

Each building is to appoint a COVID-19 Building Site Coordinator. It is the responsibility of the building's COVID-19 Building Site Coordinator to implement the district and site safety plans and provide guidance and education for their building.

Building: **Goodman MS**

COVID-19 Building Site Coordinator: **Dawn Musgrove, Assistant Principal**

CONTACT INFO: # **253.530.1602** **musgroved@psd401.net**

SCREENING

- Screeners will wear appropriate face mask, face shield, and gloves (gowns are also available).
- Screening stations will be equipped with gloves, hand sanitizer, no-contact thermometers, attestation forms, Visitor's Disclosure and Release forms, and sanitized pens and a pen discard container.
- All completed attestation forms get turned into Dawn Musgrove and kept on file for 28 days.
- Directions and training for screeners will be provided by Covid Site Coordinator

Staff Screening: Only enter through the front doors of the building

All staff members are required to undergo a health screening. Our health tech staffs the main entrance between 7:30-am on weekdays and will perform the health check.

Health Attestation

All staff members are required to complete a health attestation (staff can use the google form and complete online prior to entering the building or use the QR code in the front entrance to immediately link to the attestation). If completing the hard copy, the form needs to include the staff member's full name and the date. The form can be completed prior to arriving at the building. If a staff member answers yes to any of the questions, the staff member is not permitted to enter the building.

Temperature Check

All staff members are required to perform a temperature check, utilizing the no-contact thermometer provided. If the staff member has a temperature of >100.3 , the staff member is not permitted to enter the building.

Staff Screening station will be manned starting at 7:30 a.m. each morning.

Any arrivals outside of that time will need to conduct their own health screening

Health Screening Process

- Put on gloves prior to signing in and taking temperature
- Take temperature with the "no touch" thermometer
- Put completed attestation form and/or release form in the basket
- Use a "clean pen" from the marked cup to sign in and put the "used pen" in the marked cup after
- Throw soiled gloves in garbage can
- If there are not any gloves available, please sign in and disinfect the "used" pen and put in the "clean" cup after

Student Screening:

All students when arriving at school will be met by a staff member who collect attestation forms. Students who arrive late will be met by a staff member at the main entrance. The staff member will perform the health screening for the student before the student can go to his/her class. Student will also be able to grab a to go breakfast bag to eat in their first period classroom.

Health Attestation

All students are required to bring a completed health attestation form. The forms will be made available to parents and can be completed prior to the student's arrival. Staff will attempt to contact parents of students who do not bring the attestation form to them. Students may not be able to proceed to their classroom without the attestation form/parent contact. If the student/parent answers yes to any of the questions, the building will follow the student isolation guidelines and contact the parent.

Temperature Check

All students are required to go through a temperature check prior to entering the building. Staff members will perform temperature checks for all students. A student with a temperature of >100.3 will be isolated from other students/staff and parents will *be contacted*.

All students whether arriving on the bus or being dropped off by parents will maintain social distancing (6 feet) when lining up outside of the building. Students will be in lines clearly marked with social distancing guidelines. Staff members will walk the lines supplying hand sanitizer and collecting attestation forms. Once through the health check, students will proceed immediately to their assigned classrooms. Students will be able to grab a to go breakfast bag and eat in their first period class.

- Currently- Options students are being screened by Options' Staff and met by staff inside the closest doors for temp check and collecting attestation plans.
- After 9/28 – Parent drop off and late students will enter through the main doors.
- Busses in back of school: Students arriving on the bus will arrive in the bus drop off zone. Staff will support students in walking to the appropriate entrance to line up for the health screening.

Students will enter the outside door closest to their classroom (Screening for portable – TBD, may use screening station at the entryway to building closest to their portable, must monitor foot traffic and continually evaluate the safest location possible).

Trained staff will take temperatures at each entrance. Directions and training for screeners will be provided by Covid Site Coordinator.

