Safety Guidelines
2020-2021
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Magnificent 7

https://www.youtube.com/watch?v=tCD7Z5oRvts&feature=emb_title

The key principles listed below are essential for reducing exposure in each school’s reopening plan and will serve as the baseline for this plan:

- **Keep ill people out of school.** Educate students, families, and staff to stay home when sick, and use screening methods. Helping staff and families determine when they can safely return to school.
- **Use Cohorts.** Conduct activities in smaller groups that remain together over time with minimal mixing of groups.
- **Physical distancing.** Minimize close contact (less than six feet) with other people.
- **Hand hygiene.** Frequently wash with soap and water, or use alcohol-based hand sanitizer. [CDC Hand Hygiene Recommendations](#)
- **Protective equipment.** All students, staff, and visitors must wear face coverings at all times while in the buildings, with few exceptions.
- **Environmental cleaning and disinfection.** Prioritize the cleaning of high-touch surfaces.
- **Isolation.** Isolate sick people and exclude exposed people.

Of these principles, three are important for teachers to know and understand, while four are important for teachers and staff to teach and apply.

**Know and Understand**

- Keep ill people out of school.
- Use cohorts.
- Isolation.

**Teach and Regularly Reinforce**

- Physical distancing.
- Hand hygiene.
- Protective equipment.
- Environmental cleaning and disinfection.
Attestations

Attestation/Weekly Student Wellness Screening:

The Bethel School district will be using a health screening method vetted by the Washington Department of Health. This method will consist of the following:

**Student Wellness Screener** - Parents/caregivers will sign an electronic Student Wellness Screener in ParentVue, initially every week, with revisions to the frequency provided by Risk Management. This will affirm that parents will check their children daily for all symptoms of COVID-19 and agree not to send their child to school if the child has any symptoms, is in close contact with someone with COVID-19, has tested positive for COVID-19, or has been told to self-monitor, isolate, or quarantine. School staff will verify completion of the Wellness Screener and monitor for COVID symptoms.

**Process:**

- Highly encourage families to download the ParentVue App
  - [Apple App](#)
  - [Android App](#)
- Parents will be notified that the Student Wellness Screener is ready to fill out via ParentVue every Wednesday
- Review Student Wellness Screener processes with parents/caregivers prior to the student beginning in-person services
- Student Wellness Screeners are to be completed and submitted by Friday at 2 pm, to account for the following week.
- The Technology Department will provide training and support for office staff. The initial training is scheduled for Monday, November 9.
- The office support staff will monitor and provide reminders so that all wellness screenings are completed by the close of the school day on the Friday before the week that students arrive on campus for their scheduled in-person services.
- The office support staff will generate daily reports listing students with completed wellness screening and distribute to staff in advance of student arrival (_____ form).
- Staff will make a visual inspection of students upon arrival for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  - Students or staff with symptoms should be isolated until they can go home.
- Students who do not have their Wellness Screener verified by parents/caregivers will be sent to the Office or designated area for an onsite wellness screening.

**Attestation/Daily Staff Wellness Screening:**

- Staff will login to Skyward daily and complete the daily wellness screening
- Staff will contact administrator if they answered “yes” to any of the questions.
Classrooms
Classroom, Learning Spaces

Goal Statement
• Instructional spaces (classrooms, cafeteria, Title/LAP & Resource Room) used for instruction will be safe, orderly and support learning.

Overview
• Staff will ensure the learning environment adheres to 6-foot distancing of student desks, has sufficient cleaning supplies accessible for both teacher and students to sanitize the learning environment throughout the day, understand safety protocols of the building, and ensure students have a place for their materials apart from others and student materials are not shared. Staff and students will remain with their cohort in the instructional space throughout the day to minimize close contact (within 6-feet for more than 15-minutes) with other staff/students outside their cohort. (Tacoma-Pierce County Health Department)

Teacher/Specialist/Classified Staff Responsibilities
• Teachers will wear mask. (Protective Equipment)
• If students need a “mask break”, teachers will take the class outside and allow students to remove their masks for a brief time, ensuring 6-foot distance between students.
• If students do not have special accommodations and they refuse to wear it, teachers will follow our teach the expectation, practice, and reinforce. If the student still refuses the teacher will need to contact the assistant principal.
• Teachers will keep student cohorts together in the classroom, at recess and at lunch time.
• Title/LAP groups will be taught via Zoom. Students who are in-person will connect to Zoom in the back of the classroom to join students from their small group connecting from home. Teachers and paras will not rotate to classrooms for small groups.
• Students in the resource room will be taught in a combination of in-person and zoom according to their IEP minutes.
• Teachers will teach, practice, monitor and enforce expectations.
• Teachers will determine the “traffic flow” to support appropriate spacing and social distancing while moving in the classroom space.
  ○ Ex. Calling on 1-2 students at a time to get materials from their cubby, get lunch, lining up, entering/exiting the classroom/row, etc. using the route that has been taught, modeled, and practiced.
  ○ Ex. To support students in self-monitoring social distancing, teach students to extend both arms without touching a peer when visual cues are not present.
• In classroom where students are moving from one area to another in shifts, clean and disinfect the area before the new group enters.
  ○ Ex. Groups of resource students may be rotating through the resource room. Tables and chairs will be disinfected before the new group may enter.
• Teachers will disinfect desks/tables/sink area by spraying the surface with Oxivir/Alpha HP and leaving to air dry at the end of each school day.
  ○ Staff will bring empty bottles of cleaner down to the work room area in the office when a refill is needed. Custodial staff will refill and place next to the basket. Staff will pick up filled bottle. Staff will email custodial if other supplies are needing to be refilled (hand sanitizer, disinfecting wipes, etc.)
Physical Arrangement of the Room (Physical Distancing)
- This will NOT look like your traditional classroom set up.
- Appropriate number of desks/tables for the number of students in your cohort must be set at a distance of 6-feet all facing the same direction.
- Reverse student desks so that the open part of the desk is not accessible for touching or storage of personal materials.
- Determine places in the room that Title/LAP students could sit facing away from the class during their intervention time to participate via Zoom that adhere to 6-foot social distancing.

