



Process, Protocols, Information, Contacts

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# SPS Return to In Person Learning

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# Garfield High School

## Purpose and Use of this Guide for Students, Families, and Staff

This Return to School Operations Handbook has been updated to assist schools in customizing their return to school plans. In the Handbook, you will find what to expect as your community prepares for a return to full-time in-person learning. Once customized, schools can share their plans with staff, students, and families.

The Handbook communicates protocols and processes foundational to return to school: health, safety, operations, instruction, athletics, and community-based partnerships. These protocols and processes have been developed in coordination with multiple Central Office Departments and anchored to guidance from OSPI, the CDC, Washington State Department of Health, Public Health - Seattle & King County, and Labor & Industries. In the Guide you will see internal links for District staff and school leaders to access expanded details related to some protocols or processes. Staff can also find many of these resources in the [Return to School Playbook](#) on MySPS, SPS' internal website. Protocols and processes may be accessed by families and other members of the learning community on [the In-Person Learning Resources](#) site on The Seattle Schools website.

The Guide was initially developed in Spring, 2021 when SPS schools switched from an all-remote learning model to a hybrid in-person/remote model. Since then, public health and the global medical community have learned a lot about the transmission of COVID-19. Some prevention strategies are no longer required by DOH or are no longer needed and are going away for the 2020-21 school year, including Cohort Guidance, the COVID Legal Agreement for Families and Daily Health Screening for Families and Staff.

At the same time new prevention strategies have been added, like COVID Testing and Vaccination Promotion and Verification.

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# Building Safety Team Checklist

Per the MOU, each school will have a Building Safety Team (“BST”) to review and discuss staff safety concerns. This Building Safety Team Checklist is taking the place of the previous COVID Site Safety Plan and is a requirement. Please include the completed checklist as an addendum to the 21-22 School Site Emergency Management Plan by October 1<sup>st</sup>. Prior to the first day of school, the BST, in coordination with their school administrator(s) will do the following tasks:

	Task	Yes	No
1	<b>Receive the building’s HVAC Facility Health Management Scorecard completed</b> by a third-party industrial hygiene firm for validation. Scorecards will be received by each District building the day before the first day of school at the latest.		
2	<b>Confirm an appropriate communication for arrival and dismissal procedures is ready to be distributed to students and parents/guardians.</b> Each school’s plan should contemplate details such as needed staffing, routes, physically distanced waiting areas, etc.		
3	<b>Sustain current hallway markings and directional flow.</b> Develop a communication regarding hallway travel and physical distancing for staff and parent/guardians or verify a communication has been prepared. Confirm a plan to teach students hallway and transition expectations within the first three days of school.		
4	<b>Confirm that common spaces</b> including, but not limited to, lunch/workrooms, shared offices, and copy rooms are set up in a manner consistent with COVID health and safety protocols.		
5	<b>Confirm building entrances</b> that are planned to be used have hand sanitizer, disposable masks, sign-in sheets, and signage related to COVID prevention.		
6	<b>Secure health and safety materials</b> including, but not limited to, no-touch thermometers, disposable gowns, cleaning supplies, masks, face-shields, and District-provided restroom occupancy signage templates. Prepare a clear communication for staff detailing where the materials are located.		
7	<b>Mark restrooms</b> with signage encouraging physical distancing and promoting health and safety protocols such as proper hand washing or confirm that signage is in place.		
8	At least three (3) school days before the start of the school year and conducted during additional working hours, not during TRI Day professional development training, the BST in coordination with their school administrator(s), will:		
8.a	<b>Confirm that a 30-workday supply of cleaning and disinfecting supplies</b> is available for use in all classrooms for shared touchable surfaces.		
8.b	<b>Confirm that two hand sanitizer bottles will be provided</b> that can be refilled or replaced as needed. Each workspace used for student services will have at least one hand sanitizer bottle that will be refilled or replaced when needed.		
8.c	<b>Provide employees with specialized face coverings</b> (e.g., KN95, K95, clear face masks, and face shields) that are appropriate to the work environment, risk level and individual need in accordance with L&I guidance.		
9	<b>Conduct a final safety walk-through to confirm that common spaces including,</b> but not limited to, staff lunch/workrooms, shared offices, and copy rooms are set up in a manner consistent with COVID health and safety protocols.		
9.a	Supervisors will ensure PPE is delivered to decentralized site locations and campuses		

# In Person Learning: Health, Safety, and Operations

**Procedures, Protocols, Processes, and Information**

# Cleaning Procedures and Schedules

## Daily Cleaning

Seattle Public Schools follows the Washington Department of Health, Public Health, and CDC Cleaning and Disinfecting guidelines.

Daily cleaning schedule:

- High touch surfaces/points cleaning and disinfecting occurs each night after students leave and includes but is not limited to the following: doorknobs, door hardware, drinking fountains, stair rails, common areas, desks, tables, light switches, elevator buttons, restrooms, and any other touchpoints in high traffic/common spaces.
- If there is a suspected or confirmed case of COVID-19, Seattle Public Schools will follow the CDC Cleaning and Disinfecting guidelines and communication plan for staff, families, and students.
- Water fountains will be open in schools.

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# COVID Testing and Staying Home When Sick

SPS is excited to partner with the Washington State Department of Health and Health Commons Project to offer free COVID-19 testing at every SPS building. Testing is voluntary, free, painless, and private. This program provides students, staff, and families with quick and highly accurate COVID-19 testing as symptoms arise or following known exposure.

We are starting with diagnostic testing for students and staff with COVID symptoms or who have been exposed to COVID. By implementing diagnostic testing first, we can have an immediate impact in serving our school community and build testing muscle and literacy at the same time. Once we get diagnostic testing launched, it's easier to implement a more robust screening program.

Every school will receive a supply of COVID test kits based on the number of students and staff in their buildings. Covid Test Kits should be stored in the Protected Health Care Room.

Our COVID Test Kits are Molecular/PCR tests that are self-collected with a shallow nasal swab under observation by trained staff. Staff supervising self-administration of the test do not need to be medically trained. The required training takes one hour and will be available via pre-recorded video and live webinar. Building staff who should be trained include:

- The COVID Site Supervisor
- Hourly COVID Health and Safety Support Worker
- The school nurse can voluntarily be trained, but they can only voluntarily support COVID testing
- Other members of the Building Safety Team. SEA-represented staff on the BST will receive a stipend as outlined in the draft MOU proposal with SEA.

