

October 25 2020

Dr. Shelley Redinger
Superintendent, Richland School District
615 Snow Avenue
Richland, WA 99352

Subject: Third Party Review of Richland School District Readiness for In-Person Learning

Dear Dr. Redinger:

The Richland School District asked NV5/Dade Moeller to provide a 3rd Party review of the district's readiness to receive Kindergarten students for in person learning. Our review covered two phases. In Phase 1 we reviewed the district's protocols and plans for providing personal protective clothing, cleaning and sanitizing, guidance for staff, attestation of health, and steps to take if staff or students start showing symptoms while in school. In phase 2 we physically walked through each school and reviewed to plans for the buildings.

Our phase 1 review included a review of the documents and protocols developed. These were compared to the guidance promulgated by the US Center for Disease Control (CDC), the Washington State Department of Health, and the Benton-Franklin Health District. We found the district's protocols to be consistent with the guidance. We reviewed the cleaning protocols in detail and determined they meet the guidance. The cleaning product being used is a disinfectant and will provide additional assurance of cleanliness. All custodial staff have been trained on the cleaning protocols and criteria for cleaning touch points. It was noted during the phase 2 walkthroughs that hand sanitizer stations are present in all class rooms as well as disinfecting wipes for spot cleaning.

Our phase 2 walkthroughs consisted of meeting with each school principal, yourself, Joan Gribskov, Assistant Director of Human Resources, Richard Krasner, Executive Director of Operations, Jeff Lettau, Director of Facilities & Operations, and Mark Humann, Custodial Supervisor. We asked each principal to walk us through the preparations they have in place for the return of students (and staff). This included:

- The location of health and sick rooms as well as the preparations for assessing and controlling sick students. We also verified that appropriate PPE was available for the nurses and health aides. In all cases, appropriate facilities and PPE were available.
- Protocols and controls for faculty work rooms and lounges. This included controlling the occupancy of each space and controls such as one person per table in the lounge and appropriate social distancing between tables. We made recommendations for changes as appropriate. In all cases, controls were in place.
- We reviewed classroom setups to verify the ability to maintain social distance. We suggested changes where more than one student was at a table. In all cases, solutions were discussed and will be implemented such that each student will have an individual work surface and all will face towards the teacher. We also looked at classroom resources. Individual containers, marked with the students' names, are available to limit the needs for sharing. Cleaning and quarantine of shared items is in place. Library book requests will be done online and the books delivered and picked up by Library staff. There will be no student access to libraries.

- We reviewed protocols and locations for student arrival and release. All schools have designated areas and have placed marks on the ground to visibly remind students to maintain social distance. Students will line up by classroom and will enter the school one classroom at a time to minimize mingling of students. Release will be done in a similar manner.
- Each school is implementing strategies and controls for parent drop off and pick up of the students. We reviewed allowing parents to stand in line with their student, at least for the first couple of days. This should not be an issue as long as the parents are wearing masks and are observing the social distancing controls. While we do not believe parents should be confronted regarding mask use if they are not on school property, we do believe they must use a mask if they are standing in line with their child.
- Protocols were reviewed for use of restrooms. Staff are being assigned to monitor this. Controls are in place to limit restroom use to one or two students at a time and to limit the number waiting.
- Most of the students at the Richland Elementary Schools either walk to school or are dropped off by parents. A limited number of students do ride buses to the schools. Protocols for getting students on and off the buses were reviewed. Each bus will have a designated area where students will disembark and board. There will be lines such that social distance can be maintained. The plan is to load the buses from back to front. Encourage siblings to share seats, and limit occupancy of other seats to one student. Bus drivers have been trained on cleaning protocols such that all buses will be cleaned between runs.
- There are classrooms where it is important for the student to be able to see the mouth of the teacher in order to practice enunciation. The district is purchasing face shields with drapes in order to protect the teachers. The district has Plexiglas shields available that provide additional safety.
- The district will have KN95 respirators and face shields available for staff that are working in high risk exposure situations. The KN95 respirators and face shields are an acceptable substitute until N95 respirators are available. A Respiratory Protection Program is in place to administer the use of these respirators.

We do recommend that each principal have a pre-start walk through with affected staff prior to student arrival on October 28th. We recommend a 5-minute tail gate meeting early on the 28th just as a touch point to assure the principal there are no last minute questions or concerns.

In summary, our review indicates the Richland School District has implemented the health agency guidance and has adequate controls and protocols in place to allow in-person learning in a safe and healthy environment. We were impressed by the ownership of the principals and their staff. There were a number of innovative and creative approaches to the implementation of the protocols.

Please contact me with any questions at steve.bump@nv5.com, or 509.308.6364.

