Shining Mountain Safety Protocols
The Why & How

Why

Process

Bethel School District shared Bethel’s COVID-19 Safety Protocols (aligned to CDC, DOH, L&I) with the Health Department.

To ensure THE Mountain has safety protocols to keep everyone safe and is aligned with Bethel’s COVID-19 Safety Protocols. (Submitted our plans for district review & district risk manager site visit)

Our building’s PBIS Team, Health Team, In-Person small group instructors & support staff have been continually working collaboratively reviewing & enhancing safety protocols and implementing during in-person groups.
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Staff Training on Health and Safety Protocols

Post, Teach, Monitor and Enforce all Health and Safety Protocols

- Key Principles for Layers of Safety
- Wellness screening – Stay home when ill
- Maintaining physical distance
- Appropriate use of PPE
- Hand Hygiene
- Environmental cleaning & disinfecting
- How to handle situations when someone develops signs of COVID-19
Key Principles for Layers of Safety

- Keep ill people out of school
- Use Cohorts
- Physical Distancing
- Hand Hygiene
- Protective Equipment
- Environmental cleaning and disinfection
- Isolation when symptoms are present
Stay Home When Sick

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms.

CDC will continue to update this list as we learn more about COVID-19.

COVID Point Person: Kelly Sumerall

Layers of Wellness Screening

- Attestation Forms (Digital & Paper)
- Arrival supervisors visually screen
- Instructors visually screen
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.
Parent/Caregiver Screener Communication

- Parents will be notified that the Student Wellness Screener is ready to fill out via ParentVue every Wednesday.

- Kelly will generate a report on Thursday & Friday.
  - Families that have not completed the survey will be sent communication reminders on Thursday & Friday.
  - Students that do not have a completed survey for the next week will be sent home with a letter & paper attestations. (Delivered by Kelly when she completes the onsite wellness screening.)

- Kelly will run a report Monday & Tuesday morning identifying students that do not have a completed survey.
  - April will call guardians to verify wellness screener for any students without a completed screener.
  - Kelly will come and ask students to step into the hallway for their wellness screening.

- We need all hands on deck!
  - Attestation QR code at pickup/drop off, wellness screener paper copies available, admin/social worker home visits and reminder messages from classroom teachers.
Wellness Screener Flowchart

Complete Wellness Survey

Yes

Staff will visually screen students throughout the day.

No

Reminder will be sent to guardians on Thursday morning.

Monday & Tuesday mornings students without a completed survey will have an onsite wellness screening.

Cleared

Sent to class

Not Cleared

Guardian Notified

Will wait in the conference room for pickup
Maintain Physical Distance
Post, teach, monitor and enforce building-wide expectations

● Limit close contact with other people. (Within 6 feet)
● Meetings are limited to 15 people distanced 6 feet.
  ○ During meetings all staff must wear masks & 6 feet distance
● Create a ZOOM link for all official meetings.
● Do not gather in common areas: front office, mail boxes, etc.
● Honor 6 feet distance in all common areas.
● Respect room capacities.
Appropriate PPE

When 6 feet of distance can be easily maintained full time or only broken intermittently, in passing, once or twice a day.

- Cloth masks or non-cloth disposable face covering. Update: Bandanas/Gators are not district approved cloth face covers.

When working job tasks that require sustained several minutes of 6-foot distance broken several times a day.

- Face shield with a cloth or non-cloth disposable face covering

Job tasks requiring sustained close-together (less than 6 feet apart) work for more than 15 minutes an hour multiple times a day. (Health Clerk, Nurse, PT/OT, SLP, Self Contained Staff)

- Face shield plus a surgical mask, dust mask, or procedural mask. ADD GOWN IF STUDENT NOT WEARING MASK

Email: Kelly for ALL PPE needs.
Hand Hygiene

Create a Schedule & Routines

Post, teach, monitor and enforce building-wide expectations for hand hygiene.

Wash hands for 20 seconds with soap & water (best option) or use 60% alcohol-based hand sanitizer.

- Wash or sanitize upon arrival and prior to departure.
- Before and after meals or snacks.
- Before and after outside activities.
- After using the restroom.
- After sneezing or blowing nose. (Touching your face)
- After touching shared equipment (copy machine, etc.) & high traffic surface areas (door handles, etc.)