When a student or staff member has symptoms of COVID or has been exposed to someone with COVID:

- Isolate them in the Protected Health Care Room
- When you call their parent/guardian, ask if they would like to have their student be given a COVID test
- Once the parent arrives, the test can be given either in the PHCR or in a designated outdoor area or in their car.
- Consent will be given on a computer or iPad (link TBD, by Sept 1)
- The students or parent/guardian administers the test
- Test kit will be assigned to online patient account (use the barcode scanner to assign test kit to the registration/consent)
- Student or parent/guardian collects the test
- Drop off test in lockbox
- Courier picks up test at assigned time, ships to lab
- Lab process results, notifies individual and school district of results within 48-72 hours

Staying home when sick is essential to reducing the spread of COVID-19 infection in schools and the workplace. Staff and students who have symptoms of influenza or COVID-19 should stay home and consult their healthcare provider regardless of their vaccination status. Students who stay home sick will have an excused absence. Schools should ensure that staff are aware that they should also stay home when sick. Staff should not fear loss of pay or loss of employment level but encouraged to prioritize the health of the school community.



# COVID Vaccine Promotion and Verification

Vaccination is the most effective prevention strategy available for allowing schools to resume full-time in-person instruction. COVID-19 vaccines are available to all people ages 12 and older. Schools should promote vaccinations for eligible students, teachers, staff, and families.

**Vaccine Promotion:** To help reduce the barriers to vaccination for families and students, SPS will continue to support school-based and community vaccination events.

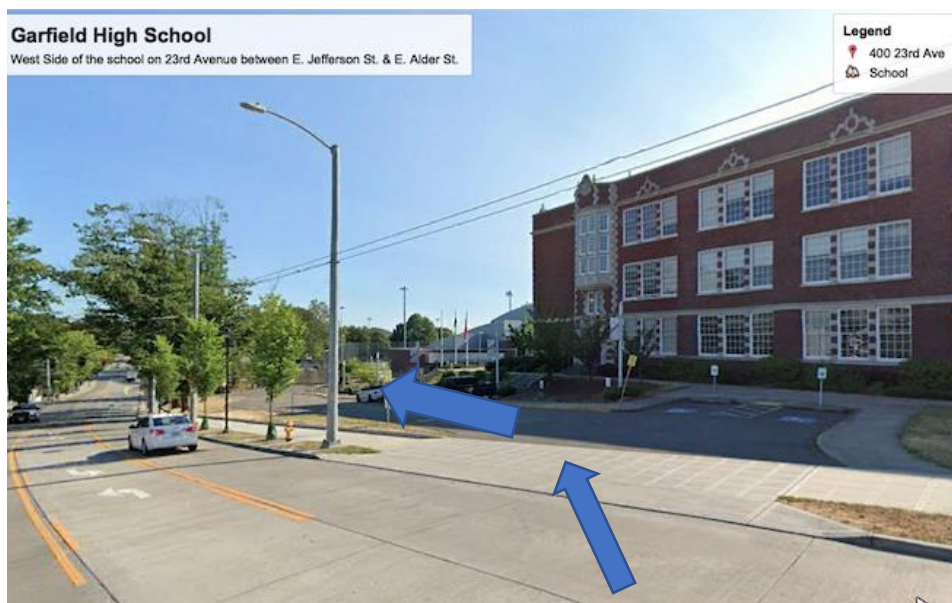
**Vaccine Verification:** DOH <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-105-K12Schools2021-2022.pdf> recommends schools begin verifying student and staff vaccinations. The Washington State Immunization Registry System (WAIS) is a lifetime immunization registry for Washington State residents and will serve as the primary resource for verifying student vaccinations. Staff vaccination status will be verified as required by L&I. Volunteers are required to provide proof of being fully vaccinated using one of the following acceptable forms of documentation:

- CDC vaccination card which includes name of person vaccinated, type of vaccine provided, and date(s) administered, or a photo of the vaccination card
- Documentation of vaccination from a health care provider with the information listed above
- State immunization system record with the information listed above

Staff Vaccine Verification **TBD from HR**

Partner and Volunteer Vaccine verification **TBD from Contracts Department and School & Community Partnerships.**

## Drop-off/Pick-up Procedures



## Drop-Off/Pick-Up Safety Protocols

- The time and location used for students regarding drop-off/pick-up should support state and local physical distancing requirements as described in the SPS COVID-19 Health and Safety Protocols.
- Schools should work to create a plan that either staggers times of drop-offs/pick-ups for different transportation modes and/or separate, for example, bus and family drop-off/pick-up areas.
- Drop off and pick up locations should be clearly identified with signage.
- School staff should be identified to support supervision of the family, alternative transportation provider, and yellow bus drop-off/pick-up locations.

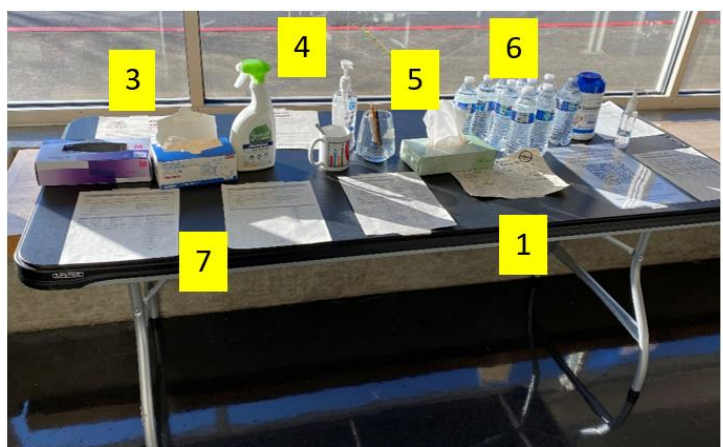
# Entry, Exit, Traffic Flow

Maintaining appropriate physical distancing and limiting the mixing of groups throughout the school day are done to reduce the risk of transmission of COVID-19 in shared areas, including building entry and exit.

## Building Main Entrance Set-Up

The main entrance of every SPS building should be set up with COVID-19 signage and a table with COVID-19 health and safety items. The check-in station provides:

- A location for visitors to sign in and attest to the required health screening.
- Health supplies such as medical masks and hand sanitizer
- Visual reminders of COVID-19 requirements such as physical distancing, face coverings, and hand washing.
- A location for staff to document their presence in the building, in the event that contact tracing is needed. The method for taking attendance is flexible (does not have to be a sign in sheet).



Key:

1. COVID-19 signage (Minimize Risk, Face Coverings, Physical Distancing, Hand Washing)
2. Health Screening Poster
3. Gloves and masks
4. Hand sanitizer
5. Separate containers for clean and dirty pens
7. Health screening sign-in sheet

### Traffic Flow

- When possible, classroom entry and exit times will be staggered to minimize crowds in hallways. This may not be possible in all buildings, especially secondary. Please encourage physical and directional flow.
- To the extent possible, 6 ft of space will be maintained when students walk in the hall.
- Students will follow existing directional signage or staff can teach directional traffic flow habit.