Materials Use
- Assign students a desk for the days they are in school. (Physical Distancing)
- Monitor students throughout the day for physical distancing. (Physical Distancing)
- Individual student materials (textbooks, school supplies, manipulatives, etc.) will be kept in separate containers/baggies or in student cubbies, not in desks.
  - Should materials need to be shared, designated bins marked “clean” and “used” will be available in the classroom.
  - Should materials need to be shared, “used” items must be disinfected between uses with Alpha HP spray. (Environmental cleaning and disinfecting)
- Students must wash desks with soap and water (a spray bottle containing this will be provided to each classroom) at the end of the day before they leave. (Environmental cleaning and disinfecting)

Hand Washing Procedure (Hand Hygiene)
- Staff will teach, model, practice, and enforce proper hand washing.
- Staff will provide opportunities throughout the day for students to wash hands.
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in the classroom.
  - If a sink is not available, students will use hand sanitizer. Teacher needs to supervise the use of hand sanitizer. (Hand Hygiene) CDC Hand Hygiene Recommendations
    - When students arrive into the classroom
    - Before eating
    - After eating
    - Any time students return to the classroom (for example, after returning from the bathroom, recess, health room, etc.)
    - Any time students touch their face, remove their mask to blow their nose, rub their eyes, etc.
**Student Responsibilities**
- Students will fully engage in learning and practicing proper hand washing.
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in the bathroom and when they return to the classroom using the steps posted above the sink.
  - If sink is not available, students will use hand sanitizer. *(Hand Hygiene)* [CDC Hand Hygiene Recommendations](#)
    - When students arrive into the classroom
    - Before/after eating
    - Any time students return to the classroom (for example, after returning from the bathroom, recess, health room, etc.)
    - Any time students touch their face, remove their mask to blow their nose, rub their eyes, etc.
- Students will assist with cleaning desks/tables with soap and water or disinfectant wipes at the end of the day. *(Environmental Cleaning and Disinfection)*
- Students will wear their mask at all times in the classroom unless eating or during a designated mask break with their class at an outside location. *(Protective Equipment)*
- Students will maintain a 6-foot distance from others by staying in their assigned desk. *(Physical Distancing)*
  - When moving in the classroom, students will follow the “traffic flow” routes taught by the teacher and will self-monitor by extending both arms without touching a peer to maintain social distancing.

**Admin Responsibilities**
- Admin will provide training for teachers/staff/students during.
- Admin will provide hand washing video for teachers to use to teach students.
- Admin will provide building safety protocol slides for teachers to use to teach students.
- Admin will share building safety protocol information with families via email and website
- Admin will provide cleaning materials (Oxivir/Alpha HP, sanitizer wipes, sanitizer, paper towels, etc.) for each classroom. They will be located in a white bin labeled, Sanitation Supplies.
- Admin will ensure cleaning materials are replenished by custodial staff when notified.
- Admin will follow all building safety protocols.
- Admin will ensure staff and students will follow all building safety protocols.
- Admin will provide any supports needed to staff in preparation for in-person instruction.
- Admin will wear a mask at all times. *(Protective Equipment)*

**Custodial Responsibilities**
- Custodian will provide and replenish classroom cleaning supplies when needed.
  - Refill when empty bottles of cleaner are brought down to the work room area in the office.
  - Staff email budget clerk for other supplies to be refilled (hand sanitizer, disinfecting wipes, etc.) *(Environmental Cleaning and Disinfection)*
- Custodial staff will clean and disinfect high-touch areas 3 times per day such as door jams, door hardware. *(Environmental Cleaning and Disinfection)*
- Custodial staff will wear a mask at all times. *(Protective Equipment)*
- Custodial staff will tape off drinking fountains in the classrooms.
Common Instructional Spaces

(Gym: if used for in-person instruction)
Gym

Goal Statement
- Common Instructional spaces used for instruction or meetings will be safe, orderly and support learning.

Overview
- Staff will ensure the learning environment adheres to 6-foot distancing of student desks and tables, has sufficient cleaning supplies accessible for both teacher and students to clean and sanitize the learning environment throughout the day, understand safety protocols of the building, and ensure students have a place for their materials apart from others and student materials are not shared. Physical education will take place outdoors weather permitting to allow for maximum fresh air circulation and social distancing.

Teacher/Specialist/Classified Staff Responsibilities
- Staff will wear mask. *(Protective Equipment)*
- Staff will teach, practice, monitor and enforce expectations.
- Staff will monitor for 6-foot distancing.
- PE teacher will notify the classroom teacher if PE will be outside.
  - If in the gym, classroom teacher will walk the students through the left side of cafeteria and enter through the entrance by recess vestibule area. Classes will exit through the cafeteria door that’s built into the wall and follow the arrows to exit through the cafeteria.
- Teachers will remind students to have a water bottle and bring it with them to PE.

