

Secondary Hybrid Safety Planning Template for Re-Entry to Schools:

HYBRID LEARNING

Puget Sound Skills Center

[Highline Public Schools District Safety Information Link](#)

[Hybrid Guidebook](#)

[Air Circulation Data](#)

Our MOU between HPS and HEA establishes that each school will submit a safety plan 2 weeks prior to any students returning to campus (hybrid or otherwise). Safety plans are to be developed by a safety committee (schools should have a standing safety committee to activate for this task). Please do not develop this plan without input from HEA members and other relevant stakeholders on your campus.

PLAN DEVELOPMENT

You are being asked to articulate your school's plan in 13 key areas (lettered A-M below). Please use the template below to describe your school's planning around each area, using previous Guidelines as appropriate.

School Safety Plan Team Members:

Todd Moorhead, Principal/Director

Dave Estes, Asst. Director

Sisto Pina, Dean of College & Career Success

Jeff Ferry, Counselor

Tony Poplin, SLT leader/Culinary Arts instructor

Teresa Dapiaoen, Financial Specialist

Kevin Blaylock, SLT recorder/Culinary Arts instructor

Katie Asare, PSHS/VITAL lead teacher

Betsy Ainsworth-Grimm, Translation & Interpretation instructor

Jane Judd, Nursing Asst. Instructor

Joe Weiss, Marine Tech Instructor

Dates of Safety Planning Team Meetings:

February 2, 2021

March 2, 2021

March 23, 2021

Dates of Plan Revision:

March 19, 2021

March 30, 2021

Shared with Staff:

March 29, 2021

Date of Safety Planning Team Walkthrough: April 5, 2021 (scheduled)

Date of School Staff Walkthrough: April 7, 2021 (scheduled)

Key	What you must	HPS Guidance and School Plan/Details
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Area	plan for (per the MOU):	
A	Building access points and walking patterns	<p>Upon arrival to campus, all adults (staff and families) and students will wear a mask/face covering. Note that individuals who cannot wear a mask due to medical reason need to provide medical documentation signed by a licensed health provider and see the Administrator for additional guidance.</p> <p>School Entry</p> <ul style="list-style-type: none"> ● The attestation process will be conducted in the Health Sciences Bldg. (HSB). All students will go through an in-person attestation process. ● Once students are cleared to go to class, they will receive a sticker/pass designating that they have been screened/completed attestation. The sticker/pass will be unique for each day to eliminate confusion. ● All staff must complete the attestation process prior to arrival at PSSC or in the Main Office prior to classroom entry. ● Students/visitors who arrive late (HSB attestation closed) will be screened upon arrival at Main Office (if possible, office will be notified by phone), and routines below will be followed ● Students will arrive via bus, car, or foot and come to the HSB prior to entering classroom with proper identification (see 3 sections below). ● All classroom doors will remain secured and only students with identification showing they have cleared the attestation process will be allowed to enter. ● ALL students will enter through designated doors: <ul style="list-style-type: none"> ○ See traffic flow map https://drive.google.com/file/d/1EwRKugOqcv2aFlqtgQm30ipbw_Cerxh8/view?usp=sharing for routes of students from each of the two check-in points ● ALL students will go through the attestation process upon arrival. In order: <ul style="list-style-type: none"> *students will line up to enter the HSB in a socially distanced line. *student will have their temps taken just inside the first door. Students with a temp will be escorted to the Isolation (Yormark) Room. *Students will continue in a socially distanced line to the carpeted meeting area inside the HSB. *Students will go through a manual attestation process with a PSSC staff member. *Students will be given a pass indicating they have cleared the attestation process. *Students will use the pass to enter class. Staff to check each student as they arrive. *It is understood a students attestation pass is good for the entire school day.

Students Arriving by Parent Drop-Off by Car: (front pull through)

- Students arriving by car report immediately to check-in located in the HSB to complete attestation.

Students Arriving by Driving Themselves: (back parking lot)

- Students arriving by driving report immediately to check-in located in the HSB to complete attestation.

Students Arriving as Walkers: (name location of walkers arrival and building entry in your plan)

- Students arriving by walking report immediately to check-in located in the HSB to complete attestation.

Students Arriving by Bus:

- Students arriving by bus report immediately to check-in located in the HSB to complete attestation.