Example:



Students stay to the right in the hallways during transition times, spaced apart from one another in line. Schedules and site maps build in space between classes, to minimize students congregating in large groups in hallways.

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## Health Screening Process for Volunteers and Visitors

SPS students and staff are not required to complete daily health attestations. Visitors and volunteers will still be required to complete daily health attestation through a Microsoft form and a link on the SPS website or using the [QR code on the posters before entering and SPS school/site](#). This option makes the health screening process easier for visitors/volunteers while providing information for our contact tracing team, should this be needed. If the visitor/volunteer cannot complete the daily screening electronically, then a paper health attestation form at each school site can be used.

**The Daily Health Screening process is completed electronically:**

- Visitors/volunteers use the SPS link website link or QR code to complete the daily health screening.
- After completion, an *Approved* or *Not Approved* school/site entry notification will appear on the device.
- An *Approved* notification shows a green “check mark” for approval to enter.
- A *Not Approved* notification gives a red “x” to stop, not enter and stay home and if indicated contact a health care provider.

**Visitors to School** – From Sept. 1, 2021 until Friday, October 29, 2021 – in response to an increase in COVID-19 in our community all SPS parent meetings with educators will be held virtually via TEAMS. We will communicate additional guidance prior to October 29 as SEA negotiations about vaccinations get finalized and as we receive additional updates from Public Health – Seattle & King County and Washington State Labor & Industries. All visitors to a SPS school building must make an appointment and vaccination status must be verified. Regular volunteers supporting school operations are also required to provide proof of full vaccination (e.g., vaccination card). The Athletics Department will follow up with clarification on parents in sporting events for fall. Additional guidance on outdoor events for the 2021-22 school year will also be provided

## Meal Procedures

**For SPS Staff and School Leaders:** [Link more resources on Culinary Services MySPS webpage](#)

Breakfast and lunch will be provided for free for all students at all 104 schools. The structure of lunch may look different at each school in order to follow health and safety protocols. Each school has a unique layout, so each school has developed their own lunch plan using a variety of locations in the school to:

- Maximize physical distancing to the extent possible. (adding lunch periods, using additional spaces indoors and outside)
- When possible, either staggering seats or have them all facing the same direction.
- Maximize airflow to meet DOH guidelines. If the system doesn't meet DOH guidelines, we will add HEPA filters as needed to ensure high-quality ventilation.

In addition, schools will build a common understanding of good habits while eating lunch. To support a healthy and safe lunch, students will be asked to:

- Wash their hands before and after lunch
- Limit time when their mask is off – only temporarily removing their mask when eating and drinking and then putting their mask back on. Directions for students: “Only remove your mask when you are eating and drinking. Pull your mask to the side (unloop one earpiece) when you take a drink or a bite, then put your mask right back on.”
- Use quiet indoor voices while at lunch and limit talking to times when their mask is on

The following guidance provides schools the procedures for ensuring that students have access to meals.

**Grab and Go Meal Procedures and Strategies:**

- Each meal will be packaged grab and go style (breakfast and lunch). This will increase speed of service and make transporting the meals to designated areas easier for students.
- Meal pick-up must be set up and social distancing markers in place during pickup. It is important we maintain 3 feet of social distance during meal service.

**Culinary Services Staff will:**

- Set up meals in the cafeteria for students to pick up and carry to designated area by school administration.
- Daily tally of meals that are served to students.
- Distribute meals to students.

**School leadership is expected to:**

- Designate where meals should be eaten at your school site.
- Building plans may include eating in classrooms, when instruction is not taking place
- Monitor students who eat meals at your school site.

**Physical Distancing:**

- Students and staff should remain at least 3 ft apart in areas that can become crowded (e.g., Standing in line) and while eating by providing physical guidance such as tape or graphics on the floors or walls.
- Mark 3 ft of distance indicating seating.
- Students seated will face the same direction or be staggered and not directly across from each other.
- Dedicated and consistent supervision must be provided by school staff based on building capacity including classroom teachers. Every school has received additional part-time hourly COVID support staff.

**Lunch**

Garfield has one lunch period. To encourage social distancing, students can eat in the lunchroom, gym foyer, hallways, common areas, and outdoors.

# Physical Distancing Protocols and Classroom Adjustments

Physical distancing is a key principle for reducing the transmission of COVID-19.

## **Protocol:**

Physical distancing recommendations will be followed in accordance with Washington State Department of Health (DOH) [K-12 Schools Fall 2021-22 Guidance](#). Maintain physical distance of three feet or more between students in classroom settings to the degree possible and reasonable, that allows for full-time, in-person learning for all students. A school's ability to do so will depend on students' ages, developmental and physical abilities, and available space.

Strategies that will be used to support physical distancing **in classrooms** include the following:

- Student desks/tables will be spaced 3 feet apart to the extent possible
- Desks/tables will face the same direction when possible
- Students will have assigned seating, when possible
- Teacher workstations will be arranged to provide at least 6 feet of distance from the first row of students per L&I guidance.

There are times when distance between students should be maximized to the extent possible:

- In common areas outside the classroom, such as hallways.
- Whenever a mask cannot be worn, such as eating lunch.
- During activities when increased exhalation or aerosolization occurs, such as PE or exercise, singing or playing instruments, and cheering or shouting. These activities should be moved outdoors or to large, well-ventilated spaces whenever possible.

Additionally,

- Higher levels of Personal Protective Equipment (PPE) may be necessary in certain situations, such as when maintaining physical distancing is not feasible
- Directional signage may mark traffic patterns throughout school sites and students will also be instructed on patterns flows and expectations.
- Create schedules for use of any shared spaces

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# Physical Distancing Classroom Checklists

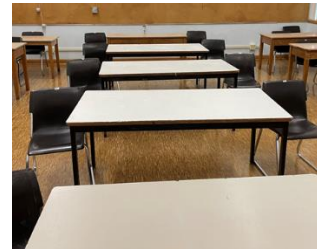
## Distancing Setups in Classrooms –

**Per Washington State OSPI, SPS is required to provide in-person, full-time learning to all PreK-12 students in 2021-22. Recommended physical distancing should be maintained to the extent possible, but the priority making sure all students can attend in-person school.**

To the extent possible classrooms should be set up to do the following:

- Distance tables/desks 3 feet from each other.
  - Measure single desks center to center, larger tables edge to edge.
  - Increase spacing when available.
- Prioritize having all students facing towards the front of the classroom.
  - Seating should be staggered to limit facing each other directly.
- If you have double desks in your classroom, consider:
  - Can students sit at the corners of double desks (facing forward)
  - In places where this is not possible, the keep pairs of students in assigned seats so that they are considered close contacts

### Examples of Ways to Set Single and Double Desks



- In many schools, art rooms have big tables and it is not possible to fit all the students in a classroom and have kids not facing each other.
  - Can you move some students away from tables?
  - Could the elementary visual art teachers go into the classroom?
  - Can you move art outdoors at times?
- To the extent possible, leave at least 6 feet in the front of the classroom before the first student tables.

