

# HEALTH & SAFETY PLAN



This plan highlights many of the ways we are modifying operational practices as we reopen school to keep staff and students as safe as possible.

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# INTRODUCTION

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.

There are many regulations surrounding the health and safety of our students and staff. Occupational Safety Health Administration (OSHA), Centers for Disease Control, WA State Labor and Industries, King County Department of Health, Office of the Superintendent of Public Instruction, local ordinances, fire codes, and Puget Sound Educational Service District all play a role in ensuring the safety of our school facilities. The following document summarizes current rules, regulations and/or expectations from these agencies as it pertains to operating safe and healthy school facilities. We hope that this information provides you with clear guidance of what is or is not permissible to ensure student and staff safety. Please work with your Supervisor, Head Custodian, Facilities Supervisor and/or the Director of Business and Operations if you have any questions.

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# SYMPTOM/ ISOLATION ROOM

Each school will have a Symptom Room with chairs spaced 6 feet apart.

- If a student becomes ill with symptoms of suspected COVID-19 they will be placed in the Symptom Room, a surgical mask will replace a cloth mask (or be placed over top of) and contact with parent made to send home immediately.
- Surgical grade masks and face shields for staff working in health room, screening station, isolation room and for students who become ill at school.
- Gloves will be widely available if needed for protection.
- Hand Sanitizer and cleaning supplies widely available.

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# PPE

## **PPE for Staff and Students**

- Students are encouraged to supply their own face coverings. Face coverings/masks will be available to those in need.
- Face coverings/masks will be available for all staff.
- Staff & students responsible for laundering at home.
- Face shields available on site.
- Clear masks and shields available for specialists & staff that work with students that need visual of mouth/lips for learning.
- Washable and/or disposable gowns available for specific staff and health room staff.
- High Risk level PPE for staff working in health room, screening station, isolation room and for students who become ill at school.
- Gloves will be widely available if needed for protection.
- Hand Sanitizer and cleaning supplies widely available.

# CLEANING PROCEDURES

## Cleaning and Disinfecting If Someone Is Sick/Symptom Room

- Close off areas used by sick person.
- Schools do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards and remote controls.

Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

Once area has been appropriately disinfected, it can be opened for use.

- Workers without close contact with the person who is sick can return to work immediately after disinfection.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection. This includes everyday practices that schools and communities normally use to maintain a healthy environment.

# CLEANING PROCEDURES

## Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using Suprox or alcohol wipes. Cleaning reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

## Practice routine cleaning of frequently touched surfaces.

- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places should be cleaned and disinfected before each use.

## High touch surfaces include:

**Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.**

## Disinfect

- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Clean all hard surfaces with district approved products prior to disinfecting.

# CLEANING PROCEDURES

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards.
- Ensure adequate ventilation.
- Use no more than the amount recommended on the label.
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products.
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

- See EPA's 6 steps for Safe and Effective Disinfectant Use.
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. To learn more about reducing asthma triggers:  
[https://www.cdc.gov/asthma/reduce\\_triggers.html](https://www.cdc.gov/asthma/reduce_triggers.html)

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# CLEANING PROCEDURES

## Soft surfaces

For soft surfaces such as carpeted floor, rugs and cloth covered furniture.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Vacuum as usual.

## Electronics

For electronics, such as tablets, touch screens, keyboards and remote controls.

- Consider putting a wipe able cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

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# LAUNDRY

## Laundry

For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions.
- Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves and wash hands right away.

For more information on how to store and wash masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

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# CLEANING/DISINFECTING OUTDOOR AREAS

## Cleaning and Disinfecting Outdoor Areas

Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Sidewalks and roads should not be disinfected.

- Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

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# CLEANING INSTRUCTIONS

## Cleaning Instructions

Regular cleaning staff can clean and disinfect community spaces.

- Ensure they are trained on appropriate use of cleaning and disinfection chemicals.

Wear disposable gloves and masks for all tasks in the cleaning process, including handling trash.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area.

Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a sick person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

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# CLEANING INSTRUCTIONS

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame.
- For children under six years of age, hand sanitizer should be used with adult supervision.
- Always store hand sanitizer out of reach of children.

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

Clean student desks with soap and water before any food is served or use placement.

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# FACILITIES GUIDE

## Covid-19 Guidelines

- Countertops and hard surfaces must be free of clutter to ensure daily disinfection is possible. Please do not leave out food, cups, utensils or other items as they may have disinfectant applied. Thoroughly wash any items left out prior to the next use.
- The majority of personal furniture and appliances will need to be removed from classrooms to ensure we can set up classrooms for socially distant learning as students will need 6 ft. of separation.
- Unnecessary items like fake plants, extra furniture or similar decorating items should be removed to reduce potential touch points and ease cleaning. We want to avoid items that cannot be easily cleaned or that trap dirt, dust and/or moisture.
- Seating must be able to be cleaned and disinfected. Sofas, bean bags, and similar soft seating must be removed prior to students returning to school.
- Custodians will regularly disinfect frequently touched hard surfaces. All Staff will have the option to perform additional disinfecting if they choose. Bathrooms should be cleaned 2 times daily and frequently touched surfaces should be cleaned at least 3 times daily.
- HVAC systems have been adjusted to increase air flow both before and after occupancy. The District will use higher filtration filters to increase particulate filtration.
- Home cleaners and disinfectants are not allowed. The District must maintain SDS sheets on all chemicals used and must ensure training and proper PPE is utilized. Please ask your head custodian for an approved cleaner. Clorox brand wipes or similar wipes are permissible. Please check with your head custodian.
- Current best practices for HVAC and Indoor Air Quality are also good for Covid 19.