Marine Technology access:

- Students will exit their sending school buses, proceed through the attestation process in the HSB, and then be allowed to board the PSSC Marine Tech shuttle.
- Marine Tech instructor will identify an Isolation Room and any student exhibiting COVID symptoms will be sent to the identified room.
- Marine Tech instructor will immediately call the PSSC Main Office and relate the concern at which point a PSSC administrator will drive to the facility in the PSSC van, pick up the student, and deliver them to the Isolation Room.
- The student's parent will be contacted for pick-up.

Daily Rotation for Arrival and Dismissal:

- Roles are identified daily by office staff and administrator, Dave Estes. Using the template linked here:
- Template created
 - See attached.
 - Daily rotation will be emailed or posted daily
 - Daily rotation will be posted in staff room.
 - Daily rotation will be posted at all check in/screening stations outside

Daily Roles as Required for COVID per KCSPH

- Roles are identified daily by office staff and administrator, Dave Estes. Using the template linked here:
 - **The 4 required roles are:**
 - School COVID coordinator (Dave Estes)
 - COVID co-captains (Jeff Ferry, Sisto Pina)
 - Screening Lead (Teresa Dapiaoen)
 - COVID isolation supervisor (Dave Estes)
 - Attestation coordinators (Kirstin Sullivan, Emily Riggs)
 - Campus directors (Judy Gill, Amy Amundson, Maribel Malagon)
 - Infectious control lead-Celine Hagen, Head Custodian
 - Daily roles will be emailed or posted daily
 - Daily roles will be posted in staff room and by absence board
 - Daily roles will be posted at all check in/screening stations outside

Daily Movement:

- Students will be entering school through designated doors and will enter the building via one of two entries:
- Two doors will remain unlocked during business hours: Main Entry (west end) of HSB, Main Entry of main building. Additional doors that will remain unlocked; PSHS/VITAL hallway (east end only) and courtyard (northwest corner). If student is late check-in at PSSC main office to check attestation spreadsheet and give sticker/pass to be let into class. The screener, after admitting the student will call the students instructor that the student is on their way.
- After entering classroom, all students will:
 - Wear a mask
 - Sanitize hands
 - Go to their socially distanced space in classroom
- Traffic flow is marked on the ground in the outdoor hallways, and in the indoor hallway in building
- See attached visual for traffic flow patterns for arrival and dismissal. (see attached)
- During the day, if students need movement breaks, they follow all traffic flow patterns per signage and will follow COVID protocols.

		<ul style="list-style-type: none"> • Students may utilize outdoor spaces if their teacher brings them outside and are supervised by their teachers and with notification of the office and following social distance and masking guidelines. • Students will be reminded of social distancing practices at dismissal. <p>Signage:</p> <ul style="list-style-type: none"> • Appropriate and profuse signage around campus, both exterior and interior. • QR codes will be place in designated areas for students to easily scan and fill out their attestation. • We have the ability to make our own signs if needed. Have a significant amount of signage ready.
B	Use of shared spaces (e.g., offices, bathrooms, staff rooms), shared equipment (e.g., copy machines, refrigerators), and shared teaching materials (e.g., manipulatives, textbooks, technological devices)	<p>Shared Staff Spaces</p> <p>ALL shared spaces are being sanitized daily by custodian & as needed by staff throughout the day</p> <ul style="list-style-type: none"> • Always wear masks in the building, unless you are in you individual space alone with the door closed • Maintain 6 feet distance • For long periods of time without students (lunch, breaks, planning) please use your assigned work space or remain at a 6 ft distance in other large spaces such as staff room, unused classroom space, meeting areas. • Must use your own space for eating or remain 6ft apart in a properly designated space <ul style="list-style-type: none"> o Designated spaces for eating when staffing and cleaning schedule complete <ul style="list-style-type: none"> ▪ Staff Room ▪ Conference Room A (Green Room). Sink and refrigerator will be available. <p>Bathroom (<i>upon request, bathrooms will be cleaned outside of the hourly schedule should there be an incident in a bathroom that requires additional cleaning</i>)</p> <p>Student Bathrooms</p> <ul style="list-style-type: none"> • Only one student at a time may be in the bathrooms <ul style="list-style-type: none"> o Student waiting spot designated in hallway o Sign in doorway to show bathroom occupied o Individual plans/accommodations for specific students will be designed specifically for the student • Masks must be worn in bathrooms • Custodians will clean bathrooms every hour <p>Assigned Bathrooms for Students by Building/Hall/Region/Pod:</p>

- All student bathrooms will be made available and will include restroom use policies and practices displayed outside the restroom doors.
- Students in Isolation (Yormark) Room will use the restroom in the front foyer. These restrooms will remain locked during the school day and only used for this purpose.