Staff will supervise the use of alcohol-based hand sanitizer by students.
Environmental Cleaning

- Our custodial staff are cleaning high-touch surfaces throughout the building- 3 times a day.
- Custodial staff will disinfect classroom sinks, doors & door handles at the end of the day.
- Custodial staff will have a vacuum schedule
- Classroom teachers will disinfect high touch areas in the classroom at the end of each day such as: desks, keyboards, tables, manipulatives, phones, etc. (Desks will be cleaned after lunch)
- Think about removing cloth items that cannot be sanitized.
- Classroom libraries: Adult monitored system. (Create plan with admin.)

Refill Alpha or Oxivir bottles: email Patti

Keep disinfectant cleaners out of reach of students.
PBIS Conference Room

- While in use this room will be closed (Yellow barrier across door)
- If a student is in the conference room the bathroom across from the conference room will be closed for student use. (Yellow barrier across door)
- Students will be signed in and out of conference room
- Staff & Students will wash or sanitize hands upon entry & exit of conference room
- Trained Staff in the conference room will wear appropriate PPE
- Custodial staff will disinfect the room after each use
Common Areas

Common areas are defined as shared spaces that community, students, and staff may frequently utilize throughout the course of the school day. Post, teach, monitor and enforce building-wide expectations for all common areas.

- Hallways
- Cafeteria
- Gym/Commons
- Staff Lounges
- Front Offices
- Staff Work Rooms
- Library
- Playgrounds and Outside Open Spaces
- Parking
- Bus Staging Areas
- Pick up/drop off areas

Use all of the layers of safety when in a common area.

- Physical Distancing
  - Use visual cues and personal space strategies to maintain 6 feet distance.
- Hand Hygiene
  - After arrival & prior to departure, wash hands for 20 seconds with soap/water or use hand sanitizer.
- Protective Equipment
  - All students, staff & visitors must wear face coverings.
- Environmental cleaning and disinfection
  - Clean all personal dishes, sanitize prior & after use of shared equipment and surface areas.
In-Person Small Group
Student Mask Videos

WHY DO I NEED TO WEAR A MASK?
Expectations Rodeo

Videos Coming Soon:
- Mask Expectations (Student/Parent)
- Bathroom Expectations (Student)
- Recess Expectations (Student)
- Hallways Expectations (Student)
- Lunch Expectations (Student)
- Handwashing (Student/Parent)
- Cough Etiquette (Student)
- Home Screening Protocols (Parent)
- Arrival/Dismissal (Parent)
- Busses (Student)
Classroom with Layers of Safety
Post, teach, monitor and enforce building-wide expectations for classrooms.

- **Physical distancing**
  - Maintain 6 feet of distancing between each student.
  - Assigned student desks must be arranged to face the same direction. Additional desks may be used as additional distance barriers.
  - Utilize visual cues (floor markings - arrows or X using painters tape) to maintain 6ft physical distancing.

- **Protective Equipment**
  - All students, staff, and visitors must wear face coverings when in classrooms.
  - Gators & Bandanas are not district approved face coverings.

- **Hand Hygiene**
  - After entering and before exiting classrooms, wash hands for 20 seconds with soap and water or use hand sanitizer.

- **Environmental Cleaning and Disinfection**
  - Turn desks around (to reduce access to interior), use A/B model for desks if needed.
  - Classroom staff must disinfect desks/tables and high touch surfaces (i.e. phones, keyboards, common items, etc.) at the end of each day.

  [Link](#) Keep bottles out of reach of students. Students may assist with cleaning desks/tables with soap and water.
Map A
This map illustrates how to set up a classroom with student desks with attached chairs. This classroom seats nine students and allows for student desks to be spaced out at least 6 feet apart and turned to face the same direction. Other modifications are added to minimize the risk of spread of the virus that causes COVID-19.
Classroom Expectations with PBIS

SHINING MOUNTAIN
CLASSROOM EXPECTATIONS

BE RESPONSIBLE
- Use kind words and actions
- Whole Body Listening
- Allow your teacher to teach and classmates to learn

BE RESPECTFUL
- Follow directions the first time
- Manage and clean up after yourself
- ALWAYS try and do your BEST!