Physical Arrangement of the Room *(Physical Distancing)*
- Students will be taught to maintain a 6-foot distance from their peers.
- Physical education will take place outside if weather permits or under the playshed if recess is not taking place.
- If physical education must take place indoors:
  - Increase the distance between staff and students during exercise by marking the floor to show the physical distancing requirements.
  - Keep doors open where possible to improve ventilation.

Materials Use
- Minimize the use of PE equipment whenever possible.
  - Should materials/PE Equipment need to be shared, use those that are easily cleaned and disinfected between uses. *(Environmental cleaning and disinfecting)*
  - Staff will bring empty bottles of cleaner down to the work room area in the office when a refill is needed, Custodial staff will refill and place next to the basket. Staff will pick up filled bottle. Staff will email custodial if other supplies are needing to be refilled (hand sanitizer, disinfecting wipes, etc.)
Student Responsibilities

- Students will fully engage in learning and practicing proper hand washing.
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in the bathroom and when they return to the classroom using the steps posted above the sink.
  - If sink is not available, students will use hand sanitizer. (Hand Hygiene) CDC Hand Hygiene Recommendations
    - When students arrive into the classroom
    - Before/after eating
    - Any time students return to the classroom (for example, after returning from the bathroom, recess, health room, etc.)
    - Any time students touch their face, remove their mask to blow their nose, rub their eyes, etc.
- Students will assist with cleaning desks/tables with soap and water or disinfectant wipes at the end of the day. (Environmental Cleaning and Disinfection)
- Students will wear their mask at all times in the classroom unless eating or during a designated mask break with their class at an outside location. (Protective Equipment)
- Students will maintain a 6-foot distance from others by staying in their assigned desk. (Physical Distancing)
  - When moving in the classroom, students will follow the “traffic flow” routes taught by the teacher and will self-monitor by extending both arms without touching a peer to maintain social distancing.

Admin Responsibilities

- Admin will provide training for teachers/staff/students during.
- Admin will provide hand washing video for teachers to use to teach students.
- Admin will provide building safety protocol slides for teachers to use to teach students.
- Admin will share building safety protocol information with families via email and website.
- Admin will provide cleaning materials (Oxivir/Alpha HP, sanitizer wipes, sanitizer, paper towels, etc.) for each classroom. They will be located in a white bin labeled, Sanitation Supplies.
- Admin will ensure cleaning materials are replenished by custodial staff when notified.
- Admin will follow all building safety protocols.
- Admin will ensure staff and students will follow all building safety protocols.
- Admin will provide any supports needed to staff in preparation for in-person instruction.
- Admin will wear a mask at all times. (Protective Equipment)

Custodial Responsibilities

- Custodian will provide and replenish classroom cleaning supplies when needed.
  - Refill when empty bottles of cleaner are brought down to the work room area in the office.
  - When staff email custodial staff for other supplies to be refilled (hand sanitizer, disinfecting wipes, etc.) (Environmental Cleaning and Disinfection)
- Custodial staff will clean and disinfect high-touch areas 3 times per day such as door jams, door hardware. (Environmental Cleaning and Disinfection)
- Custodial staff will wear a mask at all times. (Protective Equipment)
- Custodial staff will tape off drinking fountains in the classrooms.
Movement in the Building
Front Entrance

Visitors to Frederickson Elementary Responsibilities

Our #1 priority is to keep our staff, students, and families safe & healthy.

To do so, please follow our Office Safety Guidelines below.

Thank you so much for your help! We appreciate you!

Requirements

1) Masks are required for every person except those who are 4 years old & younger. (Protective Equipment)
2) Everyone sanitizes hands before entering the office. (Hand Hygiene)
3) Practice social distancing by keeping 6 feet away from others. Follow directional arrows and "stand here" signs. (Protective Equipment)
4) Two families may be in the office at a time. All others will be asked to wait outside.

Visiting the Office

1) Push button, show ID, and wait for the signal to enter the building.
2) Visitors must use hand sanitizer when entering the office.
3) Once in the office, walk to the counter with the plexi-glass barrier standing on the "stand here" spots marked on the floor for social-distancing.
4) Explain the reason for your visit so staff may help you with your request.
5) If using a pen, take one from the "clean" bin and after you are done put it in the "used" bin.

Thanks for visiting and have a fantastic day!
Staff Movement

Goal Statement
- Once students and staff arrive in the building, every effort will be made to minimize close contact (within 6-feet of for more than 15-minutes). (Tacoma-Pierce County Health Department)

Overview of Movement
- Staff and students will remain with their cohort (small group) in the classroom throughout the day to minimize close contact (within 6-feet of for more than 15-minutes) with other staff/students outside their cohort. (Tacoma-Pierce County Health Department)

If you need to access the front office, workroom, talk with office staff/admin., check mailbox, use the staff lounge, etc.
- **To minimize traffic to common areas/classrooms/office visits, call that person on the classroom or office phone first. **(*Physical Distancing*)
- **If you need to have a face-to-face interaction.**
  - Wear your mask. (*Protective Equipment*)
  - Stay 6 feet apart. (*Physical Distancing*)
  - Limit contact to less than 15-minutes if possible. (*Physical Distancing*)
  - Follow directional arrows in office

PLCs:
- Teachers/staff can meet in PLCs face-to-face if they choose to.
- Wear your mask. (*Protective Equipment*)
- Stay 6 feet apart. (*Physical Distancing*)
- Sanitize the area you were occupying before leaving the space using Oxivir/Alpha HP disinfectant and let it air dry.

