



# ENUMCLAW SCHOOL DISTRICT COVID-19 PREPAREDNESS AND RESPONSE PLAN

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## **Enumclaw School District COVID-19 Preparedness and Response Plan**

The Enumclaw School District is committed to providing a safe and healthy workplace for our employees and our learning community. To ensure this and in response to the COVID-19 pandemic, we have developed the following COVID-19 Preparedness and Response Plan. This document is to be posted at each Support Facilities location where Enumclaw School District employees report to work. Supervisors, employees, visitors, and members of our learning community are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires the full cooperation of all parties. Only through this cooperative effort can we establish and maintain the safety and health of our learning community.

### **Section 1 Overview**

#### **Purpose**

In response to the Global COVID-19 pandemic, countries, companies, communities and individuals have been called upon worldwide to make every effort to minimize to the greatest extent possible the risks associated with the transmission and perpetuation of the coronavirus. This document provides guidance to help prevent, mitigate, and respond to the transmission of the coronavirus and provide for a safe and healthy working environment.

#### **Scope**

This document is designed to give clear, concise, consistent direction to essential critical infrastructure personnel working throughout the Enumclaw School District. Due to the fluidity of the events surrounding this pandemic, this document is considered a “living document” and will be updated as conditions change, and as relevant information is provided by local, state, and federal health agencies.

### **Section 2 Roles and Responsibilities**

The Enumclaw School District is committed to ensuring the health, safety and protection of personnel continuing to work through this pandemic, to their families and to the communities in which they live and work. We are each responsible to implement this plan:

**Cabinet** – Cabinet shall continue to monitor the COVID- 19 Pandemic situation and changing dynamics. Cabinet shall remain in contact with all applicable local, state and federal leaders and shall ensure that any new directives given by governing bodies are immediately communicated to and implemented by project teams.

**Principals/Supervisors** – Building principals/supervisors shall help monitor the health of employees and enforce the COVID-19 safety plan. Department and group supervisors shall ensure that all applicable COVID-19 directives and procedures contained in this document are available to and are followed by district personnel, vendors, suppliers, and members of the learning community. If an employee becomes sick at work, their supervisor shall immediately send the individual home, or if the individual is sick enough, call 911 and notify the Site-specific COVID-19 Supervisor. Supervisors

are responsible for ensuring that site specific emergency response plans are in place for each location, and that site specific COVID-19 training has been conducted for all personnel under their supervision. Supervisors will ensure that COVID-19 safety information and requirements such as CDC, DOH, OSH posters and Enumclaw School District specific procedures are visibly posted at their work location.

**Employees** – Employees are responsible for following the procedures contained in this document; for reporting any unsafe or unsanitary conditions; and for immediately self-reporting and self-isolating if they have any illness symptoms. Employees are responsible for helping to maintain safe, clean and healthy work sites.

**Visitors**- It is expected that all visitors of Enumclaw School District facilities will check-in at the front desk of the designated facility, agree to maintain recommended physical distancing, wear a face covering as appropriate and in compliance with King County Public Health Directive dated May 11, 2020, and practice good hygiene and respiratory etiquette. Visitors who are contractors and are members of specific professional associations must follow their association standards.

### **Section 3 COVID-19 General Information**

The most recent information regarding the Coronavirus Pandemic provided by the CDC states: The CDC is responding to a pandemic of respiratory disease spreading from person-to-person caused by a novel (new) coronavirus. The disease has been named “coronavirus disease 2019” (abbreviated “COVID-19”). This situation poses a serious public health risk. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults, and individuals with underlying health conditions.

#### **Symptoms**

COVID-19 Symptoms may appear 2-14 days after exposure and have been described as, but are not limited to:

- Fever
- Shortness of breath
- Dry cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Fatigue
- Headache
- Sore throat
- New loss of taste or smell

**Emergency Medical Conditions** – Severe symptoms described by the CDC as requiring immediate medical attention include but are not limited to:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse

- Bluish lips or face

**How the Virus is Transmitted** - The virus is thought to be spread primarily from person- to-person transmission inclusive of the following:

- People who are in close proximity, generally less than 6 feet, with other people who are infected
- Respiratory droplets produced when an infected person coughs or sneezes which can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- Touching a surface or object that has COVID-19 on it and then touching one's own mouth, nose, or possibly the eyes

**Other Notes** – The following should be considered:

- A person may NOT have a fever and yet still be a carrier of the virus
- People are most contagious on the first day of symptoms, for instance, when they have a fever, shortness of breath, or a dry cough, and are usually contagious 2 days prior to symptoms appearing. Most people are contagious for up to 10 days after they first have symptoms
- Asymptomatic, and mildly symptomatic, individuals can also spread COVID-19
- All types of thermometers may present inaccurate temperature readings; people should also assess themselves for other symptoms of fever, including chills, shaking, headache, fatigue, eye pain, and muscle aches
- Temperature testing does NOT completely ensure there is no communicable disease in the workplace and does entirely not prevent the spread of disease

Supervisors shall remain diligent in making sure that employees are healthy and fit for work and shall report to the site-specific COVID-19 Supervisor any employee who exhibits the above symptoms.