Sincerely,
NV5/Dade Moeller

Stephen L. Bump, CHP, CIH, PMP
Manager, Safety & Health Consulting



November 23 2020

Dr. Shelley Redinger
Superintendent, Richland School District
6972 Keene Road
West Richland, WA 99353

Subject: Preliminary Third Party Review of Richland School District Readiness for Secondary School In-Person Learning

Dear Dr. Redinger

The Richland School District asked NV5/Dade Moeller to provide a 3rd Party review of the district's readiness to authorize in person learning for secondary education students (Middle School and High School). Our review covered two phases. In Phase 1 we reviewed the district's protocols and plans for providing personal protective clothing, cleaning and sanitizing, guidance for staff, attestation of health, and steps to take if staff or students start showing symptoms while in school. In phase 2 we physically walked through each secondary school and reviewed to plans for the buildings.

The results of these reviews are considered preliminary due to the changes coming from the regulatory agencies, ongoing negotiations with the unions, lack of an actual date for re-opening the secondary schools, and the lack of an established daily schedule for the schools and the students.

Our phase 1 review included a review of the documents and protocols developed. These protocols were previously reviewed in preparation for the reopening of the district's elementary schools. These protocols will continue to evolve as the pandemic progresses. Additional changes are likely due to ongoing negotiations with the Richland Education Association.

The current protocols were compared to the guidance promulgated by the US Center for Disease Control (CDC), the Washington State Department of Health, and the Benton-Franklin Health District. We found the district's protocols to be consistent with the guidance. We reviewed the cleaning protocols in detail and determined they meet the guidance. The cleaning products being used are disinfectants and will provide additional assurance of cleanliness. The cleaning protocols and products are identical to those in use at the elementary schools, with the exception of the cleaning schedules. All custodial staff have been trained on the cleaning protocols and criteria for cleaning touch points.

Our phase 2 walkthroughs consisted of meeting with each school principal, Joan Gribskov, Assistant Director of Human Resources, Richard Krasner, Executive Director of Operations, and Jeff Lettau, Director of Facilities & Operations. You were able to attend several of the walkthroughs as your schedule allowed. All walkthroughs were completed on November 19th and 20th, 2020. We asked each principal to walk us through the preparations they have in place for the return of students (and staff). This included:

- The location of health and sick rooms as well as the preparations for assessing and controlling sick students. We also verified that appropriate PPE was available for the nurses and health aides. In all cases, appropriate facilities and PPE were available.
- Protocols and controls for faculty work rooms and lounges. This included controlling the occupancy of each space and controls such as one person per table in the lounge and

appropriate social distancing between tables. We made recommendations for changes as appropriate. In all cases, controls were in place.

- We reviewed classroom setups to verify the ability to maintain social distance. We suggested changes where more than one student was at a table. In all cases, solutions were discussed and will be implemented such that each student will have an individual work surface and all will face towards the teacher. There are exceptions, especially in the science rooms, where work surfaces with sinks are around the perimeter of the room. There is adequate spacing to allow experimental activities at each sink, and all students will actually face the wall.
- We also looked at classroom resources. Cleaning and quarantine of shared items is in place. Where possible, individual student activity kits will be used. Library access was discussed. Plans are in place to limit the number of students in the library at any one time. Returned books will be quarantined a minimum of 48 hours before returning to circulation.
- We reviewed protocols and locations for student arrival and release. All schools are establishing primary entrance and exit points. Buses dropping off students will empty one at a time to prevent congestion. All students will enter through their designated door and proceed to their classroom. Decisions on whether breakfast will be made available for all students are still pending, and may vary between schools.
- Each school is implementing strategies and controls for parent drop off and pick up of the students. These controls are similar to those in place for buses. Many high school students drive themselves to school. They will follow the same process for entering the school.
- Due to the uncertainty of the schedule, controls for lunch have not been finalized at this time. There are multiple options being discussed. The current planning calls for following the model established by the Meade School District in Spokane of having individual chairs at 6 foot intervals for the students to use during lunch. This will need to be refined as controls are finalized.
- Protocols were reviewed for use of restrooms. These are yet to be firmly established. The use of a software application for scheduling rest room breaks was discussed.
- There are classrooms where it is important for the student to be able to see the mouth of the teacher in order to practice enunciation. The district has purchased face shields with drapes in order to protect the teachers. The district has Plexiglas shields available that provide additional safety.
- The district will have KN95 respirators and face shields available for staff that are working in high exposure potential situations. The KN95 respirators and face shields are an acceptable substitute until N95 respirators are available.

We recommend that another review and walkthrough be conducted once a restart date has been finalized and a classroom schedule approved. This will help confirm that adequate plans are in place for traffic flows in the hallways during the passing periods. It will also confirm the adequate controls are in place for lunch times and for occupancy in the restrooms.

We continue to recommend that each principal have a pre-start walk through with affected staff prior to student arrival once re-start is authorized. We recommend a 5-minute tail gate meeting early on the first morning, just as a touch point to assure the principal there are no last minute questions or concerns.

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In summary, our review indicates the Richland School District is implementing the health agency guidance and will have adequate controls and protocols in place to allow in-person learning in a safe and healthy environment. We were impressed by the ownership of the principals and their staff. There were a number of innovative and creative approaches to the implementation of the protocols.