Office:
- To limit access points, enter by the staff restrooms and exit by the health room.
- Stay 6 feet apart when talking with the office staff. (*Physical Distancing*)
- Before entering the office, sanitize hands using the sanitizer provided in the area.

Staff lounge/Upstairs workroom:
- Before entering the staff lounge/workroom, sanitize hands using the sanitizer provided on the counter at the entrance. (*Hand Hygiene*)
- Stay 6 feet apart. (*Physical Distancing*)
  - If eating at the tables, sit on either end of the table. Tables are taped to show appropriate distancing. While eating, face masks may be temporarily removed.
- Use the sanitizer bottle and paper towels located in the basket to disinfect all areas you touched before leaving the staff lounge. (*Environmental cleaning and disinfecting*)

Downstairs workroom:
- When entering the workroom, sanitize hands using the sanitizer provided on the counter at the entrance to the workroom. (*Hand Hygiene*)
- Only 4 people in the workroom at a time. (*Physical Distancing*)
  - If 4 people are already in the workroom, please wait until someone leaves before entering. (*Physical Distancing*)
  - Practice social distancing by staying 6-feet apart.
- Use the sanitizer bottle and paper towels located in the basket to disinfect all areas you touched before leaving the workroom. (*Environmental cleaning and disinfecting*)
Student Movement

Hallways

Classroom teacher responsibilities
• Monitor entire line while in the hallway including being able to see the front and back of the line at all times. *(Physical Distancing)*
• Must wear mask. *(Protective Equipment)*
• Monitor and remind students to wear their mask. *(Protective Equipment)*
• Teach, monitor, and reteach hallway expectations.
• Stand in doorway at arrival and dismissal to monitor students. *(Physical Distancing)*
• Follow arrival and dismissal routes when moving throughout the building to reduce congestion in support of distancing. *(Physical Distancing)*

Admin. Responsibilities
• Admin will indicate arrival and dismissal routes and communicate them with staff and students to minimize congestion to support social distancing. *(Physical Distancing)*
• Supervision schedules for arrival and dismissal where classroom teachers will be in the hallway to supervise during passing times will be taught and monitored.
• Reteach expectations for students needing reminders as needed.
• Post directional arrows on the floor tiles to indicate 6-foot distancing. *(Physical Distancing)*
• Post “Wear Mask” signs throughout the hallways and doors in the building. *(Protective Equipment)*

Custodial Responsibilities
• Disinfect high touch areas in the hallway routinely. (for example, door handles) *(Environmental Cleaning and Disinfection)*

Student Responsibilities
• Students will walk in the hallways following the directional arrows marked on the floor keeping a 6-foot distance from others and will self-monitor by extending both arms without touching a peer to maintain social distancing.
• *(Physical Distancing)*
• Student must wear a mask. *(Protective Equipment)*
• Student will fully participate in learning and practicing hallway procedures. *(Physical Distancing)*
Restrooms

Classroom Teacher Responsibilities
- Teachers will allow 1 student from their class at a time to the restroom. *(Physical Distancing)*
- Teachers will distribute individual clothespin bathroom passes to each student and teach students how to wear it on their shirt.
- No sign-in/sign-out sheet to reduce exposure through shared materials.
- Teachers will teach model, and practice bathroom procedures with students.
- Teachers will reteach procedures when students need reminders throughout the year.
- Teacher will have the students sanitize hands before leaving the classroom and have students wash their hands using soap and water for at least 20 seconds following the handwashing steps located above the sink in the restroom when finished. *(Hand Hygiene)*

Student Responsibilities
- Students will take their individual clothespin bathroom pass and attach it to their shirt prior to leaving the classroom. *(Physical Distancing)*
- 1 student at a time per class. *(Physical Distancing)*
  - 5th grade students in portables will use the restrooms in the Kindergarten hall.
  - 4th grade students in portables will use the restrooms by the main office.
  - All other classrooms will use the restroom in their hallway.
- Students will walk in the hallways following the directional arrows marked on the floor to the restroom. *(Physical Distancing)*
- Students will enter the restroom to use as needed. If the stalls/urinals are full then students must stand on “stand here” stickers in the bathroom area and wait their turn.
- Student will stand to wash their hands on the “stand here” spots marked on the bathroom floor near the sink. *(Physical Distancing)*
- If 1 student is already washing their hands, students will stand on the “stand here” spots marked on the floor off to the side near the hallway. *(Physical Distancing)*
- Students will wash their hands using soap and water for at least 20 seconds, following the hand washing steps posted above the sink in the bathroom and when they return to the classroom. *(Hand Hygiene)* CDC Hand Hygiene Recommendations
- Student must wear a mask. *(Protective Equipment)*

Admin. Responsibilities
- Admin will post handwashing steps in all bathrooms and above the sink in classrooms. *(Physical Distancing)*
- Admin will place “stand here” spots on the floor to indicate 6 feet distance. *(Physical Distancing)*

Custodian Responsibilities
- Custodial staff have established a cleaning schedule for all bathrooms throughout the day. *(Environmental cleaning and disinfection)*
- Custodians clean bathrooms 3 times a day. *(Environmental cleaning and disinfection)*
Counselor

Classroom Teacher Responsibilities
- Work to provide students with wellness breaks in the classroom if possible to minimize movement in the building.
- Have students take their clothespin pass if going to see the counselor for a pre-arranged appointment.
- Remind students to walk following the arrows marking 6 foot distance on the floor. *(Physical Distancing)*

Student Responsibilities
- Students will follow the arrows marking 6-foot distance in the hallway. *(Physical Distancing)*
- To minimize close contact, visits will be less than 15-minutes. Counselor will log student time-in and time-out.
- Student must wear a mask. *(Protective Equipment)*
Health Room

Overview
The health room will be used for major first aid (head injuries, deep cuts, broken bones, etc.) and medication administration only. Not for illnesses related to COVID-19. Staff will have a small bag of minor first aid items such as: gloves, band aids, small envelopes for loose teeth, etc.