If a student's temperature check registers 100.4 degrees or higher, discreetly ask the student to follow you outside and request for secondary screening support on the radio. Escort the individual to the isolation room (maintain social distancing) and wait for secondary screener to arrive.

Isolation room(s) are located in the Conference Room in the Office and back up in Portable

Room # 403

All completed attestation forms get turned into Dawn Musgrove and kept on file for 28 days.

Visitor Screening: Main entrance will remain open for district staff and limited visitors.

There will be minimal visitors entering the building. UPS, or Amazon deliveries, for example, will place deliveries just inside the front doors/vestibule area of the building.

The building is closed to all non-district staff, except for those meetings that cannot be done remotely. There are no walk ups. All non-district visitors must make an appt. by calling the main number. They must wear a face mask that covers their nose and mouth. The staff member they are meeting with will meet visitor(s) at the front door, help them sign in, get screened and escort them to an appropriate meeting space using social distancing.

- All visitors should sign in on the visitor's log in the main entrance lobby. Visitors must complete the health attestation form AND Covid-19 Disclosure and Release form prior to accessing the building. Staff will be responsible for escorting their appointment to appropriate meeting space.
- If a visitor answers YES to any of the screening questions or temperature check registers 100.4 degrees or higher, follow the district guidelines indicated on page 2 of the District COVID Safety Protocols document.

Location(s): Visitors' entrance will be located at the main entrance.

Personal Protective Equipment

All staff will be issued PPE appropriate to their contact with students. If you have specific needs, concerns, or supplies are getting low, please contact Covid Site Coordinator.

PPE may include:

- Cloth masks
- Disposable paper masks
- Adult clear mouth masks (for SLP/language needs)
- KN95 masks
- Face Shields
- Non-latex gloves
- Disposable gowns

Cleaning

- Custodians will be cleaning restrooms and common areas routinely several times throughout the day. Cleaning schedules will be posted.
- Custodians will clean and disinfect each classroom nightly, with emphasis on "high touch" areas. The custodian will initial and record the time that each cleaning was completed and will be posted near the classroom door.
- Employees are responsible for cleaning/sanitizing their personal workspaces daily. Each classroom will be outfitted with a "safety kit", with a labeled spray bottle of soap and water, paper towels, and sanitizer, for daily cleaning of their workspace. Gloves are not necessary to wear when cleaning work space but staff may request a box (S,M,L, or XL) from Site

Coordinator. Do not throw away hand sanitizer bottles. If they are empty, custodial staff will refill them for you.

- Workroom, common rooms: Cleaning supplies- wipes, soap/water spray bottles, and papers towels - will be available in each common area. It is the responsibility of each person using the space to clean the materials they handled. Staff are encouraged to use stylus they were given to minimize contact with shared screens.
- DO NOT bring personal cleaning supplies beyond what has been approved for district use.

For more Information:

Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission
(https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf)

Building Safety Protocols:

- ALL staff are required to wear face coverings over their nose and mouth at all times unless working alone in room with a closed door.
- Staff will be provided appropriate PPE based on their job duties, work environment.
- Strive to maintain a 6-foot distance from others at all times.
- Wash your hands frequently and keep your hands away from your face

Staff Common Areas (Workroom, Office, and Lunchroom)

Office and workroom are not open for staff to walk in or through. Please call Angie, Pam, or Denise for any assistance with making copies or gathering supplies; they will place any items either in your box, or will deliver to your classroom. If you must use the workroom, please call and let the office staff know you are coming and please use your stylus or use gloves and clean the items and spaces you worked in when finished. The lunchroom can be utilized to put items in the fridge or to use the microwaves. Please follow the same protocol for cleaning as in the workroom. Clean all areas you come in contact with. In addition, please no eating in the lunchroom.

