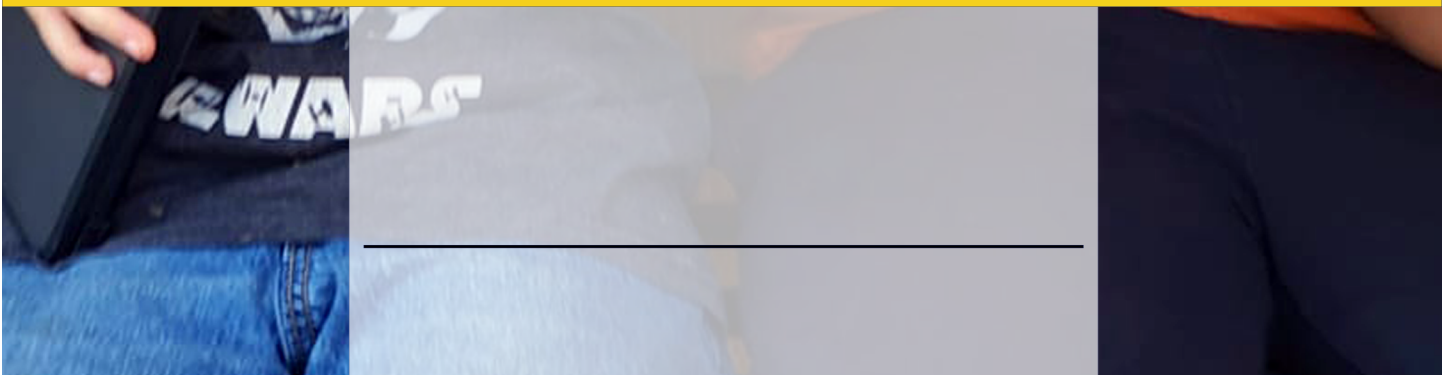




# RETURN TO SCHOOL HANDBOOK

This handbook is designed to highlight many of the ways we are modifying operational practices as we reopen school to keep staff and students as safe as possible.



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# HOW WE ARE ADAPTING OUR SCHOOLS

## Face Coverings/Masks & Personal Hygiene:

- Face coverings/masks are required on all campuses and buses for ages 5 and up. Face coverings are encouraged for ages 3-4.
- Hand washing and sanitizing will be required throughout all buildings.
- Hand sanitizer will be provided upon entrance to the building and required for any visitors.

## School Logistics:

- Signage will be posted to direct traffic flow, support physical distancing and required face coverings.
- Main offices are staffed, but doors are locked. In order to limit transmission, visitors, including family members, will need an appointment to enter the building.

## Wellness Screening:

- All staff, students and visitors are required to complete a wellness screening before entering any school district facility.
- Alternatives to the digital screening process will be available.
- School staff will be trained to identify symptoms of illness as students come to school and throughout the day.

## Cleaning and Disinfecting:

- A schedule for cleaning and disinfecting throughout the school is based upon Department of Health guidance.
- Environmental Protection Agency-rated cleaners are used.
- Frequently touched surfaces, such as door handles and light switches, are cleaned and disinfected regularly.
- Custodial staff will be disinfecting high touch points (door knobs, sinks, drinking fountains) and toilet rooms, the main office, health room, and COVID-19 room between cohort groups.

## Ventilation and Indoor Air:

- HVAC systems are working at optimal capacity.
- Double the amount of outside air is being circulated to reduce recirculation.
- HVAC systems are in operation an additional 2 hours before and 2 hours after school.

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# HOW WE ARE ADAPTING OUR CLASSROOMS

Classroom spaces will be arranged as necessary to promote physical distancing and support each student's role in maintaining a healthy classroom environment.

## Physical Distancing:

- Cohort groups will come to the building on the same days.
- Students will physically distance whenever possible.
- Students and staff will wear face coverings/masks.
- Separate supplies and manipulatives will be assigned to students to limit sharing items.
- Seating will be assigned in each classroom.
- Students will maintain 6 feet physical distancing.

## Personal Hygiene:

- Staff will teach strategies and guidelines for students on hand washing and hygiene practices.
- Signage on infection and transmission prevention practices will be posted within classrooms.
- Staff will encourage frequent hand washing.

## Cleaning & Disinfecting:

- Students and staff will clean desks and chairs.
- Custodians will clean frequently touched surfaces, such as door handles and light switches.
- Spaces will be disinfected between cohorts of students.



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# HOW WE ARE ADAPTING OUR LARGE SPACES



Face coverings/masks are required for students and staff. School leaders will modify building activities to limit large groups. Signs are posted to require personal hygiene practices, face coverings/masks and physical distancing practices.