### Kidney Tables/Small Groups:

- At this time, due to high COVID transmission and hospitalization rates, do not use kidney tables or other furniture for small groups where students are closer than 3-feet apart or facing each other.

### Carpets:

- Carpets should not be used for full class instruction as physical distancing is not possible
- Carpets may be used for small group instruction if physical distancing and other health protocols can be maintained (e.g., not facing each other directly)

### **Furniture in Classrooms**

Furniture returning to classrooms from storage/containers:

- Area rugs for the front of the classroom
- Student chairs
- Single desks
- 2-student desks
- Round tables and large rectangle tables only if there aren't enough surplus single desks already on site to use.

\*Pre-K classrooms can use whatever tables they had before the pandemic. Group tables in these rooms do not need to be included on the master list. Pre-K uses DOH childcare guidance.

Furniture to remain in storage:

- Soft seating
- Extra tables or couches that aren't needed for the main student setup in classrooms or would impact ability to use physical distancing.
- Extras like play kitchens and other items that take up lots of space. The classroom space needs to be prioritized for student desks/tables.

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# Playground and Recess Protocol

## Outdoor Recess and Playground Protocol

- Students will use designated exit and entrance
- Face coverings must be worn when outside
- Recess times will be staggered and follow physical distancing protocols
- Seek to maximize physical distancing with the goal to maintain distance of 6 feet between students to the degree possible or reasonable.
- Supervision must be provided by school staff based on building capacity.
- Students should wash hands before and after recess.
- One class at a time should use the large outdoor play equipment to reduce congregating. The outdoor play equipment will not be cleaned.
- Outdoor equipment can be shared between mixed groups of students.

## Use of indoor spaces when weather requires:

- If students need to have recess indoors in their classrooms due to weather restrictions, then physically distancing of 3 feet or the extent possible should be followed.
- Encourage activities like coloring, games and puzzles that do not increase exhalation (like singing, shouting, exercise).

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# PPE: Face Coverings

Correct use of cloth face coverings or masks helps prevent the spread of COVID-19 and is required when indoors or outdoors at K-12 facilities for all school personnel, students, and visitors. Cloth face coverings act as a barrier to preventing the spread of droplets that are released in the air when we breathe, speak.

Face covering requirements follow [Department of Health, Public Health – Seattle & King County](#), and [Labor & Industries](#) recommendations and guidelines.

## Protocol:

- Students, staff and building volunteers, partners or guests must wear a cloth face covering or an acceptable alternative at school and work locations.
  - Specific exceptions may apply based on age, development or disability
- Staff with a disability or other medical issue that prevents from wearing a face covering should contact [Human Resources](#) to discuss accommodations.
- Staff performing tasks that require higher levels of protection will be provided personal protective equipment (PPE) in accordance with [Labor & Industries](#) guidelines.
- Cloth face coverings will be provided to students and staff who need them.
- Cloth face coverings should not be worn by:
  - Those under 2 years of age.
  - Those with a disability that prevents them from comfortably wearing or removing a face covering.
  - Those with certain respiratory conditions or trouble breathing.
  - Those who are deaf or hard of hearing, and those who provide instruction to such people, and use facial and mouth movements as part of communication.
  - Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- In rare circumstances when a cloth face covering cannot be worn, students and staff may use a clear face covering or a face shield with a drape or wrap as an alternative to a cloth face covering. If used, face shields should extend below the chin, to the ears, and have no gap at the forehead.
- Younger students are supervised when wearing a face covering or face shield. These students may need help with their face covering and getting used to wearing them.
- Continue physical distancing when possible while wearing cloth face coverings.
- Students may remove face coverings to eat and drink and when they can be physically distanced. ~~Outside.~~
- If students need a “mask break” they will be escorted outside or to a large, well-ventilated room where there is sufficient space to ensure more than six feet of physical distance between people.

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## Essential Information and Procedure:

### A face covering that is correctly worn includes the following:

- Fits snugly against the sides of the face and under the chin
- Fully covers the mouth and nose
- Can easily breath
- Able to wear without continually having to touch and adjust the face covering
- Students should use a cloth mask with multiple layers of fabric or wear a disposable mask underneath a cloth mask. A mask with a nose wire or mask fitter helps support a snug fit.

### Face coverings may be removed:

- When eating or drinking (briefly)
- For individual school photos indoors (briefly)
- For group photos outdoors (briefly)
- Students in music classes who need to change from cloth masks to approved PPE or 3-layer medical masks.
- Staff may remove masks when they are in a room with a closed door and they are by themselves.

### Care for individual cloth face coverings include:

- Labeling with the student's name
- Storing in a labeled paper bag, or alternately in a sealed bag if paper bag is unavailable, when not in use
- Replacing lost, wet, or damaged face coverings with new face coverings that are readily available at school

## Mask Education:

### How to remove your face covering for a mask break

- Sanitize hands using hand sanitizer
- Grab face covering by the loops behind your ears to remove from face.
- Do not touch the outside of the face covering
- Hold by the ear loops, place in paper bag if storing
- Sanitize hands after removing

### To reapply your mask after a mask break

- Sanitize hands using hand sanitizer
- Grab face covering by the loops, and place around your ears.
- Place face covering on face ensuring nose and mouth are completely covered and under chin
- Press at nose to make a seal
- Sanitize/wash hands



# PPE: Inventory and Ordering

[For SPS Staff and School Leaders: Use this link to access full protocol for inventory and ordering procedures.](#)

Staff performing tasks that require higher levels of protection will be provided personal protective equipment (PPE) in accordance with [Labor & Industries](#) guidelines.

The District has an internal process for reviewing Personal Protective Equipment (PPE) inventory and re-ordering supplies as needed. PPE supplies are maintained in the warehouse and schools should contact their custodian and request reordering of needed supplies. Central office will support schools to determine what a 30 work day supply of general PPE would be for their building, and that is the amount of PPE that would be maintained onsite, in a designated location.

**Enhanced Personal Protective Equipment:** Certain tasks may require higher levels of protection to help mitigate the transmission of COVID-19. Enhanced PPE will be determined following Labor & Industries (L&I) guidelines. Health Services will provide education and training for staff on usage of enhanced PPE.



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# Enhanced PPE: Evaluation and Training

Certain tasks may require higher levels of protection to help mitigate the transmission of COVID-19. Enhanced PPE will be determined following Labor & Industries (L&I) guidelines. Health Services will provide evaluation, education and training for staff on usage of enhanced PPE.

