

**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: **Evergreen Elementary**

COVID-19 Building Site Coordinator: **Christy Dalby, Dean of Students**

CONTACT INFO: # **253.530.1332** [dalbyc@psd401.net](mailto:dalbyc@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 the basket at the health screening table 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**

Staff Screening station will be manned starting 7:30-8:30 for certificated staff and before 9am for classified staff each morning at the front entry. After entering the building into the check in station, staff should sanitize hands and then ring the doorbell located above the hand sanitizer in order to alert check in staff to your arrival. Temperature will be taken at this time. Any arrivals before 7:30 a.m. will need to conduct their own health screening.

### Health Screening Process if Arriving Before 7:30 a.m.:

- 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

Attestation forms have been provided for staff to keep at home or in their car. Extra forms are on the health screening table, if needed.

### **Student Screening:**

- All students will be screened prior to entering class.
- Students will turn in a completed attestation form and have their temperature taken.
- Pre-school students will be screened in/at the After Hours entrance on the south side of the library
- Kindergarten students will be screened in/at the north entrance.
- 1<sup>st</sup> grade students will be screened in/at the front entry.
- All completed attestation forms get turned into the basket at the health screening table and kept on file for 28 days.
- 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 inside an office off the reading room. The secondary room is located in the phone booth.

**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](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
- Eating in the staff room is limited to 2 people at a time and should take place at the marked table areas only. Eating should take place with their backs to others who may be in the room using the copier or preparing their food. 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:**

- 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. Pre-K students will be encouraged to wear masks. 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.
- 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.

**Drop off/Pick-up**

- Parent drop off for kindergarten will take place in the south loop. Parent drop off for first grade and preschool will be located in the loop by the library. Students will be escorted to their grade level entrance where they will be screened. Students will then walk to their classroom with supervision.

Parent pick-up students will be escorted in small groups/pods to parent pick-up.

### **Restrooms**

- Students are to remain in their classroom/pods/cohorts and not intermingle with others as much as possible so bathroom use will be restricted when possible to minimize cross traffic.
- Restrooms have been designated with maximum occupancy signs and students should be instructed to adhere to this and maintain 6-foot social distancing when in the restroom.

### **Recess**

- Students will maintain 6-foot social distancing and wearing of their masks during recess.
- Recess areas will be divided into zones, with one class per zone at a time. Zones will rotate periodically.
- Students will wash their hands, or use hand sanitizer under staff supervision, after recess.

### **Classroom Feeding**

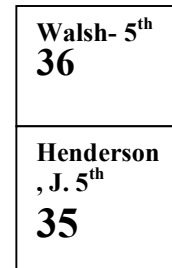
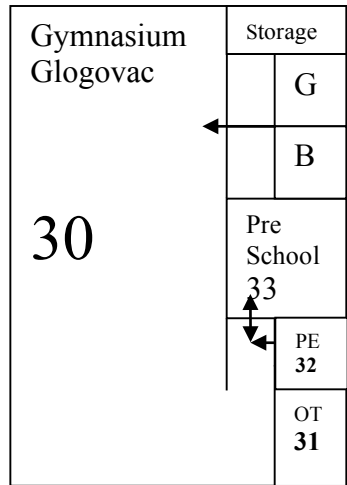
- Staff will assist students in making sure their eating area is clean for lunch.
- Staff will spray each desk with soap and water from labeled bottle provided and student may wipe dry with paper towel.
- This will be repeated after student has finished and discarded their waste.

# Evergreen Elementary

1820 Key Peninsula Hwy S.

Lakebay, WA 98349

253-530-1300



**Key:**

- O = Office**
- N = Nurse**
- P = Principal**
- D = Dean**
- Cust. = Custodian**
- B = Boys Bathroom**
- G = Girls Bathroom**
- K = Kitchen**
- S = Supply Room**