- Eating should take place with their backs to others who may be in the same room. There should be no talking while eating to reduce the spread of aerosolized saliva. Table space should be wiped down with provided materials by the user when they are finished.
- Staff may eat in their classrooms/offices
- If staff sit in a large open space to eat, they must maintain 6 ft. distance and no socializing/talking while masks are off.
- "Maximum Occupancy" Signs have been placed throughout the building and need to be adhered to.
- Health and Safety Reminder Signs are placed throughout the building.

Student Specific Safety Protocols:

- Classroom expectations are to have masks on at all times. Students seating/desk arrangements and teacher teaching station are placed in locations to allow for social distancing guidelines and protocols.
- Teachers will routinely go over the expectations for safety of self and others when learning and working together following social distancing guidelines and protocols.
- Teachers will model how to properly clean desks
- Students are to remain in their classroom/pods/cohorts and not intermingle with others as much as possible.
- All students age 5 years and older, must wear cloth face coverings (or other acceptable alternatives)

in K-12 settings unless under the age of 5 or meet the few exceptions allowed. If you have concerns, speak with the Covid Site Coordinator.

- Students must keep a safe distance of 6 feet away from others. Floors have been marked to help in areas of potential congestion.
- Direction of foot traffic will be indicated with arrows on the floor. Whenever possible one-way traffic will be used.
- Minimize sharing of items between students. Student manipulatives should be stored in individual containers for the student to use for the week. At the end of the week, these can be cleaned for return for use by another student
- Protocol for health room and when a child becomes sick:
 - Health tech/front office will take temp of student before entering health room.
 - If a student has a fever of 100.4 or higher, or other symptoms listed on attestation forms, student will be placed in the “isolation room” and observed until parent pick up. Additional spaces will be used as needed.

Drop off/Pick-up

Students arriving on the bus will arrive in the bus drop off zone. Staff will support students in walking to the appropriate entrance to line up for the health screening. All students whether arriving on the bus or being dropped off by parents will maintain social distancing (6 feet) when lining up outside of the building. Students will be in lines clearly marked with social distancing guidelines. Staff members will support students in keeping social distance and collect attestations. Once through the health check, students will proceed immediately to their assigned classrooms. Students will be able to grab a to go breakfast bag and eat in their first period class. We may need to consider staggering dismissal and arrival times to ensure social distancing guidelines can be met.

Restrooms

Students will be asked to utilize the bathroom closest to their classroom. We will close every other stall to allow for 6 feet of social distancing. For the smaller bathrooms, we will provide a sign for student to indicate the restroom is being used, along with floor markings to allow for social distancing. Signage is in and outside of bathrooms reminding on the importance and the process for safe handwashing techniques. Staff will go over the expectations for utilizing the bathroom safely.

Classroom Feeding

Staff need to remind students no talking during mealtime when they have their masks are off. Breakfast (Will be eaten in the classroom) (No water fountains will be on in the school, so students will be encouraged to bring a water bottle to school)

Classroom teachers will take a breakfast and lunch count at the beginning of the day. Our food services staff will deliver grab and go brown bags at breakfast and lunch to students who have ordered a meal. Students are encouraged to bring a water bottle with them. Students will be instructed to wash hands or use hand sanitizer before and after eating.

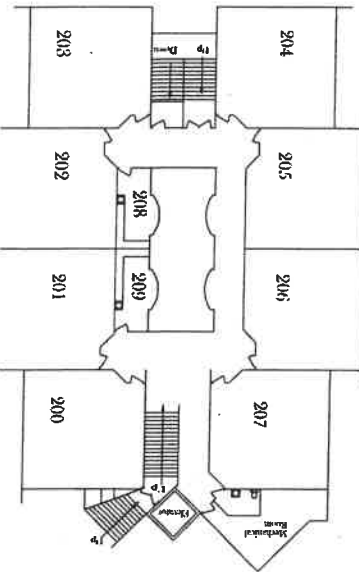
Lunch (30 minutes)

The number of students in the building will determine the way in which the commons will be utilized to allow for social distancing while students eat. When all students are in the building, we may need to create additional lunch periods to accommodate for social distancing. Students will be

allowed to eat and play outdoors, while also following social distancing guidelines. Staff will be assigned to help supervise and remind social distancing guidelines to students in the commons and outside. All students and staff are required to wear masks when outside during lunch.