## Training Protocol

Seattle Public Schools will follow:

- All Public Health guidelines including any state and public health decision frameworks and processes for K-12 Re-Opening of schools during the COVID-19 pandemic.
  - [Labor & Industries](#) will guide the evaluation for and provision of Personal Protective Equipment (PPE)
- Staff will complete the mandatory online 2021-22 COVID-19 Health and Safety Training. • Most SPS staff: This year, all required trainings have been combined onto a single Learning Management System called LEARN. All staff are assigned the COVID-19 Health and Safety Training. This is a required training that needs to be completed by all SEA staff and staff working in school buildings by the end of the contracted work day August 31, 2021. • Volunteers, hourly staff, and student teachers may be unable to access the LEARN platform. If so, please share this training to those staff and volunteers.
- Staff performing tasks that require higher levels of protection will be provided personal protective equipment (PPE) in accordance with [Labor & Industries](#).
- Staff requiring higher levels of protection will receive training in the proper use of the PPE prior to working with students.
- Building-level or a designated nurse is available for consultation and support in the proper use, re-use, and disposal of PPE.

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# Protected Health Care Room

[For SPS Staff and School Leaders: Use this link for details for Protected Health Care Room protocol.](#)

Each school site will have a designated space/room to temporarily isolate any student or staff with symptoms of COVID-19 until they can be sent home.

## Protected Health Care Room Protocol

If a student presents or exhibits COVID-19 symptoms in a school setting,

Staff will:

- Accompany the student to designated protected health care room (not nurse's room)
- Provide/ensure face covering is worn
- Ensure student monitoring and a staff person is within the line of sight of the student
- Should student exhibit breathing difficulty or distress, staff are trained to call 9-1-1 immediately

Teacher or designee will:

- Notify school COVID site supervisor
- Provide parent/guardian contact information

COVID Site Supervisor will:

- Follow Public Health guidelines to identify student close contacts and information that will be needed by the contact tracing team. This information is protected health information and confidentiality must be maintained.

### **Cleaning and Disinfecting:**

Cleaning and disinfecting protocols will be implemented after departure of the ill person. Protocols to cordon off area include using the provided [Protected Health Care Room Signage](#).

### **Personal Protective Equipment (PPE):**

Staff in the roles described above will be provided PPE as outlined by [L & I](#).

### **Training:**

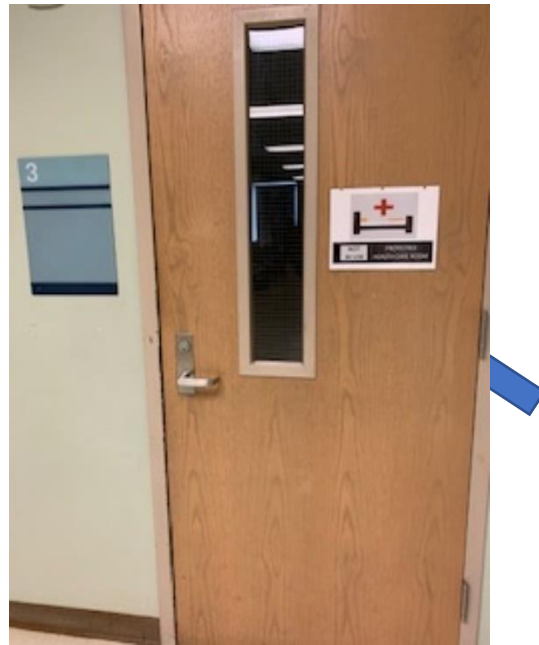
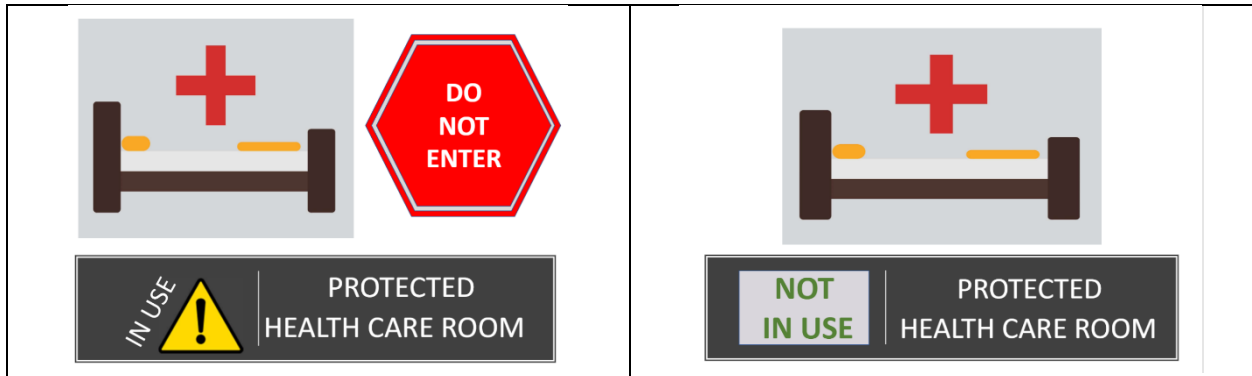
Staff in the roles described above will complete the mandated health & safety trainings.

- All regular SPS employees can find the training listed in the LEARN platform course catalog and self-enroll. Managers can track all employees and their progress.
- For volunteers, hourly staff, and student teachers who may need this training, please share this Protected Health Care Room Training. (<http://epd.seattleschools.org/PHCR/index.html#/>)
- 

### **Other Resources:**

- [Department of Health \(DOH\) K-12 2021-22 Guidance](#)
- [Public Health – Seattle & King County Toolkit](#)

**Signage for Protected Health Care Room:**





# Restrooms

## Procedure:

- Restrooms will have maximum occupancy signage.
- Alternate sinks and stalls for student use, when possible.
- Determine the need to schedule restroom to limit the number of students.
- Create standing points 6ft apart for students waiting outside the restroom.
- Ensure handwashing after restroom use



Students separated by 6 ft or more while washing hands, during handwashing breaks and after using the restroom.



Students are separated by 6 feet or more when using restroom.

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# Signage

[For SPS Staff and School Leaders: Use this link to access protocols for building signage](#)

[Link for Protected Health Care Room Signage](#)

Schools will use signage to support the implementation of health, safety, and operations protocols. The following places will have signage indicating processes, procedures, and movement of staff and students:

- At Main Entry
- Hallways
- Front office
- Entry/exit
- Bus load zones
- Pick up and drop off zones
- Staff shared spaces (copy rooms, kitchens etc.)
- Restrooms
- Classroom sinks
- Kitchen
- Signage to indicate rooms that are closed
- Signage to block off closed seating
- Signage to indicate dedicated space for the Protected Health Care Room
- Offices
- Shared work and common spaces (gyms, cafeteria, locker rooms, library, labs)
- General health room

## Access to Approved Signage and Ordering

A walk through of each school will be completed by the Building Safety Team to ensure signage indicates the Protected Health Care Room. These can be printed by each building.