Staff Responsibilities

- If a student needs minor first aid, provide it in the classroom/recess setting using the first aid/mask kit provided. Staff will wear a mask and appropriate PPE for the situation (gloves provided). [Protective Equipment]
  - Contact the health clerk to replenish used first aid supplies/masks.
- If a student needs more than what can be provided in the classroom/playground, call/radio the health room x6393 first or the main office x1630. The health clerk will determine the next steps.
- If a student shows COVID-19 Symptoms let the health clerk know when you call so she can check the students health history and refer to the Health Department flow chart for next steps.

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<td>Cough</td>
<td>Shortness of breath</td>
<td>Fever of 100.4 or higher</td>
<td>Chills</td>
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<td>Headache</td>
<td>Sore throat</td>
<td>New loss of taste or smell</td>
<td>Muscle or body aches</td>
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<td>Nausea</td>
<td>Vomiting</td>
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- Send them to the health room if instructed to do so, and instruct the student to wait on the “stand here” spot to check in.
- If told by the health clerk to “send the student to the “runway,” have the student walk to room 101 near the front entry stairs where an adult will be waiting for them.

Student Responsibilities

- Students needing to see the nurse for major injuries/medication not related to COVID-19 symptoms will follow the arrows marking 6-foot distance in the hallway to the health room. [Physical Distancing]
- Student must wear a mask. [Protective Equipment]
- Student will stop on the “stand here” spot on the floor outside the health room, and wait for the health clerk. [Physical Distancing]
- Student will sanitize their hands using the sanitizer provided before entering the health room. [Hand Hygiene]
- Student will explain to the health clerk why they are there.
- Once admitted to the health room students will follow 6-foot distance from others by sitting on the designated cots/chairs. Only 2 students can be in the health room at a time. [Physical Distancing]
- Student will wash their hands with soap and water for at least 20 seconds before returning to class. [Hand Hygiene]
- Student will walk back to class following the arrows marking 6-foot distance in the hallway. [Physical Distancing]
Health Clerk/Nurse Responsibilities Non-COVID Related
• When staff call/radio, check the student’s history to see if there is an existing health condition that could be causing the symptoms and refer to the Health Department flowchart to determine next steps.
• If the symptoms are not related to COVID-19, have staff member send the student to the health room. (*Physical Distancing*)
  ○ Limit 2 students at a time in the health room.
  ○ If at capacity, notify the staff member to have the student sit on a bench in the hallway marked with a “stand here” spot on the floor.
• Have the student use hand sanitizer before entering the health room. (*Hand Hygiene*)
• Maintain a 6-foot distance using the “stand here” spots on the floor. (*Physical Distancing*)
  ○ Limit 2 students at a time in the health room.
• Determine the need of the student as they check into the health room.
• Follow same procedures for other first aid/medication distribution as in the past. Document the health room visit in Synergy.
• Must wear a mask and appropriate PPE for the situation. (*Protective Equipment*)
  ○ If providing medication requiring aerosolization, wear a fit tested N95 mask. Discuss protocol with school nurse.
• Have the student wash their hands with soap and water for at least 20 seconds before returning to class. (*Hand Hygiene*)
• Send the student back to class reminding them to follow the arrows marking 6-foot distance in the hallway. (*Physical Distancing*)
• Sanitize high touch areas between each student visiting the health room. (*Environmental cleaning and disinfection*)
• Health clerk will wash hands with soap and water for at least 20 seconds after sending students back to class with soap and water. (*Hand Hygiene*)
• Disinfect counters, cots and chairs and the end of the day by spraying AlphaHP. (*Environmental cleaning and disinfection*)

Isolation Room (The Runway)

Health Clerk/Designated Trained Staff Member Responsibilities COVID-Related
• Staff will call/radio to the healthroom.
• If appropriate, have the staff member send the student to the “Runway.” Tell the staff member to have the student walk to “runway,” and have the student walk to room 101 near the front entry stairs where an adult will be waiting for them.
• If the health clerk/office is notified that a student exhibits symptoms of COVID-19:
  ○ Health clerk will notify designated trained staff member of the situation and tell them to go to the Runway.
  ○ Designated trained staff member will put on (gloves, gown, a face shield or goggles, and an N95 mask) and meet student in the “Runway.” (*Protective Equipment*)
    • Limit to 5 students
    • Students will be placed on either side of the barriers to minimize the risk of possible transmission.
    • Health clerk/designated trained staff member will sit in view of all students to monitor students at all times.
    • In extreme cases where multiple students are needing to be placed in the “Runway,” alert office staff that the conference room will need to be set up by closing partition wall to use as a barrier to minimize the risk of possible transmission along with 6-foot distancing between students.
  ○ Designated trained staff member will assess the student’s symptoms to confirm that they’re Covid symptoms and fill out the “Fever Letter.” One copy goes to the parent and one copy goes to the health room for the student file.
  ○ Health clerk will call home and notify admin right away.
  ○ Notify custodial staff to disinfect the “Runway” and classroom after the student has been picked up. (*Environmental cleaning and disinfection*)
Office Staff Responsibilities
- If designated trained staff member isn’t available to supervise “the runway” then the health clerk will cover “the runway” and the office staff will cover the health room.