### Cafeterias/Commons:

- Meals will be provided for all students.
- Middle and high school students will be physically distanced when eating in the commons, outdoors and other spaces in the building such as classrooms.
- Elementary meals will be to-go and not eaten at school.
- Students will be required to wash hands before and after meals.
- Students will not share meals.

### Gyms:

- Middle and high school gymnasium will be utilized in a modified fashion to accommodate PE classes. PE may be accommodated in an alternative area.
- Elementary PE will be taught in remote learning.

### Playgrounds & Outside Open Spaces:

- All elementary students will have a stretch and/or mask break.
- After stretch breaks, students will be required to wash hands upon returning to class.

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# HOW WE ARE ADAPTING OUR TRANSPORTATION

We encourage parents to transport their children in a personal vehicle or walk/bike students to school to support recommended physical distancing of bus riders.

## Bus Transportation Modifications:

- Assigned seating will be required. Siblings/household members will sit together.
- Riders will physically distance as much as possible.
- Students and bus drivers will be required to wear face coverings/masks while on the bus.
- Buses will be cleaned and disinfected every day.
- Windows will be kept open as much as possible to maximize outside air.
- Students will wash hands or use hand sanitizer immediately before boarding the bus.
- Masks will be supplied for those who do not have one.



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# KEEPING EACH OTHER SAFE

Auburn School District partners with Public Health-Seattle & King County to make a range of decisions to keep our school community safe. This partnership includes close communication and consultation to ensure the health and safety of students, families and staff.

## Wellness Check:

- Parents ensure their student does not have any symptoms of COVID-19 through daily wellness screening questions and temperature checking before the student goes to school.
- Any student showing COVID-19 symptoms during the school day will be sent to the separation room for screening and parent/guardian will be contacted for pick-up.
- If there is any concern that you or someone in your immediate household is sick or exhibiting COVID-19 related symptoms—STAY HOME.
- Staff showing COVID-19 symptoms will be sent home immediately and directed to work with Human Resources and their health care provider.
- If a student or staff has ONLY ONE short-term symptom; fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting or diarrhea—STAY HOME. If the symptom begins and resolves in less than 24 hours they may return to school the next day. A COVID-19 test is not required, though still recommended. Ex: student wakes up with a sore throat. Student cannot go to school due to a symptom. By the afternoon, sore throat is gone. Student wakes up on Tuesday with no symptoms. Student can go to school.

## Face Coverings/Masks:

- Face coverings/masks are required on all ASD buses and campuses.
- Masks are defined as two or more layers of washable, breathable fabric and do not contain exhalation valves or vents. They completely cover the chin, nose and mouth and they fit snugly against the sides of the face and without gaps.
- Masks will be provided by the district if needed.
- Staff should work with Human Resources regarding alternative face covering accommodations if they are unable to wear a mask.

## Stay Well:

- Wash your hands properly and frequently.
- Maintain physical distancing.
- Wear your face covering/mask at all times.
- Stay home if you are sick or exhibiting any COVID-19-related symptoms.

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# KEEPING EACH OTHER SAFE...Continued

## Daily Health Monitoring:

- Employees should monitor themselves and their household family members prior to coming to work.
- Families should monitor their students and other family members before coming to school.
- If there is any concern that you or someone in your immediate household is sick or exhibiting COVID-19 possible symptoms—**STAY HOME**.

## Responsible COVID-19 Reporting:

- If you, or someone in your immediate family, have symptoms of COVID-19 and are awaiting a test result, has tested positive for COVID-19, is awaiting a COVID-19 test result or has had close contact with a positive case of COVID-19, **REPORT IT—STAY HOME**.
- **Employees** should report a positive result to the COVID-19 supervisor and connect with Human Resources immediately.
- **Families and students** should report to the school nurse or school administrator immediately.

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# COVID-19 GUIDANCE

**A staff member or student with confirmed COVID-19 can return to work or school when:**

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed since the fever has resolved (without the use of medications) and symptoms have improved.

**Asymptomatic staff or students with confirmed COVID-19 can return to work or school when:**

- 10 days have passed since the date of the COVID-19 test.

If you are concerned about your health, notify your healthcare provider, supervisor (staff) or school nurse (students) and **DO NOT COME TO WORK OR SCHOOL.**

**Students or staff have symptoms of COVID-19 but NO KNOWN close contact:**

Students or staff with symptoms and have not been in close contact with anyone with confirmed COVID-19 should be encouraged to follow-up with a medical provider, especially if symptoms get worse.

**If they have NOT been tested for COVID-19, they must:**

Remain home for at least 10 days from the onset of symptoms, **AND** be fever free for 24 hours with no fever reducing medication, **AND** symptoms have improved.

If they tested **NEGATIVE** for COVID-19, and no known close contact, they should remain home for at least 24 hours after fever has resolved and symptoms have improved.

