance and Operations
- Bus drivers will wear a KN95 mask at all times
- If transportation assistants have extended close contact with students, they should wear KN95 and face shield

# Cleaning of Personal PPE

- Staff are responsible for their personal PPE
- Face Shields - clean often with soap/water
- If additional cleaning/disinfecting is needed, following guidelines in PPE/Safety Training
- Any questions re: personal PPE can be directed to the school nurse

# Students who take the bus to school

- Before getting on a bus, student wellness check completed by student/family
- Students required to wear cloth face covering/ masks
- Students should use hand sanitizer before getting on and when getting off of the bus
- Seating with space between rows if numbers allow; those from the same household may sit together; potential assigned seating
- Windows will be open to improve ventilation as weather permits

# Health & Safety Supplies for Elementary Schools

## ELEMENTARY SCHOOLS AND WEST AUBURN HIGH SCHOOL

- 240 gallons of hand sanitizer
- 8- and 16-ounce bottles of hand sanitizer; use gallon container to refill--do not discard
- 5,000 reusable cloth student masks
- 1,000 reusable cloth adult masks
- 5,000 KN95 masks
- One touchless hand washing station for every portable
- One cleaning kit for each classroom which includes
  - 4 bottles of hydrogen peroxide-based Environx Fresh 118 Light Duty Cleaning with holder
  - One microfiber cloth for staff daily
  - One microfiber cloth for students daily



# Health & Safety Supplies for Middle Schools

## MIDDLE SCHOOLS

- 240 gallons of hand sanitizer
- 8- and 16-ounce bottles of hand sanitizer; use gallon container to refill--do not discard
- 10,000 reusable cloth student masks
- 1,000 reusable cloth adult masks
- 10,000 KN95 masks
- One touchless hand sanitizer dispenser outside every classroom
- One cleaning kit for each classroom which includes
  - 4 bottles of hydrogen peroxide-based Environx Fresh 118 Light Duty Cleaning with holder
  - One microfiber cloth for staff daily
  - One microfiber cloth for students daily

# Health & Safety Supplies for High Schools

## HIGH SCHOOLS

- 480 gallons of hand sanitizer
- 8- and 16-ounce bottles of hand sanitizer; use gallon container to refill--do not discard
- 15,000 reusable cloth student masks
- 1,000 reusable cloth adult masks
- 15,000 KN95 masks
- One touchless hand sanitizer dispenser outside every classroom
- One cleaning kit for each classroom which includes
  - 4 bottles of hydrogen peroxide-based Environx Fresh 118 Light Duty Cleaning with holder
  - One microfiber cloth for staff daily
  - One microfiber cloth for students daily

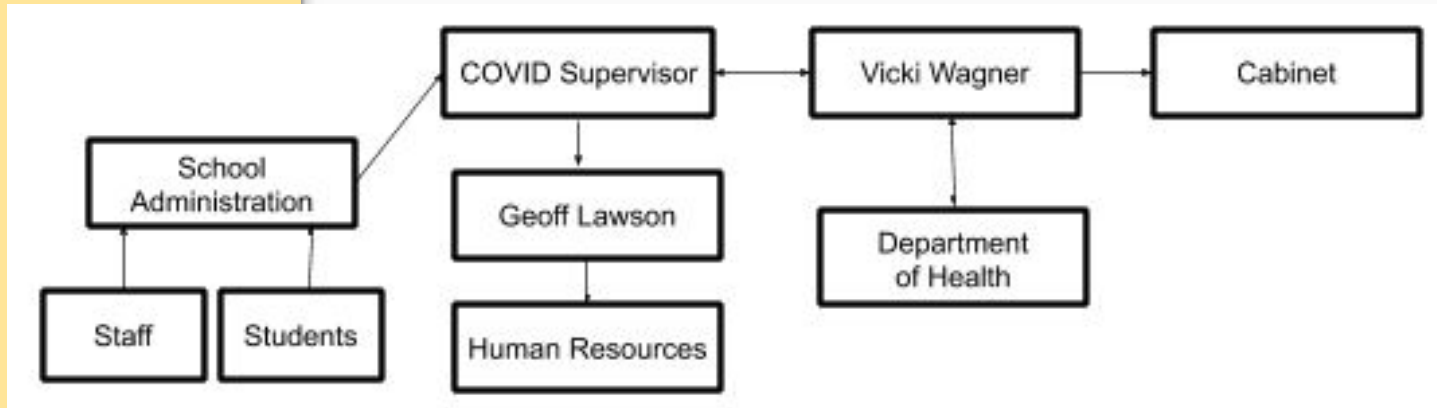
# **Health & Safety Supplies for Support Buildings**