Other approved signage may be found in the [Health, Wellness and Safety Section of the playbook](#). Schools may print replacement or additional signage for buildings.

Required Signage  
Examples



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# Student/Staff Health Alert and Contact Tracing

## COVID-19 Case at School

SPS will follow [DOH](#) and [Public Health](#) guidelines for identifying, responding, and reporting cases of COVID-19.

Prior to entering any school facility, employees self-screen for COVID-19 in accordance with Public Health – Seattle & King County (PHSKC) health guidelines. While employees self-screen they are no longer required to complete a daily health attestation.

If a student presents or exhibits COVID-19 symptoms in a school setting:

Staff will:

- Accompany the student to designated protected health care room (not nurse's room)
- Provide/ensure face covering is worn
- Ensure student monitoring and a staff person is within the line of sight of the student
- Should a student exhibit breathing difficulty or distress, staff are trained to call 9-1-1 immediately

Teacher or designee will:

- Notify school COVID site supervisor
- Provide parent/guardian contact information

COVID Site Supervisor will:

- Follow Public Health guidelines to identify student close contacts and information that will be needed by the contact tracing team. This information is protected health information and confidentiality must be maintained.
- Notify Health Information using STUDENT HEALTH ALERT in the subject line and await further instructions.

## Contact Tracing

If a parent or guardian suspects or needs to confirm a COVID-19 illness with the school, they will follow the absence notification process by calling or emailing the school. Front office staff will note any calls or emails related to suspected or confirmed COVID-19 symptoms/illness and will notify the COVID-19 Site Supervisor who in turn will notify Health Information using STUDENT HEALTH ALERT in the subject line and await further instructions.

## Cleaning and Disinfection

If there is a suspected or confirmed case of COVID-19, Seattle Public Schools will follow the Department of Health (DOH), Public Health, and CDC cleaning and disinfecting guidelines and communication plan for staff, families, and students.

If room or building closure is required, the Facilities Operation Center (FOC) will:

- Notify the COVID ALERT distribution group and school leader, if applicable

- Confirm area(s) of exposure to Determine HVAC programming shutdown/return to service
- Post room/building closure signage
- Disinfecting of high frequency touch areas in the building and classrooms will be cleaned/disinfected once per day by custodial staff.

## Transportation

To cover the district's basic to/from transportation needs, there will be no restrictions on seating capacity on yellow school buses or on alternative service providers. Health screenings, masks and any other appropriate PPE will be required and disinfection procedures for all vehicles will remain in place.

The following guidelines are designed to mitigate risk factors associated with the transmission of COVID-19 and will apply to all transportation providers, staff, students and their families.

- Staff: This includes the Driver, Bus Monitor, and District Employees
- All Vehicles: This includes all district arranged transportation by school bus, alternative service provider (ZUM, Hop, Skip, Drive & ALC), or district employees.

### Procedures

#### On All Vehicles

- All staff with our transportation service providers will complete a daily health screening to confirm they are symptom free prior to each service.
- Staff will wear appropriate PPE.
- Disinfecting procedures will be completed after each service. (Practices may vary from carrier to carrier).
- A Health and Safety checklist will be filled out after each service.
- All riders will wear an appropriate mask.
- All rider(s) remain seated until a school representative comes to the load/unload zone to receive rider(s).

#### On Alternative Service Providers or District Vehicles

- Trips may have more than one rider onboard.
- Vehicles will be disinfected between trips.

#### On Yellow School Bus

- Seating will be assigned by load order; coming into school, riders getting on first will be seated farthest from the front of the bus.
- When feasible, one rider per seat. All available seats will be filled with one rider with riders loading from back to front, then seats will be doubled-up from back to front. Some routes may require there to be three riders to a seat.
- Riders are required to disembark the bus in an orderly manner, one at a time, from the front of the bus working backwards, while maintaining proper social distance.

### **Additional Protocols for Special Education Transportation**

- Some rides will not be able to wear a face mask. If a rider is unable to wear a face mask, appropriate accommodations will be made.
- When required, rider(s) will be escorted to the load/unload zone by a school representative following proper social distance guidelines.
- Bus routes with assigned bus monitors will assist rider(s) boarding the bus, one at a time, by stop order; the last stop gets on first and the first stop gets on last.

### **School Staff Expectations**

- Students may arrive/depart by either bus, van or car. Buses will load/unload in the designated bus zone. All other vehicles will load/unload in the parent zone.
- School staff should be available to assist with the unloading/loading of all students.

### **Parent/Guardian Expectations**

- Ensure their student wears appropriate PPE.
- Screen students for COVID-19 related symptoms, and if the student has symptoms keep them home. Daily attestation for students is no longer required.

### **School Photo/Visual**

Must Complete:

- Photo of bus parking and student drop-off areas with arrow or other marker showing where buses park and how students enter campus



# Reporting Health and Safety Violations

## Purpose:

It is the duty of ALL Seattle Public School employees, students, volunteers, and visitors to follow health and safety protocols and to actively work to ensure that protocols and safety measures are in place and adhered to throughout the school environment to mitigate the spread of Covid-19. We are in this together and there will be times when we each may need compassionate help, guidance, or a reminder about a safety protocol.

In an effort to support a safe and supportive work environment, if you notice that a health and safety protocol is not being followed, best practices are to immediately give a gentle, but clear reminder by naming the protocol and asking the person to comply. Remember, language, communication style, learning preferences and other differences may impact how communication is received. Refer to signage or other protocols as posted. If protocols are not followed after request, or if there is a pattern of continued violation or if you do not feel comfortable in approaching a situation, concerns should be immediately directed to the Covid Site Supervisor. This is typically the building principal, or designee. The school office can direct you to the appropriate person.