**Students or staff have been in close contact with someone positive for COVID-19:**

Students or staff who have been in close contact with someone with confirmed COVID-19 must quarantine at home and monitor for symptoms for at least 14 days from the last date of contact, even if they test negative for COVID-19.

They should be encouraged to get tested and to notify the school immediately if they or someone in their home tests positive for COVID-19.

**If a person reporting they have tested positive for COVID-19 is currently at school:**

The person should return home immediately regardless of symptoms. They must complete at least 10 days of isolation before returning to school. Close contacts will be notified.



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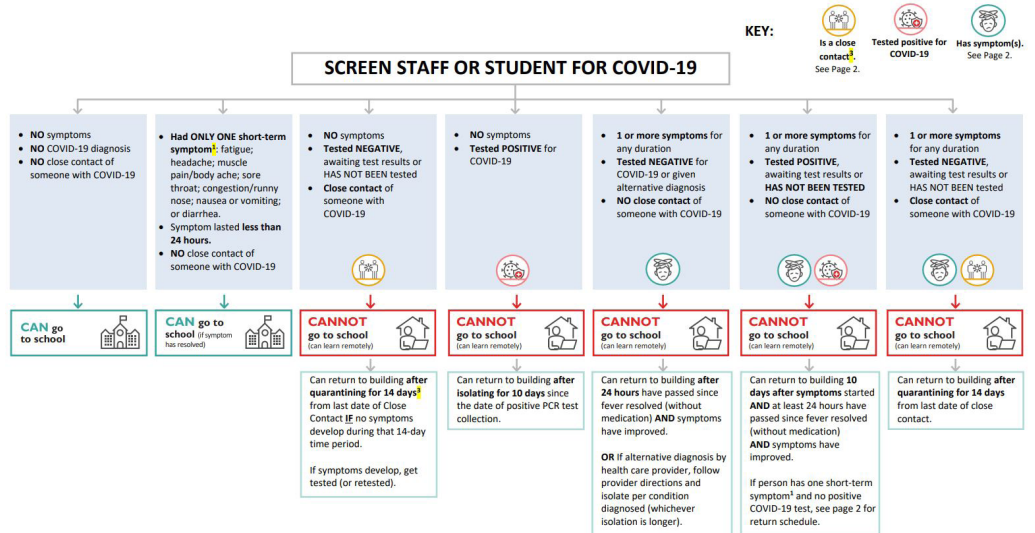
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## COVID-19 Symptom Flow Chart

Public Health  
Seattle & King County



Updated December 8, 2020. Adapted from document of Health Officers in Clark, Cowitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

## COVID-19 Symptom Flow Chart

Public Health  
Seattle & King County

**COVID-19 SYMPTOMS**

- Fever (100.4°F / 38°C or higher)
- Cough
- Loss of taste or smell
- Chills
- Shortness of breath or Difficulty breathing
- Fatigue
- Headache
- Muscle pain or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<sup>1</sup>A short-term symptom is defined as: A person has only one of the following symptoms (fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea) AND the symptom begins and resolves in less than 24 hours AND no known COVID-19 exposure (close contact). A person can return to school the next day if the short-term symptom resolves. A COVID-19 test is not required.

<sup>2</sup>That are not explained by a preexisting condition, such as asthma.

**CLOSE CONTACT DEFINITION**

“Close Contact” includes anyone in one or more of the following categories:

- 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
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, shared utensils, etc.)

Public Health will help identify close contacts.

**If you've been exposed to someone with COVID-19 and you have no symptoms, Public Health recommends the following:**

- Stay in quarantine for 14 days after your last contact. This is the safest option.
- If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing.
- If the first two options are not possible, stay in quarantine for 7 full days beginning after your last contact **and** if you receive a negative test result (get tested no sooner than day 5 after your last contact). This option depends on availability of testing

Updated December 8, 2020. Adapted from document of Health Officers in Clark, Cowitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.

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# COVID-19 RESPONSE PROTOCOL GUIDANCE

ASD will activate a protocol for any staff member or student who has been on campus that reports a positive COVID-19 test. Close contact to an individual who reports a positive diagnosis will result in DOH-required quarantine. Students impacted by this will transition to distance learning. Employees impacted will work with their supervisor and Human Resources to determine work assignment and/or leave.

## Staff and Student Protocol:

1. Positive results are reported to the school nurse (students) or COVID-19 supervisor (staff).
2. For students: School Nurse reports to the Assistant Director of Health Services.
3. For staff: COVID-19 Site Supervisor or designee (Assistant Site Supervisor/ Nurse) reports to the Assistant Director of Health Services and Health Department.
4. \*Close contact investigation conducted in partnership with the Health Department.
5. All persons found to have been in close contact with positive cases will be notified by phone and letter in order to begin quarantine.
6. All persons found to have been in close contact with a positive case will be provided quarantine instructions.