Staff Bathrooms

- Staff will use the current staff bathrooms. Staff can use materials in the bathroom to clean high touch areas after usage if needed.
- Masks must be worn in bathrooms.
- Flip sign over after use (Needs cleaning-RED)
- Custodians clean bathrooms every hour

Staff Room:

- Staff can put food in fridge and use microwaves in staff room
- Communal dishes are not available. Staff must bring their own dishes and utensils.
- Staff can eat in staff room with social distancing and maximum occupancy requirements or in a situation where the staff room is at capacity, staff can use Conference Room A (Green Room).
- Wipe down ALL surfaces touched when done (table, microwave, refrigerator, counter, sink remains empty (no communal dishes or utensils).
- No communal coffee available in the staff room.

Shared Equipment-Copy/Work Room/Mail Room

- Copy machines- Hand sanitizer and sanitizing wipes at all copy machines. Must wipe down the copy machine after use.
- Signage posted for directions for traffic
 - in use/not in use
 - maximum occupancy of copy/work room-2 staff members at one time.
- Main Office off limits for staff-office staff only-traffic through office limited to copy/work room access.
 - If an office visit is needed (use virtual methods if possible)
 - Call office staff first
 - Enter through office front doors and ask questions just inside front door. Side doors to Main Office to remain locked during the school day.

Shared Materials in Classrooms

- Students will not share. Students will have their own materials kept separated in zip-top bags, tubs etc.
 - Each teacher will determine plan for use and cleaning of any shared student materials
 - Staff to communicate with custodian the need for bags or similar for students to store materials that would otherwise be communal in nature (pen/pencils, art supplies, etc.)

Main Office

- Masks must be worn in the main office (as with the rest of the school)
- To access the main office please use front door only, and use virtual methods when possible for office support
- Please approach the front office in the front-do not go past any barriers in the front of the office unless accessing copy machine area.
- Feel free to phone the office whenever possible rather than coming in
- Only office staff are allowed in the main office, except when necessary (accessing copy machine area) and following the expectation about standing in the designated space (behind the plexiglass and on the correct side of the barriers).
- Staff are not permitted to stand in main office doorways. Doors must be opened or closed.

Student Cafeteria (more to come depending on number of students on campus and schedule)

- Dining area for students will be the concrete area of the HSB and the classroom at the east end of the HSB (first floor/Biomed classroom.
- Students will follow marked traffic pattern during lunch. Enter at the west end of the HSB and exit out the east end.

Dismissal Time

See traffic flow pattern for dismissals.

- Staff will review social distancing guidelines with students at dismissal.
- Students will remain at least six-feet apart from each other
- Traffic routes will be labeled

Hallways/Walkways/ Gathering Areas

- Students will remain at least six feet apart from each other.