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# FACILITIES GUIDE

While on-site, staff members must comply with the following health and safety protocols:

- Complete COVID -19 training(s) as delivered by HR and/or supervisors and strictly adhere to guidance received.
- Conduct daily temperature checks and complete the attestation form upon reporting to work.
- Maintain 6 foot social distancing at all times.
- Wear face coverings over nose and mouth at all times unless they are working alone in a room or work station inside District facilities. Employees who are unable to wear a mask must contact HR to determine other safety precautions. Staff working outside are not required to wear face coverings unless they cannot maintain social distancing.
- Practice good hand hygiene by washing hands frequently. Use a hand sanitizer with at least 60% alcohol if soap and water are not available. Staff should wash hands upon arriving to work, before and after eating, before and after using the restroom, after coughing or sneezing, after blowing their nose, after removing face coverings and when leaving work.
- Practice respiratory etiquette. Cough or sneeze into a tissue. Avoid touching your face, mouth, nose and eyes with your hands. Throw away tissues and wash or sanitize hands immediately.
- Staff must not gather in groups of larger than 5 in common areas unless 6 foot distancing can be maintained at all times.
- Face masks, gloves, hand sanitizer and other necessary safety equipment will be provided by the district. Staff may wear their own cloth masks or face covering. Single layer or bandana style face coverings are not recommended by L&I.

# FACILITIES GUIDE

## Heating and Cooling

- HVAC equipment must be free of obstruction and there must be 36" of clearance. Do not set items on top of HVAC equipment that will block air flow.
- Items may not be stored in electrical and mechanical rooms.
- During the Covid 19 pandemic, based on recent guidance filters will be replaced at a MERV 13 level of efficiency. HVAC systems will be set to increase run times, increase fresh air, and decrease recirculation.

## Indoor Air Quality

- Avoid clutter by removing as many unnecessary dust-collecting items as possible. Put loose items in plastic bins that can be wiped down. Particularly during Covid 19, airflow should be unobstructed and items that trap dirt, dust and particulate should be removed.
- Items hanging from ceiling T-bars must use clips to prevent fraying fiberglass. Remove or clean items when dusty. Items should not hang from ceiling tiles or conduit. Items cannot damage the structural integrity of the ceiling grid.
- Outside doors should have large entry mat barriers (walk-off mats) outside and just inside the door. The mats should provide at least four to seven footfalls.
- Non-district purchased furniture is permissible but must be able to be cleaned and disinfected.
- Area rugs are permissible but must be easily cleaned and cannot trap dirt or moisture.
- Classroom pets or animals are not allowed in classrooms other than on a temporary basis and must be approved by the principal. Animals and their respective storage containers can easily transmit disease as well as contaminate indoor air quality and are highly discouraged.

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# FACILITIES GUIDE

- Hazardous chemicals in laboratories, chemical storages, shops, art rooms, and any other areas need to be properly stored and managed to prevent air contamination.
- Avoid permanent, solvent-based or scented pens, markers, and board cleaners as they produce volatile organic compounds. Use water-based, unscented, crayon-based, or low-odor items.
- Deodorizing sprays, plug-ins, scented candle warmers, scented reeds, candles, incense, therapeutic oils, or potpourris are not permitted as they are produce volatile organic compounds and/or are fire hazards.

In order to ensure facilities stay clean and healthy, please:

- Notify school or district indoor air quality contact or maintenance staff if you detect odors or dust from locations such as shops, copy rooms, science labs, laminators, locker rooms, graphic arts, custodial supply rooms, storage areas, combustion equipment, kitchens, or bus exhaust. Document your concerns.
- Immediately report any water leaks, water stains, damp materials, or unusual odors (such as musty or moldy smells) to maintenance staff.
- Dispose of food wastes promptly in covered containers.
- Don't turn off or block unit ventilators – ask maintenance staff to repair noisy units, control temperatures, and/or control drafts.

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# ROLES & 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. At all times employees are expected to follow the guidelines in this document, as well as adhere to all applicable district policies and procedures. 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 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 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 site specific emergency response plans are in place for each location, and 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.

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# ROLES & RESPONSIBILITIES

**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 selfisolating if they have any illness symptoms. Employees are responsible for helping to maintain safe, clean and healthy work sites.

**Visitors**- Visitors will be limited. It is expected 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.

# ADDITIONAL RESOURCES

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Face Covering/Mask Guidance:

[Washington State Department of Labor and Industries:  
Which Mask for Which Task?](#)

<https://www.lni.wa.gov/forms-publications/F414-168-000.pdf>

## **COVID-19:**

[Centers for Disease Control](#) (CDC), Interim Guidance for Administrators of US Childcare Program and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

[Public Health](#) – Seattle and King County (PHSKC), Coronavirus Disease 2019 (COVID-19)

[K-12 Fall Safety Guidance](#)

[Reopening Washington Schools Q & A for school districts](#)

[Reopening WA Schools Planning Guide](#)

[Enumclaw School District COVID-19 Preparedness and Response Plan](#)

Stay informed. Information is changing frequently. Check and subscribe to Public Health's website ([www.kingcounty.gov/COVID](http://www.kingcounty.gov/COVID)).



[www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu)

Enumclaw School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator

Gerrie Garton  
2929 McDougall Ave, Enumclaw, WA 98022  
(360) 802-7104

Title IX/Chapter 28A.640 RCW Officer  
Civil Rights Compliance Coordinator  
Stephanie Berryhill  
2929 McDougall Ave, Enumclaw, WA 98022  
(360) 802-7113