### **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

**ALL** employees who enter Enumclaw School District facilities will be screened for COVID-19 symptoms. Employees will self-screen by taking their temperature and answer specific questions to determine whether they are safe to enter the workplace.

If the answer is **YES** to any of the questions asked, the staff member will go home, continue to monitor symptoms, contact their healthcare provider for further instructions, and follow all self-isolation and quarantine recommendations per Public Health guidelines. The staff member must contact their supervisor with an update.

Supervisors will ensure that employees reporting to work screen themselves daily. All employees are asked to take their temperatures at home prior to arriving at work.

If an employee becomes ill while at work or begins to show one or more of the symptoms of COVID-19, they will be isolated in their workspace until they can be sent safely home, or if the individual is ill enough, 911 can be called. All individuals working in close contact of the affected employee will be asked to self-isolate and monitor themselves for emergent symptoms, pending the results of a COVID-19 test in the sickened employee. After the surrounding workspace has been left undisturbed for 24 hours, a thorough cleaning of the surrounding workspace will be conducted using CDC-approved cleaning items.

Employees must immediately inform their supervisor if:

- They develop symptoms of acute respiratory illness
- They develop symptoms of COVID-19 (fever, cough, shortness of breath, fatigue, muscle aches, new loss of taste or smell, etc.)
- They have a household member diagnosed with COVID-19
- They were in close contact with someone diagnosed with COVID-19

The employee's supervisor must inform the Superintendent or designee, who will initiate a confidential contact tracing, following Public Health Seattle King County guidelines, and collaborate with Public Health officials as needed. The Superintendent or designee will instruct employees on how to proceed according to Public Health Seattle King County guidance.

The Enumclaw School District has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

#### **General Statement of Adherence to Enumclaw School District Policies and Procedures**

The Enumclaw School District is committed to a safe work environment. At all times employees are expected to follow the guidelines in this document, as well as adhere to all applicable district policies and procedures.

### **Section 4 Infection Prevention Measures**

#### **Handwashing**

- Basic infection prevention measures are always being implemented in our workplaces. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their scheduled work shift, prior to any mealtimes, before and after using the bathroom, and after coughing, sneezing, or blowing their nose.
- Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be placed at entrances and strategic locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as the individual's hands are not visibly soiled. District vehicles will be supplied with hand sanitizer.

- Custodial staff will be responsible for ensuring that hand-sanitizer is placed at all building entrances/front office/reception desks, meeting areas such as conference rooms, and high-use areas such as copier and mail rooms.
- Required hygienic practices will be posted in areas visible to all employees and visitors, including: not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

**Respiratory etiquette:**

- Cover your cough or sneeze
- Employees are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees.

**Face Coverings**

In accordance with King County Public Health Directive dated May 11, 2020, all employees are required to wear face coverings over their noses and mouths while inside school district facilities. Individuals should use fabric coverings, such as cloth face masks, scarves, bandana coverings or other material as recommended by the CDC. Cloth face coverings must be worn properly in order to avoid contaminating the hands or face of the user. Before putting on a mask and after removing a mask, an individual should clean their hands with alcohol-based hand rub or soap and water, change masks when moist, and wash after use. While in use, avoid touching the mask. Worn masks may be contaminated with infectious agents.

The following individuals do NOT need to comply with this Health Directive:

1. Babies and toddlers under age 2 should never wear cloth face coverings. Children ages 2-4 are strongly encouraged to wear a face covering.
2. All children ages 5 years & up should wear a face covering unless medically directed to do otherwise.
3. Anyone with a disability that makes it hard for them to wear or remove a face covering.
4. Anyone who is deaf and moves their face and mouth to communicate.
5. Anyone who has been advised by a medical professional to not wear a face covering because of personal health issues.
6. Anyone who has trouble breathing, is unconscious, or unable to remove the face covering without help.

To facilitate and encourage the use of face coverings, the Enumclaw School District will provide each employee up to five face coverings to be used. This does not prevent employees or visitors from using their own face coverings, so long as they are compliant with the County Health Directive.

The school district will further make available disposable face coverings at the entrance to each building for employees to use who have forgotten their cloth face coverings at home.

Staff who are working alone at a location, and do not work at a shared workstation, are not required to wear a cloth face covering while working alone, but must don a cloth face covering when entering or exiting the building, moving about common area, offices, and hallways, or when other staff or visitors enter the area.

Certain circumstances may require alternative protection to be considered beyond the identified acceptable face coverings. In these instances, specific approval must be obtained through the immediate supervisor and Human Resources.