		<ul style="list-style-type: none"> ● Signage will indicate traffic flow, directions and access points. ● Designated staff will supervise spaces during times of heavy traffic including arrival and departure times. <p>Shared space within the classroom</p> <ul style="list-style-type: none"> ● Staff and students will clean and sanitize as they go (cleaning materials provided) ● Staff will notify the custodian if additional cleaning is needed due to occurrence. ● Remove all common use linens such as pillows, blankets, etc. <p>Nurse/Clinic <i>(PSSC's nursing support will remain a shared schedule. At this time we will have a nurse on campus all day Tuesday and in first session only on Thursday.)</i></p> <ul style="list-style-type: none"> ● Teachers/staff will call the office if a student needs to go to the clinic (all illness symptoms go to the isolation room (Yormark Room) and follow that designated protocol). Students will be escorted to the isolation (Yormark) room. ● Administrator or COVID co-captains will decide on next steps and communicate with the family. ● Teachers/staff may not send students to the clinic at any time, communication from the staff to the office/clinic must happen first and then a plan is put in place. ● The clinic (current nurses office/counseling center) will not be used for students who demonstrate COVID/illness type symptoms and will only have up to 1 student in the room at a time for students that exhibit non-Covid symptoms. ● Items such pillows and blankets are not allowed in these spaces.
<p>C</p>	<p>Building access for volunteers, visitors and other guests</p>	<p>Visitors:</p> <ul style="list-style-type: none"> ● Visitors will need to call the front office at (206.631.7300/7326) upon arrival for an appointment. Front office doors are locked except for the front entry. ● Only HPS employees should be accessing the building, outside of visitors with business occurring in the main office. This includes children and relatives of employees. <p>Only if extremely necessary:</p> <ul style="list-style-type: none"> ● Visitors are to enter through the front doors only where signs are posted to inform of “COVID Signs and Symptoms not permitted in building” ● In the front foyer, there is hand sanitizer and signs reminding visitors of expectation for wearing a mask ● Masks are available for any visitors who do not have one ● All visitors will complete an attestation form on the iPad in the front office or in a paper form

		<ul style="list-style-type: none"> ● Social distancing protocols are labeled and set up in foyer and in all accessible spaces (front office) ● If there are any concerns with the above or refusals to fill out attestation forms, the administrator should be notified ● Visitor bathrooms have been designated as the bathrooms in the front foyer. These bathrooms are to be kept locked and sanitized between each use. <ul style="list-style-type: none"> ○ If a visitor uses the restroom the custodian will be notified to clean the restroom. ○ Visitors are not allowed in any other areas of the school.
D	Staff and student screening and exclusion, and student isolation and supervision if symptomatic at the school site	<p>See also item A</p> <p>Screening:</p> <ul style="list-style-type: none"> ○ Parents/students fill out the attestation form by the start of school (preferably by at least 30 minutes prior to the start). Planning on all students going through attestation when arriving at PSSC. ○ Office Staff will check for the attestation forms completion in the daily completion data and update the Google Sheets in real time. Assigned staff in HSB line will then use Sheets document to confirm students are cleared to receive a colored sticker and proceed to their program classroom. ○ For first 2 weeks, <ul style="list-style-type: none"> ▪ Send daily text/message with the link to the attestation form to families ▪ Office and bilingual para staff will call families that have not completed the form as a reminder to complete attestation form. Separate 'qr' code for PSSC and PSHS. ▪ All students going through attestation when arriving at PSSC. ○ All students will be directed by signage and staff to the HSB for check-in and screening ○ Students will be separated into 2 groups: <ul style="list-style-type: none"> ▪ who has completed the form and who hasn't ▪ One attestation station will be used for those students that have completed attestation (if system works for PSSC) and two will be used for students that have not completed attestation. ▪ Post QR code outside HSB on posts, sign boards, and back parking lot for students to scan to complete their attestation. ○ Appropriate staff (see daily staff assignment sheet) will be first person to screen; ○ Students who do not have attestation and show symptoms: <ul style="list-style-type: none"> ▪ Students will be escorted to isolation (Yormark) room by (Dave, Jeff, Sisto)

- Admin/nurse will call the family to gather more information
- Students will wait until guidance is given for next steps.
- o Once isolation is complete, custodian will be called to clean. HVAC system set at 100% outside air at all times.
- o Reference staff hub resources for screening

Isolation Rooms (recommending 2 isolation rooms for Secondary): Yormark Room-primary, unused offices in Counseling Center-secondary:

- o Only staff with FIT testing for N95 will supervise the student with illness symptoms in the isolation room (Nurse, Admin, COVID co-captains)
 - o Each student will have with them any personal property or needed school supplies to be sent home with them.
 - o Use of the isolation (Yormark) room will be documented in nurses log
- Isolation Protocols:
 - o Notify the office staff via phone if a student is exhibiting symptoms
 - o Staff monitoring isolation room will escort student to isolation room
 - o Administrator/nurse, COVID co-captains will monitor and assist with this process
 - o Office staff will call families requesting family pickup and inform Nurse and Elaine Hunt via phone/email
 - o Students need to be screened in isolation room.
 - o Nurse and/or administrators will make determination for next steps
 - Screeners will be:
 - o Administration, Nurse, COVID co-captains
 - Family pick-up:
 - o Families will call the office when they arrive at school.
 - Staff will bring student out to the car (Admin, nurse, COVID co-captains)
 - Two parking spots in the parking lot will designated for student pick up
 - Signage and cones in designated spots will identify them as student pick up parking only
 - o Staff will give families (COVID packet) copy of quarantine documentation form and flyer for next steps
 - o Parents/guardians must be available to pick up students no later than an hour after contact has been made