Admin. Responsibilities
- If notified that a student is showing symptoms of COVID-19
  - COVID-19 response team (principal/assistant principal/nurse/district) will determine next steps as outlined in the Tacoma-Pierce County Health Department Case Response.
- If health clerk/nurse not available, put on PPE and meet student in “the runway.” (Protective Equipment)

Student Responsibilities
- Students with COVID-19 symptoms will follow the arrows marking 6-foot distance in the hallway to “the Runway”. (Physical Distancing)
- Student must wear a mask. (Protective Equipment)
- Students will walk to “the Runway” and wait until the adult tells them to enter in order to minimize the risk of possible transmission.
- If “the Runway” is at capacity a staff member will have the student go to the overflow space in the conference room. Staff will be waiting for the students arrival.
- Student will explain to the health clerk/nurse/admin. symptoms they are feeling.
- Student will stay in “the Runway” until their parent picks them up.
- Student will stay home for the recommended amount of time and/or get a COVID-19 test and provide the results to the school.

Custodial Responsibilities
- Disinfect all areas the student accessed. (Environmental cleaning and disinfection)
  - Spray the toilet seat, flush handle, and door handles after each student uses the bathroom.
  - Chairs or cot and tables used by student will need to be sprayed with Oxivir after they leave.
Arrival Procedures
Arrival Procedures for Small Groups

Goal Statement
• Arrival at Frederickson Elementary School will be efficient, safe, and orderly so that students can enter classrooms fully ready to learn.

Overview of arrival procedure
• Students will arrive at school either from the bus, parent pick up/drop-off or by walking. Once students arrive at school, they will walk directly into the building, sanitize their hands and keep a 6-foot distance between each student as they walk to their classroom. Teachers will be standing outside their classroom door greeting students as they enter, having them put their personal items in cubbies and have students wash hands/sanitize their hands if a sink is not available in the space.

Classroom Teacher Responsibilities
• Teacher will wear their mask. (Protective Equipment)
• After getting off the bus, students will enter the building through their assigned exterior door and walk directly to class. Teachers will be outside their class door greeting students.

• Teacher will ensure students are wearing a mask. (Protective Equipment)

• Teacher will observe students for COVID-19 symptoms unrelated to a pre-existing health condition, and report noticings to the office by calling the health clerk ex. 6393 or main office ex. 6300. (Keep ill people out of school)

• Teacher will ensure students wash their hands upon arrival and ensure they are wearing a mask.

Administrator Responsibilities
• Schedule a walk-a-bout to teach, model and practice arrival expectations with students/staff.
• Monitor to ensure arrival expectations are followed by all students and staff.
• Admin. (or designee) will ensure students are wearing a mask as they get off the bus. If they are not, one will be provided for them. (a basket with masks will be provided to take outside) (Protective Equipment)
• Admin. (or designee) will observe students for COVID-19 symptoms and report noticings to health clerk who will check the student’s health history. (Keep ill people out of school)
  o If a student shows COVID-19 symptoms unrelated to a pre-existing health condition, Admin. (or designee) will radio the health clerk to meet the student in “the Runway”
  o Admin. (or designee) will escort the student to the hallway leading to parent pick/up.
• Admin. (or designee) will ensure students walk directly into the building staying 6-feet apart. (Physical Distancing)
• Admin. (or designee) will ensure that entrance doors are propped open. (Hand hygiene)
Health Clerk Responsibilities
- Have radio available to receive communication from admin. during student arrival.
- Follow Health Clerk responsibilities in “Movement in the Building” section.

Office Staff Responsibilities
- Office staff will be available by radio throughout the day.
- All office staff will be in the office available for staff and family members/guardians.

Student Responsibilities
- Students who ride the bus will exit the bus when told by an adult and enter through designated grade level door.
  - Students will ensure they have their mask on. (Protective Equipment)
  - Students will walk to the building following the path indicated by adults and work to maintain distance by self-monitoring by extending both arms without touching a peer to maintain social distancing. (Physical Distancing)
- Students who are dropped off or walk to school
  - Will wear a mask (Protective Equipment)
  - Will walk to the building following the markings 6-feet apart and enter through designated grade level door. (Physical Distancing)
- Students will sanitize their hands upon arrival into their learning location. (Hand hygiene)
- Students will walk in the building 6-feet apart at all times (marked with black arrow stickers) (Physical Distancing)
- Students will put their personal items in their cubby.
- Students will wash their hands for at least 20 seconds with soap and water following the handwashing steps above the sink or use hand sanitizer. (Hand hygiene)
- Students will not be able to use the drinking fountains and will need to bring a water bottle.

Custodial Responsibilities
- Open the gates prior to arrival times and lock after dismissal.
Students go directly to their class. They will enter through their assigned door. Teachers will be outside their classroom doors greeting students. Staff will supervise to ensure that students are maintaining a 6 foot distancing while walking to their class. As students enter the classroom, they will wash/sanitize their hands, put their belongings away, and sit at their desk.
Recess
Recess Guidelines

Goal Statement
- Recess at Frederickson Elementary School will be efficient, safe, and orderly so that students can have a learning/mask break.