**If the Building Safety Committee has general concerns about health and safety violations, those should be directed to [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org).**

Staff, student, and family safety protocol violation concerns should be directed to the Covid Site Supervisor, who will escalate in the following ways:

## Concern regarding SEA employee:

- Covid Site Supervisor/Employee's supervisor addresses immediate safety concern
- Supervisor reviews concern. If concern is substantiated one or more of the following steps may be taken:
  - Information/Education on topic (video or other source)
  - Letter of Direction (mask usage; physical/social distancing, etc.)
  - Progressive discipline as appropriate
  - Follow-up with concerned party and steps take to resolve safety issue

## Concern regarding other SPS Employee - 609; Nutrition; etc.:

- Covid Site Supervisor addresses immediate safety concern
- Covid Site Supervisor contacts Central Covid Team
- Central Covid Team refers concern to appropriate department supervisor
- Working with Central Covid Team, employee's supervisor reviews incident. If concern is substantiated:
  - Information/Education on topic (video or other source)
  - Letter of Direction (mask usage; physical/social distancing, etc.)
  - Progressive Discipline as appropriate
  - Follow-up with concerned party, date and steps take to resolve safety issue

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### **Concern regarding Community/Volunteers and/or Visitors:**

- It is the responsibility of ALL staff to direct community volunteers and visitors to follow all safety protocols.
- All concerns regarding community volunteer and visitors should be directed to the nearest staff member and then to the Covid Site Supervisor as appropriate.
- The Covid Site Supervisor will address immediate safety concerns.
- If concern is that school has not adequately informed the community volunteers and visitors with the required information; provided required safety PPE, or made a clear effort to enforce protocols - The Central Covid Team should be contacted via [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org)
- Central Covid Team will support Covid Site Supervisor and Covid Site Team to determine what steps need to be taken to ensure that all safety protocols are being followed.
  - Follow-up actions may include:
    - Individual/whole staff education/information;
    - Protocol review and walkthrough

### **Concern regarding Non-SPS Onsite Programs (Childcare, Health Center, etc.)**

- Each non-SPS onsite program has individual protocols in place:  
Contact [HealthInformation@seattleschools.org](mailto:HealthInformation@seattleschools.org) (Central Covid Team)
- Central Covid Team addresses concern(s) with the Partnership Alignment Team
- Partner Program Supervisor will address concern directly with Onsite Program

### **Concern regarding SPS Onsite Program (Tech Center, etc.):**

- Each SPS onsite program has a Covid Site Supervisor. Some sites have multiple programs with each program having a Covid Site Supervisor.
- Concerns will be referred to the appropriate Covid Site Supervisor and addressed as outlined above.

### **Concern regarding Covid Site Supervisor (School Administrator or designee):**

- Concerns may be brought directly to the Covid Site Supervisor. If concerns have not been adequately addressed or concerned party wishes not to disclose concerns directly to the school administrator, concerns can be made to [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org).
- The Central Covid Team will address immediate safety concern
- Central Covid Team will refer concern to Directors of Schools
- Director of Schools will review concern in partnership with Central Covid Team.
- If concern is substantiated:
  - Education/Information (review of duties; safety protocols; video, etc.)
  - Progressive Discipline as appropriate

# Curricular and Instructional Practices

**Procedures, Protocols, Processes, and Information**

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# Assemblies and Gatherings

**Updated: 8/26/21**, due to current local high COVID transmission and hospitalization rates, we must delay high-risk activities that increase risk of COVID transmission for the first two month of school. Please note the below changes in Health and Safety guidance in effect for September and October.

## **In-School Assemblies:**

Assemblies are allowed but not encouraged right now. If you do have an assembly, students must have three-foot physical distancing on all sides of student AND have assigned seating by classroom for contact tracing purposes.

## **In-School Gatherings with Families:**

All family meetings, including 1-1 meetings and principal chat **need to be held remotely** through the end of October.

## **After School Gathering with families:**

No after-school in-person events with families such as curriculum night and performances though month of October. This is due to current high community transmission and hospitalization rates and will be revisited.

# Field Trips

**Updated: 8/26/21**, due to current local high COVID transmission and hospitalization rates, we must delay high-risk activities that increase risk of COVID transmission for the first two month of school. Please note the below changes in Health and Safety guidance in effect for September and October.

**No overnight field trips are permitted at this time.**

**Day field trips to indoor locations are not allowed** during this time of high community transmission and hospitalization. We will revisit this as rates improve.

**Day field trips that are all outdoors are permitted.**

As school leaders begin to plan for district or school-sponsored field trips and camps, it is important to acknowledge that COVID -19 remains a dynamic situation, leading to a degree of uncertainty. Plans should be made with the understanding that if community COVID transmission rates rise, plans may need to be cancelled

## **Health & Safety**

- Day field trips are permitted required to submit a site safety plan. The plan details steps for upholding SPS health & safety protocols and includes completing staff trainings, procuring appropriate PPE, and designating a COVID Site Supervisor.



### COVID-19 Exposure Response

- When you take students to another location, you must still follow SPS health & safety protocols for responding to a suspected or confirmed case(s) of COVID-19. The COVID Site Supervisor serves as the liaison to the Central COVID Team and will be responsible for reporting all school-related exposures, supporting contact tracing efforts, and facilitating the distribution of exposure notification letters to impacted families.
- Field trip or camp locations must have a procedure for managing a suspected or confirmed case(s) of COVID-19 and a plan for responding to an outbreak. The procedure should include a communication plan for informing impacted families as well as a process for notifying district or school designated staff.
- COVID illness or exposure may require student(s) to quarantine, isolate, or seek medical attention. Thoughtful consideration for each potential exposure scenario is essential when planning for offsite field. Special attention should be given when travel/transportation is included as part of camp registration or coordinated by SPS staff.

5. **Other mitigating measures** – Field trip and camp vendors/partners may employ additional mitigating measures that include strategies such as COVID testing and/or limiting registration to fully vaccinated campers. The cost of these additional mitigation strategies will likely be passed on to the school or student. While these measures may support a safer field trip or camp experience, consideration must be given to evaluate whether additional mitigating strategies inadvertently create inequitable opportunities for students to participate.

# Quarantine Instruction Procedure

## TBD

# Technology to Support In-Person Learning

During remote instruction, educators built their practice around the use of technology to support student engagement and learning. Technology will be an important component of in-person learning as well. [The document linked here](#) has examples and guidance about the use of technology tools to support in-person learning for each curricular area.

## Technology: Distributing Student Laptops

Seattle Public Schools is a 1:1 device district, meaning that we will be providing each student with a grade appropriate iPad or laptop. Reimaged student devices will be available to you to check out to the students in Destiny at the start of school. Full instructions for distribution have been posted on our Student Device Support page for schools at <https://mysps.seattleschools.org/department/dots/student-device-support/>.

If a student did not return their device over the summer, they need to bring it with them and continue to use it in their new classes. If the device does not work at all, you may check it back into Destiny and check out a device from your swap cart. Your Technical Support Specialist will pick up broken devices for refurbishing. However, because roughly 30% of the students did not return their equipment over the summer, smaller repairs and upgrades of their current devices may not happen all at once. We would expect remaining swaps and repairs to take place over the first few months of school.