		<ul style="list-style-type: none"> o If parents/guardians must come into the building, they are to follow the protocol above for visitors. <p>See also: Health and Safety Slide Deck Jan2021</p>
<p>E</p>	<p>Communication and responses regarding staff or student exposure events consistent with District protocols</p>	<p>Notification to the Office</p> <ul style="list-style-type: none"> • Notify the front office when symptoms occur. Office/ Administration will: <ul style="list-style-type: none"> o Find and notify administration o Notification to family o Notification to custodial staff • Administration will: <ul style="list-style-type: none"> o Remove staff member or student from classroom and find coverage o Notify ILED o Notify Communications Dept. o Contact Elaine Irons-Hunt for guidance <p><u>Additional details:</u></p> <ul style="list-style-type: none"> • There will be COVID info sheets to give to families and staff that show symptoms and what to do next (school nurses creating COVID packet) • There is a COVID reporting tab in Collab to document any positive cases reported to the school, along with the contact tracing from • Names of persons responsible for filling out forms and communicating to administration <p>DOH instruction sheets and Public Health Informational sheets available: What to do if you have a confirmed case, What to do when you have symptoms, and what to do if you have been exposed</p>
<p>F</p>	<p>Responses to staff or student breaches of safety protocols</p>	<p>Preparation for return to school:</p> <ul style="list-style-type: none"> o Grade Level/ houses/content teams (PSSC admin team/COVID team captains) or school (SEL department is creating guides) will create social story, video, etc. to explain PPE and social distancing for students https://hsd.instructure.com/courses/26902/pages/digital-learning-returning-to-in-person o Each student will have a session to teach them about PPE and social distancing and then it will be reviewed on a daily basis to prepare students for returning. As PSSC students come from a number of sending high schools, training will take place o Communication to families around the importance of social distancing practices • First week back:

		<ul style="list-style-type: none"> o Students will be taught/retaught the meaning behind PPE and social distancing with opportunities to practice and reteach with support of the entire school team. <p>Student Protocol Breaches of Safety - see Secondary SEL/Safety Lessons</p> <ul style="list-style-type: none"> • Office Staff will be notified immediately and will notify admin to decide who will: <ul style="list-style-type: none"> o Notify families of the violation o Reteach expectations o Create a plan for student o Administer use of progressive discipline protocols <p>Staff Protocol Breaches of Safety</p> <ul style="list-style-type: none"> • Administration will be notified and a meeting will take place regarding safety protocols <ul style="list-style-type: none"> o Re-watch Safe Schools webinar o Review PPT on mask wearing guidelines o Signature of staff member stating that they understand guidelines o Second offense: Disciplinary action
G	Availability and access to all personal protective equipment (PPE) required for an employee's assignment, including alternative equipment necessary to accommodate student or staff disabilities	<p>All staff must wear a mask, and wear the mask appropriately covering the nose, mouth, and chin. The amount of PPE will be varied depending on role.</p> <ul style="list-style-type: none"> • Negligible Transmission Risk Situations: Requirements—A mask or face covering is not required. Examples of these situations include working alone in a classroom or office, or remote band or choir practices. • Low Transmission Risk Situations: Requirements—A cloth covering that fully covers the mouth and nose <i>or</i> a face shield with a cloth extension attached to the entire edge of the shield is required. Examples of these situations include general group instructional setting; in a classroom or office with 6-foot distancing easily maintained; food service, with 6-foot distancing easily maintained. • Medium Transmission Risk Situations: Requirements—Face shield with a cloth face covering <i>or</i> Non-cloth disposables: dust mask, KN95 or other filtering facepiece respirators, or non-FDA approved procedural masks. Examples of these situations include Small group instructional setting with 6 ft. distancing; Transportation (driver & staff) with 6 ft. distance mostly maintained; Food service with 6 ft. distancing mostly maintained.