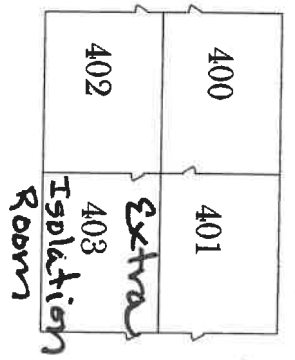
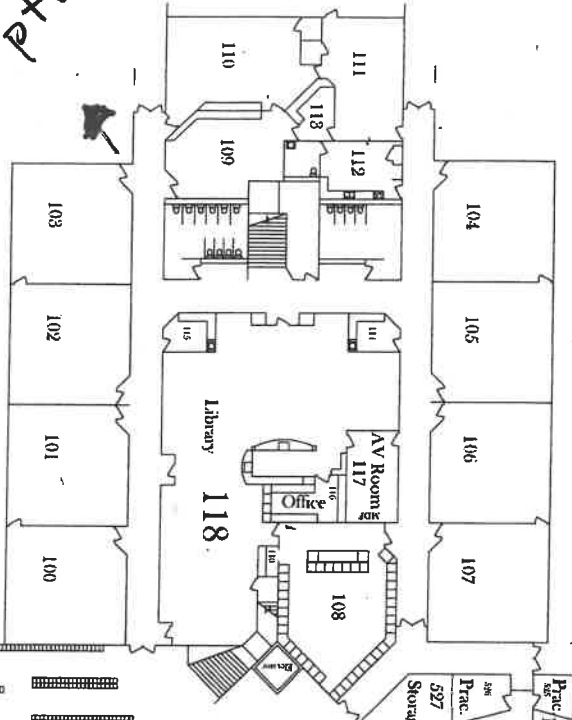
- Staff will assist students in making sure their eating area is clean for lunch.
- Staff will spray each desk with soap and water from labeled bottle provided and student may wipe dry with paper towel.
- This will be repeated after student has finished and discarded their waste.

Bus
Exit
Options

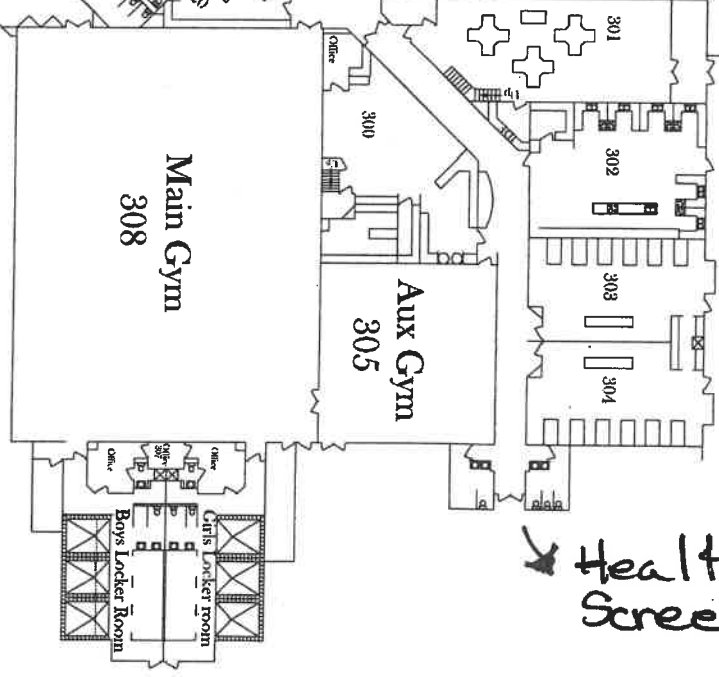


Second Floor

Health
Screening



Health
Screening



Health
Screening

Goodman Middle School