

Building: **Harbor Ridge MS**

COVID-19 Building Site Coordinator: **Brian Wickens, Assistant Principal**

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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 **Michelle Bowie** 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 7:15 AM-3:45PM. each day.

Any staff 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

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.

Currently: Screening Station-East Entrance (By TRAC Classroom)

After 9/28 –

Parent Drop off in front of school

- All students not riding buses or walking to school will go up the stairs by the outdoor eating area and be screened inside the doors by the band room.

Busses –Regular Bus Zone

- Students will enter through the regular bus zone doors or through the doors at the top of the stairs that lead into the Auxiliary Gym. Entry locations will be determined by bus numbers. More staffed entry points will be added as the number of students attending school increases.
- Trained staff will take temperatures at each entrance.

- All completed attestation forms get turned into **Michelle Bowie** 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*)

Primary Isolation Room is located in the inner office of the Health Room and the secondary Isolation Room will be the Conference Room in the Main Office

**Isolation Rooms must be closed for 3 hours before they can be sanitized and used again*

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

There will be minimal visitors entering the building. UPS or Amazon, 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
- Appliances in staff room have been spaced apart for social distancing and creating a traffic flow pattern to enter and exit.
- Staff may eat in their classrooms/offices or other designated location. 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 room will not be used for eating due to the small size of the room and the need for traffic to flow for those staff members that need to use the microwaves or refrigerators. There is not enough space to accomplish appropriate social distancing
- 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.
- Copy Center- Printing will be done for you and delivered to class or mailbox. If you need to make copies after hours, sanitize all equipment touched w provided materials.
- 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. 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.
- Students should not share items.
- 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 will be dismissed at staggered times to catch buses. (Waiting for protocols from transportation)
- Students being picked up by parents will be socially distanced on the sidewalk in front of the school and wait to be picked 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.

Classroom Eating (If Commons is not an option)

- 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.

WELCOME TO: HARBOR RIDGE MIDDLE SCHOOL!

-  - Student Screening - Bus
-  - Staff Screening
-  - Isolation Rooms