		<ul style="list-style-type: none"> ● High Transmission Risk: Requirements—Half-or full-face respirator with filter <i>or</i> powered-air purifying respirator with filter; Industrial use N95, R95, or P95 or non-NIOSH approved filtering facepiece respirator; Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained). Examples of these situations include small group instructional setting without 6 ft. distancing, sustained close contact; transportation without 6 ft. distancing, sustained close contact. ● Extremely High Transmission Risk: Requirements—FDA approved surgical mask or N95 filtering respirator; Elastomeric respirator with filter; Face shield plus a KN95. Examples of these situations include health or isolation rooms. <p>Designated Areas for accessing PPE (Kirstin will coordinate PPE, Teresa will order supplies, PPE stored in staff room area)</p> <ul style="list-style-type: none"> ● Designated office space will have all available PPE for staff members <ul style="list-style-type: none"> ○ All stored PPE is accessed by office staff ○ Staff requests for additional PPE go to office staff (requests for higher level of PPE or specific request goes through the Safety Concern and PPE Request Form Form Here) ● Each staff member has a personal bin of PPE <ul style="list-style-type: none"> ○ Process for replenishing each week, bins returned to the staff room by each staff member on Friday afternoon, refilled by office Monday morning. Staff picks up their bin from the staff room Monday morning.
H	<p>Cleaning schedules and protocols between student or staff use of shared spaces (including classrooms, bathrooms, etc., and access to sanitizing supplies</p>	<p>Cleaning and sanitizing will take place (done by custodial staff) between sessions.</p> <p>Wednesday Cleaning Schedule</p> <p><u>Restroom Cleaning</u></p> <p><i>Electrostatic Machine/Targeted Spraying:</i> <i>An electrostatic sprayer adds an electric charge to the spray droplets so they are naturally attracted to the surfaces being sprayed. Each charged liquid particle is attracted to a surface much like opposite poles of a magnet, or static cling. This targeted spraying results in less wasteful overspray and more uniform coverage. Droplet size is 40-110 microns. Occupancy delays are short with spraying, as you only need to wait until surfaces are dry, usually less than 20 minutes.</i></p>

		<p>Staff will have access to cleaning supplies for their use as needed. Students will assist with cleaning immediate area prior to dismissal, i.e. computer keyboard, mouse, personal desk/chair.</p>
<p>I</p>	<p>Maximum occupancy and air quality standards for rooms in which staff and/or students are expected to work</p>	<p>Maximum Occupancy</p> <ul style="list-style-type: none"> ● Post signs in all designated classrooms, office space, staff rooms, public student bathrooms and all common areas ● For Occupancy: at this time, with estimated amount of students returning, it is understood our classrooms can accommodate all students wishing to return to in-person instruction on the AA/BB schedule. <p>Air Flow</p> <ul style="list-style-type: none"> ● Classroom doors must remain closed at all times ● Specific guidance for PSSC: <ul style="list-style-type: none"> ▪ All HVAC temps will remain at settings on thermostats in each area. ▪ Each HVAC unit will be set at 100% outside air at all times. ▪ HVAC filters will be changed prior to April 19th. ▪ Call custodian if temperature needs adjustment ○ Bathroom Exhaust Fans <ul style="list-style-type: none"> ▪ On at all times ▪ Maintained by custodians ○ Lifebreath Machines <ul style="list-style-type: none"> ▪ None at PSSC at this time. ▪ Not needed to meet ventilation and air quality expectations ▪ If one is available turn on at all times ● Fans can be used by staff members if they want to and should blow away from people ● As it relates to the indoor air quality concerns, HPS recently replaced all the filters and the air handling units are set to industry standards. Air units allows 4 complete air changes in the building, every hour, which is in compliance with industry standards. HPS is in the process of reprogramming the air handling systems to increase the airflow by 5. This additional air flow will increase the hourly air exchange cycle, which will allow outside air to enter the building every 8-10 minutes -vs- every 15 minutes.