BE SAFE
- Hands, feet and other objects to self
- Use all materials and tools properly
- Walking feet
Steps to Take if Someone Exhibits Symptoms

1. Call the health room. (Do not send students down)

2. One of health clerks will come to the classroom and screen the student in the hallway for underlying health condition or COVID symptoms.

3. If the student does not have underlying health condition and has possible COVID symptoms:

   The parent/guardian will be contacted.
   The student will wait in the conference room for parent/guardian pickup.

   Admin will communicate with classroom teacher of next steps.
Health Room

The health room is an area where students are seen throughout the day for a variety of reasons: non-COVID-19 ailments, injury and/or to receive medication. Do not send a student down to the health room without prior notification. All COVID related concerns: the health clerk will come to the classroom.

Post, teach, monitor and enforce building-wide expectations for health room visits.

● **Physical distancing**
  ○ Utilize visual cues and personal space strategies to maintain physical distancing.

● **Protective Equipment**
  ○ All students and staff must wear face coverings.

● **Hand Hygiene**
  ○ After arrival in the health room, wash hands for 20 seconds with soap and water or use hand sanitizer.

● **Environmental Cleaning and Disinfection**
  ○ Staff should clean high touch areas between students with soap and water or disinfectant.
Arrival Procedures (Small Group)

1. Students will be directed to a specific color line. Students will stand on the colored x’s spaced 6 ft apart.
2. Staff will conduct visual wellness screens & collect student attestation forms.
3. Students without attestation will move to the Health Clerk’s line and wait on x’s spaced 6 feet apart.
   a. Health Clerk will radio names into office for verification calls.
   b. Health Clerk will walk with students into the hallway outside health room to conduct screening.
   c. Students that are screened & verified will be taken to their classroom.
4. The classroom teacher will take students with attestations to the classroom with a socially distanced line.
   a. Kindergarten will enter through the side door by Foss.
   b. First grade will enter through the front door following EL.
   c. Second Grade will enter through front door behind first grade.
   d. Third Grade will enter through exterior or through door by Mariano.
   e. Fourth grade will use exterior hallways to get to portable.
   f. Fifth grade will use the front door to use the hallway by the kitchen to get to portable.
   g. SPED will use the hallway by FOSS, following behind Kindergarten.
   h. EL will use the front door and will enter first.
Arrival Procedures (Hybrid)

1. Parent Drop Off
   a. Parents have three locations to drop off
      i. Loop, must stay in car
      ii. Entrance to Classic View-Staff will meet students
      iii. Sidewalk at start of parent loop-Staff will meet students
      iv. Parents will not be coming up to or into the building
   b. Students will go to line up areas
      i. K-1 Gym
      ii. 2-3 In front of Gym
      iii. 4-5 To side front of building in front of K-1 windows

2. Bus Loop
   a. Students will be dismissed by grade level off bus and will go to their line up areas (see above)
   b. Staff will direct students to social distance

3. Teachers will pick up students from line up areas and take them to class using multiple entrance options.
   a. K-1 Interior
   b. 2-3 Front Door
   c. 4-5 Side Gate
Dismissal Procedures (Small Group)

1. Teacher will line up students on 6ft distanced step spots in their classrooms.
2. Teachers will lead students in the exact opposite process as arrival.
3. Students will line up on same colored x’s in front of building.
4. Parent pick ups will be sent to cars as they arrive
   a. Parents will be told to remain in their cars.
   b. Students will be sent to walk one at a time unless going to the same car.
5. Teachers will dismiss students to go to busses one at a time starting with the youngest students and moving to the oldest students.
Dismissal Procedures (Hybrid)

1. Teachers will use their exterior exit points to exit to the gate area.
2. Teacher will cue, classes will be let one at a time into the loop to drop off bus students then move with parent pick-up to line up spots.
3. Parents will have 3 options for pick-up
   a. Drive up into the loop-stay in car
   b. Classic View entrance-Staff will meet
   c. Sidewalk at start of loop-Staff will meet
4. Staff on Duty at crosswalk will radio or announce that a student vehicle is available to load.
5. Student will move from their line up spot and go to their car or walking staging point.
Need A Brain Break?

Limit exercise so that it is not strenuous to allow students and staff to continue to wear at least a cloth face covering and maintain at least 6 feet of distance. Clean and disinfect all equipment and tools between users.