Overview
- Students will have the opportunity to take a break from learning at recess with their cohort in their assigned zones. Students and staff will wear masks unless in the designated mask break zone. Students will follow all recess expectations while engaging in organized activity.

Schedules
- Follow Staggered recess Schedule (Physical Distancing)

Classroom Teacher Responsibilities
- Teachers will walk their students to recess at their assigned start time and will leave recess at their assigned end time
  - Teachers will use the arrival/dismissal route maps to enter/leave the building. (Physical Distancing)
- 2 Recess equipment bags will be in each area to rotate between. Teachers will make sure the correct bag is used, allowing for cleaning time between each use.
- At the end of recess, Teachers will collect the equipment and use Oxivir to disinfect the equipment. Teacher will put the equipment off to the side so the next teacher knows to use the other equipment bag. (Environmental Cleaning and Disinfection)
- Teachers will monitor organized activities that distance students in the zone they are assigned to for that day. (Physical Distancing)
- Teachers will wear their mask. (Protective Equipment)
- Teachers will monitor students to be sure they are wearing their masks unless they are sitting/standing in the designated mask break zone. (Protective Equipment)
- Teachers will encourage students to use the bathroom before and after recess. Bathrooms are closed during recess.
- Bring first aid kits which includes extra masks with you to recess. (Protective Equipment)

Administrator Responsibilities
- Schedule a walk-a-bout to teach, model and practice recess expectations with students/staff.
- Monitor to ensure recess expectations are followed by all students and staff.
- Ensure teachers have equipment needed at recess.
- Ensure student friendly signage is posted and replaced on the playground where needed.
Student Responsibilities

- Students will walk to recess at their assigned start time and will leave recess at their assigned end time.
  - Students will use the arrival/dismissal route to enter/leave the building. *(Physical Distancing)*
- Students will use the class recess equipment tub appropriately in their assigned zone.
- Students will follow the rules of the organized activities led by their teacher, that distance them in the zone they are assigned to for that day. *(Physical Distancing)*
  - Students will follow recess expectations as outlined in the “matrix.”
  - Students will wear their mask unless they are sitting/standing in the designated mask break zone. *(Protective Equipment)*
- Students will take a mask break in the designated mask break zone by standing on a poly spot.

Custodial Responsibilities

- Ensure hand sanitizer is replaced when empty at sanitize stations located at the entrances to the building. *(Hand Hygiene)*
- High-touch surfaces made of plastic or metal such as grab bars and railings, will be cleaned routinely.
Recess Zones

Zones

<table>
<thead>
<tr>
<th>Color</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Big Playground</td>
</tr>
<tr>
<td>Purple</td>
<td>Playshed</td>
</tr>
<tr>
<td>Red</td>
<td>Field</td>
</tr>
<tr>
<td>Yellow</td>
<td>Blacktop</td>
</tr>
<tr>
<td>Green</td>
<td>Small Playground</td>
</tr>
</tbody>
</table>

Students can remove mask in designated area following distance guidelines
**Rainy Day Recess Optional Zones**

![Diagram of school area with zones]

<table>
<thead>
<tr>
<th>Zones</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>½ Gym</td>
</tr>
<tr>
<td>Purple</td>
<td>½ Playshed</td>
</tr>
<tr>
<td>Red</td>
<td>½ Playshed</td>
</tr>
<tr>
<td>Yellow</td>
<td>½ Gym</td>
</tr>
<tr>
<td>Green</td>
<td>Cafeteria</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Students can remove mask in designated area following distance guidelines</td>
</tr>
</tbody>
</table>

Diagram notes:
- Covered Play Shed: No mask required in this area for physical distancing.
- PTA, Restroom, PE, Cafeteria, Right at School Office locations are shown.
Lunch
Lunch Guidelines

Goal Statement
- Meals at Frederickson Elementary School will be efficient, safe, and orderly so that students can enjoy breakfast and lunch and be fully ready to learn.

Overview of Lunch Procedure
- Lunches will be served in the classroom. At their designated lunch start time, students will wash their hands, and get their lunches at the entryway of their classrooms. When students are done eating, they will take care of their lunch trash, clean up their area, and wash their hands.

Supervising Teacher Responsibilities
- Supervisor will wear their mask. *(Protective Equipment)*
- Supervisor will monitor students washing their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink. *(Hand hygiene)*
- Supervisor will monitor students getting their lunch in the entryway of their classroom.
- Supervisor will ensure students are wearing a mask, except when when eating lunch. *(Protective Equipment)*
- Supervisor will ensure food items are not shared.
- When students are done eating, the Supervisor monitors students throwing away their lunch items.
- The supervisor will have the student wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink. *(Hand hygiene)*
- The supervisor will teach, monitor and practice lunch expectations.
- The supervisor will make sure students are ready to transition to their next activity on time.

Administrator Responsibilities
- Schedule a walk-a-bout to teach, model and practice lunch expectations with students/staff.
- Create a lunch schedule.
- Monitor to ensure lunch expectations are followed by all students and staff.
- Admin will ensure lunch is available to students.

Student Responsibilities
- Students will wear their mask. *(Protective Equipment)*
- Students will wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink prior to eating lunch. *(Hand hygiene)*
- Students will wash desk using soap and water before eating.
- Students will pick up their lunch at the entryway of the classroom. *(Hand hygiene)*
- Students will wear their masks, except when eating lunch. *(Protective Equipment)*
- Students will ensure food items are not shared.
- When students are done eating, they will throw away their lunch items.
- Students will wash their hands with soap and water for at least 20 seconds following the handwashing steps posted above the sink after eating lunch. *(Hand hygiene)*
- Students will wash desk using soap and water after eating.
- Students will participate fully in learning and practicing lunch expectations.