\*Close contact is less than 6 feet of distancing for 15 minutes or more cumulative in a 24-hour period, with or without a mask.

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# COMMUNICATION OF COVID-19 POSITIVE CASES

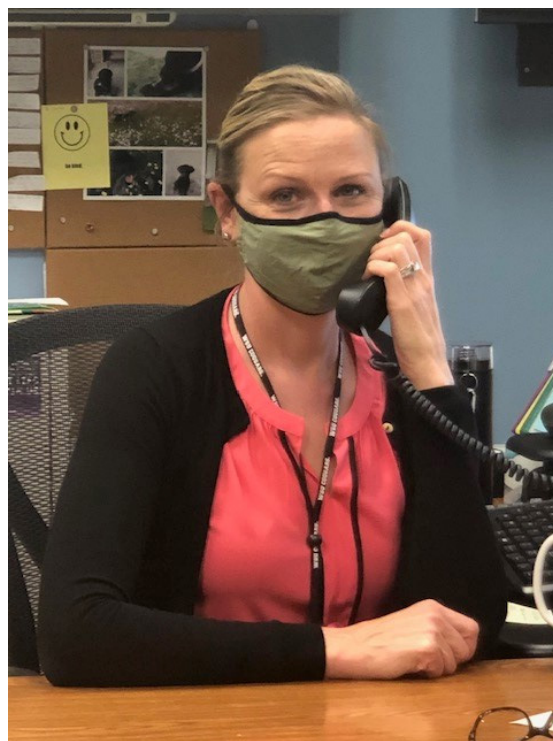
## Public Health Notification:

Auburn School District will notify local public health officials in all circumstances in which we receive notification of a positive test, or in other circumstances that require further consultation.

## Student, Family and Staff Communication:

It is the goal of ASD to keep staff and families informed of COVID-19 positive cases impacting school and district facilities while respecting the privacy of individuals.

- For each positive COVID-19 case, close contacts will be notified by phone (ASD) and letter (ASD).
- After the confidential, private notification to close contacts, additional communication will be provided as directed by Seattle-King County Public Health.



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# BUILDING OPERATIONS RESPONSE



The Auburn School District has implemented a disinfecting protocol at all sites. If a positive COVID-19 case is identified, additional actions will be taken based upon guidance from the Washington State Department of Health which may include:

- Targeted close of affected areas until disinfecting protocols can be completed.
- Short- or long-term closure—decision made in consultation with public health officials.

### COVID-19 Outbreaks in School:

A COVID-19 outbreak is considered when the following have been met:

- There are two or more laboratory-positive (PCR or antigen) COVID-19 cases among students or staff.
- The cases have a symptom onset within a 14-day period of each other.
- The cases are epidemiologically linked.
- The cases do not share a household.
- The cases are not identified as close contacts or each other in another setting during the investigation.

### Grouping or cohorting students:

Dismiss the entire classroom for home quarantine for 14 days if two or more laboratory positive (PCR or antigen) COVID-19 cases occur within the group or cohort within a 14-day period.

Close a school and switch to remote learning for 14 days when:

- 2 or more classrooms are dismissed due to outbreaks in schools with 10 or fewer classrooms.
- 10% or more of classrooms are dismissed due to outbreaks in schools with greater than 10 classrooms.
- School cannot function due to insufficient teaching or support staff.

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# QUARANTINE IMPACT

## Quarantined Students should:

- Monitor your personal health, and if you do not feel well, stay home and contact your family doctor.
- As long as you stay well, continue to access distance learning options.

## Quarantined Employees should:

- Monitor your personal health, and if you do not feel well, stay home and contact your health care provider as needed.
- Use appropriate leave or request an accommodation through Human Resources.

Auburn School District will follow required Health Department contact tracing and quarantine measures in the event of a positive COVID-19 diagnosis. This could result in students and some staff moving in and out of on-campus and off-site learning environments as we are directed by the Health Department.

**School Classrooms:** As required by the Health Department, when a student receives a positive COVID-19 diagnosis, a close contact investigation will be initiated. Parents of students determined to be in close contact will be notified by phone and students will be required to quarantine for 14 days.

Total school closure will occur if advised by the Health Department.

**AUBURN**



**SCHOOL DISTRICT**

**ENGAGE • EDUCATE • EMPOWER**

**[www.auburn.wednet.edu](http://www.auburn.wednet.edu)**

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

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Inquiries regarding compliance procedures may be directed to:  
Daman Hunter at (253) 931-4932, Title IX Officer and Section 504, ADA, and  
Civil Rights Compliance Coordinator.