		CHECKING WITH HPS MAINTENANCE ON THIS PIECE AT THIS TIME
J	Classroom furniture necessary to implement current public health requirements	<p>Classrooms will be prepared to facilitate learning while promoting social distancing among students and staff.</p> <p>Students will have separate workspaces that can allow adult staff to work next to them if needed for short periods of time.</p> <p>Students will have separate material bins (no sharing of items).</p> <p>Tables are ok if 6 foot social distancing is followed.</p> <p>Desks are ok and need to be shared between M/T and Th/Fr.</p> <p>6 feet is measured from student to students where they sit, not the edge of the table or the desk.</p> <p>Teachers must remove all unnecessary furniture to allow for proper distancing and traffic flow.</p> <p>Spaces not being used for hybrid will be used to store access furniture and equipment</p>
K	Student and staff expectations for handwashing and use of sanitizer	<p><u>Washing/sanitizing hands</u></p> <ul style="list-style-type: none"> ● Upon entry into the classroom or other learning space ● A regular routine for hand washing/use of hand sanitizer will be created and adapted to meet individual student and class needs ● <u>signage</u> <p><u>If staff are wearing gloves</u></p> <ul style="list-style-type: none"> ● Staff will change their gloves and wash their hands each time they switch to work with a different student. ● Paras will be assigned to stay close to one student rather than switching between students to limit the need for changing gloves

		Hand sanitizer will be available at entry points
L	Reporting mechanisms for concerns regarding plan content and compliance	<p><u>Reporting Concerns:</u></p> <ul style="list-style-type: none"> • Staff will report immediate concerns through phone, email, or in-person as soon as possible to the office staff. • For less immediate concerns, they can email Admin (Dave) & COVID Captain (Jeff, Sisto) with concern listed by date, time, area, staff or students involved and specific concern or fill out the Safety Concern and PPE Request Google Form. See PSSC administration for more information. • The Safety Team has a Google document in the Safety folder to document concerns/issues. • Admin will be available by radio, cell phone, as well as office phones. • Admin will address any violation in person or via Zoom.
M	Communication of the building plan and anticipated timing of updates to the plan	<p><u>Communication and Updates:</u></p> <p>Plan placed on Google Drive, link in weekly memos, review in staff meeting as necessary. Hard copies available in common areas.</p> <ul style="list-style-type: none"> • Safety team will meet weekly for the first 2 weeks of students returning • Safety team will meet every other week after the first 2 weeks of students returning. • Plans will be open for changes at any time based on the needs of students and staff. <p>TRAINING REQUIRED BY ALL STAFF:</p> <p>(1)Life Threatening Conditions (LTC) training is now on SafeSchools [10 min - independent]</p> <p>(2)COVID (SafeSchools) - 9 min</p> <p>(3)COVID (with PPE and Practice) - 60 min in-person; need to budget and account for Questions (about 30 min)</p> <p>(4) Walk-through with Safety Team and all School Staff (and classroom/building safety taught to students</p> <p>(5)Family Communication and Safety Plan Engagement</p>

Plan Communication: The Plan will be communicated to employees and the families of students assigned to a District work site at least two weeks before such staff or students

are expected to report to that site. Communications with staff, students and families will be available in the home language of the targets of the communication. Updates or amendments to the Plan may be important as scientific knowledge about the coronavirus grows and guidance from public health authorities is modified. Such changes to the site- specific plan will be communicated to staff and students as soon as they are adopted and effective.

Plan Training: All staff, including substitutes, will be required to complete training on each of the elements in the Plan relevant to the employee's assignment, including opportunities for walk-throughs. All students, including those who enroll after the first day of returning to school, will be taught to comply with each element of the Plan relevant to students. Such instruction shall include, but not be limited to, opportunities to increase and assess student understanding of the protocols before and upon return to school buildings.

Responsibility: Each work site shall have an administrator and an HEA-appointed safety representative (COVID co-captains) who will share responsibility for monitoring, adjusting, and training on the Plan implemented at each site. Drafts of the Plan shall be shared with each site's safety committee (Section 4.8.O of the CBA) prior to publication to staff and students in order to solicit feedback, improvements, and ideas for successful implementation.

Problem-solving Topics: The District and HEA agree to review screening protocols for students, when the opportunity for hybrid models for instruction emerge, to ensure compliance with the latest public health guidance.