Custodial Responsibilities
- Empty trash cans after lunch.
- Disinfect high-touch surfaces students touched to prepare for and clean up after lunch (i.e. sink handles, soap and paper towel dispensers, etc.)
Dismissal Procedures
Dismissal Procedures

Goal Statement
- Dismissal at Frederickson Elementary School will be efficient, safe, and orderly so that students can return home safely.

Overview of dismissal procedure
- Students will disinfect their area in their classroom with sanitation supplies given to them by their classroom teacher (disinfectant wipes or soap and water-students cannot use Alpha HP/Oxivir disinfectant). *(Environmental cleaning and disinfection)*
- Students will be dismissed from school start at 2:55 PM. Classes will be announced over the entercom.

Classroom Teacher Responsibilities
- Teacher will provide supplies for students to disinfect their designated areas. *(Environmental cleaning and disinfection)*
- Teacher will have a list of their students and will know if the student rides the bus, is parent pick-up, or a walker. When the classroom is dismissed, the classroom teacher will dismiss the bus riders to walk to their bus. The parent pick-up students will walk out with their Supervising teacher to the parent pick-up location. Teachers will monitor that students maintain a 6 foot distance from other students waiting for pick-up.
- Once all students are dropped off at their location, check out with admin./designee at busses.

Administrator Responsibilities
- Schedule a walk-a-bout to teach, model and practice dismissal expectations with students/staff.
- Monitor to ensure dismissal expectations are followed by all students, staff and families.
- Supervision begins at 2:55.
- Admin. (or designee) will wear mask. *(Protective Equipment)*
- Admin. (or designee) will check off teachers as they check out indicating all students have been dropped off to their appropriate location.
- Admin. (or designee) will release busses once all teachers have checked out.

Office Staff Responsibilities
- Announce classes to dismiss (1 from each end of the building at a time)
- Office staff will be available by walkie talkie.
- All office staff will be in the office available to staff and family members/guardians.
- Must wear mask. *(Protective Equipment)*

Additional Supervisors
- All supervisors will report to their supervision location at 2:55.
Student Responsibilities
- Students will disinfect their desk with sanitation supplies given to them by their classroom teacher (disinfectant wipes or soap and water - students cannot use Oxivir disinfectant). [Environmental cleaning and disinfection]
- Students will retrieve their personal items on the back of their chair or cubby.
- Students will stand next to their desks and wait for teacher instructions to be dismissed. [Physical Distancing]
- Students will walk to their appropriate dismissal location.
- Students will ensure 6-foot distancing in the hallways as they leave the building. [Physical Distancing]
  - Students in parent/guardian pick up waiting area will stand 6 feet apart and self-monitor by extending both arms without touching a peer.
- Students will wear mask. [Protective Equipment]
- Students will follow all adult instructions as they leave the building.
- Students who ride the bus will enter bus immediately once they are outside.
- Students who are parent pick-up will walk to parent pick-up area and stand on a painted “x” (6 feet apart from each other) and watch for their parents to arrive.

Parent/Guardian Responsibilities
- Parent/Guardians who are picking up their child by vehicle will remain in their vehicle at all times.
  - Parents will not be permitted to park and wait for their child to minimize groupings of individuals and to maintain 6 foot distancing.
  - Parents/Guardians will pull through the parent pick up loop and wait until their child comes to meet them.
  - Parents/Guardians will show their child’s name sign in their front window for the supervisor to read.
  - Supervisor will call the student to meet their parent at their car.
  - Once the student is in the car, parent/guardian will leave immediately.
- Parents/Guardians who walk to pick up their child will maintain a 6-foot distance at all times in the front of the building.
  - Once the student is with the parent/guardian they will leave immediately.

Custodial Responsibilities
- Open the gates prior prior to 2:55.
- Close the gates after dismissal.
Frederickson Elementary Dismissal Traffic Flow

Upper Level

Lower Level

Students go directly to their bus. Staff will supervise to ensure that students are maintaining a 6 foot distancing while walking to their bus. Parent pick-up students will walk out with their teacher and wait at the parent pick-up location. Markings will be out to keep students 6 feet apart.
Dismissal Supervision Locations

Insert table with assignments here
Procedure if a staff member shows COVID-19 Symptoms
Staff With COVID-19 Symptoms

Staff Member Responsibilities
• To prevent ill staff from being in the building, staff will complete the district health attestation each morning. *(Keeping ill people out of school)*
• If the staff member notes COVID-19 symptoms unrelated to any pre-existing health condition in the health attestation before coming in to work.
  ○ Notify principal right away.
  ○ Follow next steps received from admin./nurse administrator.
• If the staff member has COVID-19 symptoms unrelated to any pre-existing health condition while at work.
  ○ Contact admin.
  ○ COVID-19 Response team (principal/assistant principal/nurse/district) will determine next steps as outlined in the *Tacoma-Pierce County Health Department Case Response*.
  ○ Admin. will document information for reference when needed.

Office Staff Responsibilities
• If a staff member contacts the office stating they have COVID-19 symptoms unrelated to any pre-existing health condition, contact admin. Ext. 6389 or (253)722-3431 (cell).

Custodial Responsibilities
• Disinfect all areas the staff member accessed. *(Environmental cleaning and disinfection)*