- **Physical distancing**
  - Maintain 6 feet of distancing between each student.
  - Close water stations & use individual student water source. (cups or personal bottles)
  - Utilize visual cues and personal space strategies to maintain physical distancing.
- **Protective Equipment**
  - All students and staff must wear face coverings.
- **Hand Hygiene**
  - Wash hands for 20 seconds with soap and water or use sanitizer.
- **Environmental Cleaning and Disinfection**
  - Disinfect all equipment and tools between users.
  - Encourage staff & students to bring their own water bottles.
Student Bathroom Protocols
Post, Teach, Monitor & Enforce

1. Grade levels will be assigned a specific bathroom for use to minimize congestion.

2. Each class will be given 2 plastic ring passes, one boy and one girl
   a. Do not send students at same time. (Stagger times)

3. Each bathroom will have hooks on the wall outside the bathroom (indicating the number of stalls)

4. Students will place their ring on a hook prior to entry.

5. If every hook has a ring then all stalls are in use. (Do not enter)

6. Students will wait on distanced spots outside in the hallway until a student has come out of the bathroom and removed their ring.

7. Students will wash their hands with soap and water at the sinks.
   a. There will be two available distanced sink spots indicated on the floor.
   b. There will be stand spots indicating where someone should use the sink.
   c. There will be additional stand spots placed socially distanced behind the sink spots to show where students should stand and wait until a sink is available.

8. Students will return to class, bathroom ring and key badge pass if used should be sprayed down with disinfectant and left to sit for at least 1 minute prior to use by another student.
Hallways
Post, Teach, Monitor & Enforce

- Stay to the right while walking in the halls.
- Expectations as demonstrated on PBIS matrix to right.
- Expectations posted throughout the hallways.
- Utilize visual cues and personal space strategies to maintain physical distancing.

Hallway Expectations Video to be updated with students once small groups return.
Eating in the Classroom

Post, teach, monitor and enforce building-wide expectations for eating lunch.

- **Physical distancing**
  - Maintain 6 feet of distancing between each student.
  - Desks must be arranged to face the same direction.
  - Students will be sitting at their desk.
  - Utilize visual cues and personal space strategies to maintain physical distancing.

- **Protective Equipment**
  - All students, staff, and visitors must wear face coverings when not eating or drinking.
  - Lunch is not a mask break. Directly after eating, masks go on.
  - Wear appropriate PPE

- **Hand Hygiene**
  - Before and after eating, wash hands for 20 seconds with soap and water or use hand sanitizer.

- **Environmental Cleaning and Disinfection**
  - Before and after eating clean desks.
Lunch Procedures

Post, teach, monitor and enforce building-wide expectations for eating lunch.

1. Lunch will be packed up in the Kitchen in Bins for each classroom.
2. All food will be individually packed.
3. Students will be given a breakfast for the next morning in with their lunch.
4. Bins will be taken to classrooms for K-1, pickup arrangements TBD for 2-5.
5. All students are able to eat lunch for free.
   a. Families are welcome to pack a lunch for their student if that is their preference.
6. To-Go bags for days that students are not in school will be made available. More information on that will be forthcoming.
7. After lunch trash will be placed in trash cans outside of classroom as normal.
8. Bins will be placed on table outside of classroom and will be returned to kitchen for following day.
Recess

Post, teach, monitor and enforce building-wide expectations for student recess.

- **Physical distancing**
  - Maintain 6 feet of distancing between each student.
  - Follow the modified entrance/exit routes to minimize congestion.
  - Utilize visual cues and personal space strategies to maintain physical distancing.
  - Utilize zones for student activities to continue social distancing.

- **Protective Equipment**
  - All students and staff must wear face coverings.
  - Student may remove their masks in the identified mask break areas.

- **Hand Hygiene**
  - Before and after recess, wash hands for 20 seconds with soap and water or use hand sanitizer.

- **Environmental Cleaning and Disinfection**
  - High touch playground areas and common supplies will be cleaned after each recess by the recess supervisors.
Recess

- SME Recess Expectations
- Updated Playground Zones
- Entrance/Exit Procedures
- Schedule
- Recess Rodeo

Coming 1/27/21