## **Section 5 Engineering and Administrative Controls for Physical Distancing**

### **Physical distancing**

- The Enumclaw School District will adhere to guidelines set forth in the Governor's Safe Start Washington Plan as it pertains to gathering sizes and non-essential travel.
- The District will resume in operations aligned with the Governor's Safe Start Washington Plan and following any modification of phases specific to King County. Prior to district facilities being open to the public, facilities will have employee-only access as various safety and prevention requirements are implemented, reviewed for efficacy and revised.
- In the event of facility closure, notices will be posted for walk-up visitors regarding access to district buildings and include the phone number that visitors can call to determine what services are available.
- Upon entering modified Phase 1, employees may be allowed to begin reporting to work in person. Building capacity shall not exceed 25% of its building capacity and employees who report to work will be required to adhere to the safety requirements in this document. Upon entering Phase 2, building capacity shall not exceed 50% and may be adjusted to include providing in person services.
- All employees and visitors should enter and exit district buildings primarily through either the main or assigned door. Door assignments may be created by principals/supervisors and communicated to individual employees. All employees must sign-in and sign-out as they enter and exit the buildings to support contact tracing and attestation efforts.
- Physical distancing of six feet will be implemented and maintained between employees and visitors in the workplace through the following engineering and administrative controls:
  - Protective, portable plexiglass shields will be installed on all reception desks where interaction with the public is required to protect employees and reduce the spread of the virus.
  - Use of employee break rooms and cafeterias will have limited availability for use to avoid gatherings in groups and to help with physical distancing to slow the possible spread of the virus. Employee breaks and lunches should be staggered when possible to help prevent people from gathering. Any time two or more people meet, 6-feet of separation should be maintained.

- Elevators will be used by one person at a time to ensure proper physical distancing and increase safety efforts.
- Employee workstations, personal protective equipment, phones, pens, computer equipment, offices or other personal work tools and equipment should not be shared and, if used by more than one person, should be cleaned and disinfected between users.
- Furniture shall be arranged to encourage physical distancing, with at least 6 feet between individual seats.
- Arrows may be marked on the floor to help support movement through the building as capacity increases.
- Staircases may be marked as 'up only' or 'down only' to support movement through the building.
- 'X'es may be marked 6ft apart on the floor where employees may need to wait in line to support physical distancing
- Where practical, district vehicles will be used by one employee at a time and ride-sharing will be discouraged to ensure proper physical distancing. If more than one employee must ride in the same vehicle, windows in the vehicle will be opened to promote ventilation.
- Employees and visitors are encouraged to avoid non-essential physical contact such as handshakes and hugs.

Remote working arrangements must be approved by the immediate supervisor and Human Resources. In addition, flexible work schedules, including flexible hours and workdays shall all be considered as potential modifications to support employees in maintaining safety.

## **Section 6 Cleaning, Disinfection, and Ventilation**

Cleaning and disinfection is the responsibility of all employees. Individual employees should regularly disinfect their own workstations and shared tools/equipment at the end of their workday or before others will use their workstation or shared tools/equipment. Employees should use only district-approved disinfecting supplies, including disinfectant spray provided in bottles by custodial staff and disinfecting wipes.

Regular housekeeping practices are being implemented by district custodial staff, including routine cleaning and disinfecting of high touch surfaces in common areas and restrooms. Custodians will disinfect bathrooms 2 times daily, and high-touch surfaces in common areas 3 times daily. If an employee is symptomatic or is diagnosed with COVID-19, their work area will be closed off for 24 hours prior to cleaning. Custodians will wear goggles, N95 or KN95 masks, gloves, and/or disposable gowns as needed depending on the type of disinfectant used and how the disinfectant is delivered.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

The Facilities Department is responsible for and actively ensuring that the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. HVAC system filters will be changed more frequently and higher filtration filters will be utilized.

## **Section 7 Communication and Training**

This COVID-19 Preparedness Plan will be communicated and provided to all employees and all employees will be provided with the necessary training relating to this matter, including relevant district policies and procedures, information about COVID-19 and how to prevent its transmission, relevant sanitization/disinfection, required hygiene practices, requirements to use face coverings, and physical distancing protocols. Additional communication and training will be ongoing through district communication channels and provided to all employees who did not receive the initial training.

Employees are advised not to enter the workplace if they are experiencing symptoms, have contracted COVID-19, or have been in close contact with someone who has tested positive or has symptoms of COVID-19.

This COVID-19 Preparedness Plan must be posted conspicuously throughout the workplace. It will be updated as necessary, upon guidance from local health officials. The District nurse, principals, supervisors, custodial, HR, and facilities department personnel will collaborate on a regular basis and make recommended alterations to the plan as conditions change.

All current employees must complete training as outlined in these guidelines. All new employees shall complete this training as part of Human Resources onboarding processes.

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