## **SUPPORT BUILDINGS**

- 48 gallons of hand sanitizer
- 8- and 16-ounce bottles of hand sanitizer; use gallon container to refill--do not discard
- 1,000 reusable cloth adult masks
- KN95 masks for various staff groups
- 8- and 16-ounce bottles of hand sanitizer are available
- bottles of hydrogen peroxide-based Environx Fresh 118 Light Duty Cleaning available through custodians
- Microfiber cloths available through custodians

# Every Building has a COVID Coordinator/ Supervisor

- Monitors and supports employees and students adherence to the health and safety protocol
  - [Overview of Role](#)
  - [Covid Site Coordinator Training](#)
  - Wellness Screening [Review & Reports](#) for COVID Supervisors
- Conduit of information between the building and Vicki Wagner and DOH.



**Staff that are sick or have symptoms should stay home.**

- Staff who get sick after arriving to work should return home immediately
- [What if you have COVID symptoms but have not been around anyone diagnosed with COVID](#)
- [COVID-19 Protocols Flowchart for Staff](#)
- Work with Human Resources regarding leave options

## COVID-19 FLOW CHART FOR STAFF

For staff experiencing symptoms, exposed to someone with symptoms, or exposed to positive COVID-19.

### SYMPTOMS OF COVID

One or more of the following: fever of 100.4 or higher, cough, shortness of breath, sore throat, chills, new loss of taste or smell, muscle or body aches, nausea, vomiting, diarrhea, congestion not related to allergies, unusual fatigue

Must contact building COVID-19 supervisor and leave building immediately. Advise to contact their primary care physician or the local health department for personal guidance on care and testing information. Contact Human Resources to review leave options.

Building COVID-19 Supervisor notifies District COVID-19 Supervisor, Assistant Director of Health Services, Vicki Wagner, RN. Normal cleaning and disinfecting to continue.

Calculate Return Date

YES COVID-19 Test Completed

NO COVID-19 Test Completed

### EXPOSED TO COVID-19

Exposed to someone who has COVID-19

OR

Someone in household has COVID-19

Must contact building COVID-19 supervisor and leave building immediately.

Advise to contact their primary care physician or the local health department for personal guidance on care and testing information.

Contact Human Resources to discuss leave options.

Building COVID-19 Supervisor(s) notifies District COVID-19 Supervisor, Assistant Director of Health Services, Vicki Wagner, RN.

**Students that are sick or have symptoms should stay home.**

- [COVID-19 Symptom Flow Chart](#)
- Students who get sick after arriving to school will be isolated until parents arrive to pick them up
- School administrators to monitor student absences to provide support

# **Student Separation Room**

- Students must be separated if they show symptoms, until parent pick up
- Separation room will be monitored by designated staff (primarily health room staff)
- Ventilation, distancing, and PPE considerations while monitoring
- Nursing staff to request parent notify school with student test results (identify school process)



# Info to Share with Staff or Families when Symptomatic, Exposed or Positive

- [King County Testing Sites](#)
- [What to do if you have confirmed or suspected COVID-19](#) (25 languages available)
- [What to do if you were potentially exposed to someone with confirmed COVID-19](#) (25 languages available)
- [What to do if you have COVID-19 symptoms, but have not been around anyone who has been diagnosed with COVID-19](#) (25 languages available)

## **Follow Up if Covid Positive Outcome for Student**

- If student test positive notify COVID-19 Site Coordinator and School Nurse (contact tracing)
- Site Coordinator contact custodian/Geoff Lawson for COVID Response Team Cleaning
- Site Coordinator to notify District COVID-19 Coordinator (Vicki Wagner)
- Vicki contacts Public Health-Seattle King County for directive regarding classroom or school closure if indicated, and length of closure if required and notifies Human Resources

# In-Person Protocol

The following protocols for in-person are linked below:

**[In Person Safety Guidelines for Individual and Small Group Meetings For Staff](#)**

**[In Person Safety Guidelines for Individual and Small Group Meetings - Families](#)**

**KEEP  
YOURSELF AND  
OTHERS SAFE..**

**Wash your hands.**

**Stay 6 feet apart.**

**Wear a mask.**