Please contact me with any questions at steve.bump@nv5.com, or 509.308.6364.

Sincerely,
NV5/Dade Moeller

Stephen L. Bump, CHP, CIH, PMP
Manager, Safety & Health Consulting

February 8 2021

Dr. Shelley Redinger
Superintendent, Richland School District
6972 Keene Road
West Richland, WA 99353

Subject: Updated Third Party Review of Richland School District Readiness for Secondary School In-Person Learning

Dear Dr. Redinger

The Richland School District asked NV5/Dade Moeller to perform an additional 3rd Party review of the district's readiness to authorize in-person learning for secondary education students (Middle School and High School). We reviewed your initial readiness in November 2020. This review focused on your updated plans and which included your plans to provide an all-day class schedule including lunch. In our first review, we reviewed the district's protocols and plans for providing personal protective clothing, cleaning and sanitizing, guidance for staff, attestation of health, and steps to take if staff or students start showing symptoms while in school. We also physically walked through each secondary school and reviewed to plans for the buildings. In this review we verified that protocols and PPE use were still in place and we walked through the buildings again with a focus on plans for lunch and for student arrival and departure.

We performed another review of the documents and protocols developed by the district. The current protocols were compared to the guidance promulgated by the US Center for Disease Control (CDC), the Washington State Department of Health, and the Benton-Franklin Health District. We found the district's protocols to be consistent with the guidance. We reviewed the cleaning protocols in detail and determined they meet the guidance. The cleaning products being used are disinfectants and will provide additional assurance of cleanliness. The cleaning protocols and products are identical to those in use at the elementary schools, with the exception of the cleaning schedules. All custodial staff have been trained on the cleaning protocols and criteria for cleaning touch points.

Our phase 2 walkthroughs consisted of meeting with each school principal, Todd Baddley, Assistant Superintendent, Joan Gribskov, Assistant Director of Human Resources, Richard Krasner, Executive Director of Operations, and Jeff Lettau, Director of Facilities & Operations. All walkthroughs were completed on January 14th and 15th, 2021. We asked each principal to walk us through the preparations they have in place for the return of students (and staff). This included:

- The location of health and sick rooms as well as the preparations for assessing and controlling sick students. We also verified that appropriate PPE was available for the nurses and health aides. In all cases, appropriate facilities and PPE were available.
- Protocols and controls for faculty work rooms and lounges. This included controlling the occupancy of each space and controls such as one person per table in the lounge and appropriate social distancing between tables. We made recommendations for changes as appropriate. In all cases, controls were in place.
- We reviewed classroom setups to verify the ability to maintain social distance. In all cases, solutions were discussed and will be implemented such that each student will have an individual work surface and all will face towards the teacher. There are exceptions, especially in the science

rooms, where work surfaces with sinks are around the perimeter of the room. There is adequate spacing to allow experimental activities at each sink, and all students will actually face the wall. We discussed the use of shareable lab equipment and recommendations for sanitizing between classes. We also discussed the possibility of splitting the class such that half the class would do the experiment one day while the other half performed classroom assignments, and then switching the second day.

- Library access was discussed. Plans are in place to limit the number of students in the library at any one time. Returned books will be quarantined a minimum of 48 hours before returning to circulation.
- We reviewed protocols and locations for student arrival and release. All schools are establishing primary entrance and exit points. Buses dropping off students will empty one at a time to prevent congestion. All students will enter through their designated door and proceed to their classroom.
- Each school is implementing strategies and controls for parent drop off and pick up of the students. These controls are similar to those in place for buses. Many high school students drive themselves to school. They will follow the same process for entering the school.
- We reviewed the plans and protocols for providing lunch for the students. The planning calls for following the model established by the Meade School District in Spokane of having individual chairs, desks or tables at 6 foot intervals for the students to use during lunch. We reviewed the lunch room set-up and the traffic flow patterns designed to maintain social distancing. We reviewed the cleaning protocols for the lunch room areas and the amount of time it will take to have it ready for the next lunch period. Some schools are also using their gymnasiums for overflow seating in order to accommodate all students. All schools are using a minimum of two lunch periods.
- Protocols were reviewed for use of restrooms. The passing periods have been shortened and rest rooms will be off limits during these times. Students will be allowed to leave class for rest room breaks using a pass system. RSD is looking at the SmartPass system being used by the Kennewick School District.
- We reviewed traffic flow patterns in the hallways. Reminders are in place for social distancing. Schools are marked with striping in the center of the hallway to remind students to stay to the right. RSD has a “Join the Fight, Stay to the Right” motto in place.

In summary, our review indicates the Richland School District is implementing the health agency guidance and will have adequate controls and protocols in place to allow in-person learning in a safe and healthy environment. We were impressed by the ownership of the principals and their staff. There were a number of innovative and creative approaches to the implementation of the protocols.

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