### Fees

This year we are charging a \$25 fee (in School Pay) from each student to cover usage, support and potential repair of the devices. If a family does not or cannot pay and the student needs a device, please check out the device to them anyway. This fee is to defray costs and instill a sense of responsibility for a valuable tool, but it should not stand in the way of students having the tools they need for school. In the new school year, we will also charge fines for lost devices at the rate of \$250 for iPads, \$350 for laptops, and varied amounts for other components. See the family agreement packet for detailed amounts. (Fines are not charged for equipment that was lost/stolen in the 2020-21 school year.) If a device is stolen, the family should open a police report and no fine will be charged. Schools may waive the fees and fines for families who are unable to pay. Information for families has been included in newsletters and is included in the family agreement posted on the District website at <https://www.seattleschools.org/student-portal/technology-supports-for-families/>.

### Family Agreements and Instruction Packets

All Family agreements and start-up packets are located at <https://www.seattleschools.org/news/start-of-school-forms/>. This includes translations into our top 6 languages with a fillable PDF agreement.

## Sound Systems in Classrooms

Each Elementary school classroom should have an audio system with speakers and pendant mics for teachers to use while addressing the class. If you need help with audio equipment replacement or installation, submit a Tech Support Ticket <https://seattleschools.service-now.com/sp> detailing your needs. We recognize that full-time teaching while masked will be challenging and voice amplification will help our educators teach and our students.

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# Visual & Performing Arts Protocols

These requirements are intended to help guide students, teachers, and staff on how to safely support hands-on learning in visual and performing arts classrooms. They follow health and safety guidelines provided by the Washington State [Department of Health](#) (DOH) and Seattle Public Schools.

The DOH requires districts to, “Ensure that all students have access to their chosen performing arts course. Space constraints should not limit access to these classes. Distancing should be at least 3 feet, if possible, and more if space permits.” SPS also wants to ensure students have access to their chosen visual arts course.

### GENERAL REQUIREMENTS

- Maintain physical distance of three feet or more between students in classroom settings to the degree possible and reasonable.
- Space constraints should not limit access to these classes.
- Face coverings or masks are required. Below are more specific masking requirements for some performing arts activities.
- For shared materials and equipment, have students wash hands with soap and water before and after use. If soap and water is not available, use hand sanitizer before and after use. If hand washing and hand sanitizer are readily available and used often, shared equipment and materials do not need to be sanitized between each group; regular daily cleaning is sufficient. Examples of shared materials may include music stands, mallets, drumsticks, bows, pitched and non-pitched percussion instruments, acting blocks, props, paint brushes, clay tools, markers, etc.
- Teaching staff will clean and disinfect shared materials at the end of each school day.
- Maintain safe storage options for instruments and equipment. See middle and high school music guidance below.
- Class should be conducted in a large, well-ventilated space e.g. band (wind instruments), choir, musical theatre, theatre, general music, etc. Maximize ventilation of the space as much as possible. If a space is smaller and/or not well-ventilated, use portable HEPA air cleaners to supplement. All spaces must follow the SPS-SEA-TA-8-19-2021 Section I.E.1, “The District will meet or exceed the operational practices stated by DOH to ensure five (5) to six (6) effective air exchanges per hour per workspace which includes classrooms, cafeterias, gymnasiums, libraries, and main offices for excellent ventilation. The District will ensure ten (10) effective air exchanges per hour in choral/band classroom and protected health care room workspaces due to the nature of the activities assigned to that space. This should be achieved with the HVAC equipment and air cleaners in school buildings.”

- Outdoor Guidance: Face coverings/masks are required when outdoors. Distancing of at least 3 feet is also recommended outdoors. Bell covers are recommended when playing outdoors but not required.

## **SPECIFIC REQUIREMENTS PER TYPE OF ARTS DISCIPLINE**

### **4-12 Band: Woodwinds & Brass**

- Universal cloth face coverings required.
- Woodwind and brass performers may remove their face coverings/masks when performing on their instrument and must replace their face coverings/mask during non-performance time. Face coverings/masks with slits are recommended but not required.
- Bell covers with appropriate material – MERV 13 are required for brass and woodwind instruments when indoors.
- All schools have been provided appropriate personal protective equipment (PPE) for woodwind and brass instruments including bell covers and face masks with slits.
- Consider using “puppy pads” (or similar) for students to empty spit valves rather than emptying directly on the floor.
- For shared instruments, students should have their own mouthpieces. Allow the instrument to sit for 24 hours between uses.
- Students will oversee disinfecting their own instrument on a regular basis.

### **Music Storage Guidance:**

If instrument lockers and/or small storage spaces will be used:

- Limit access to small storage area to one student at a time, ensuring that students remain at least 3 feet apart at all times.
- If there is a line of students waiting to access the storage area, place 3-foot markers on the floor so that students know where to stand while waiting.
- Students are to retrieve their instrument in their respective case and go to their seat where they will open the case and prepare their instrument for playing.
- Consider having multiple dedicated storage areas for students bringing instruments to school to avoid any potential crowding. Provide clear signage and 3-foot markers on the floor so that students know where to stand while waiting.

### **6-12: Choir & Musical Theatre**

- Universal masking with appropriate material – MERV13 or 3-layer medical face mask is required when singing. When not singing, students should wear cloth masks as required in other classrooms.
- All schools have been provided appropriate PPE vocal masks for choir. Schools can also order 3-layer medical face masks from the warehouse.

### **K-12 Theatre**

- Universal masking with appropriate material – MERV13 or 3-layer medical face mask is required when presenting or performing. When not presenting or performing, students should wear cloth masks as required in other classrooms.
- All schools have been provided appropriate PPE vocal masks for theatre. Schools can also order 3-layer medical face masks from the warehouse.

## K-12 Visual Arts

- In many schools, art rooms have big tables, and it is not possible to fit all the students in a classroom and have kids not facing each other. (8/30 update)
  - Can you move some students away from tables?
  - Could the elementary visual art teachers go into the classroom?
  - Can you move art outdoors at times?
- To the extent possible, leave at least 6 feet in the front of the classroom before the first student tables.
- Students in visual arts classrooms can share materials and equipment. Over time, we have learned that transmission of COVID-19 through surfaces is low. For shared materials and equipment, have students wash hands with soap and water before and after use. If soap and water is not available, use hand sanitizer before and after use. If hand washing and hand sanitizer are readily available and used often, shared equipment and materials do not need to be sanitized between each group; regular daily cleaning is sufficient.
- Materials that cannot be cleaned and disinfected should not be used (CDC). For example, clay cannot be cleaned and sanitized, so consider individual containers labeled with names and do not repurpose unused clay after a student has been working with it.
- Class should be conducted in a well-ventilated space. Some visual arts spaces must follow the SPS-SEA-TA-8-19-2021 Section I.E.2, “The District will provide additional portable HEPA filtration to increase ventilation if a workspace does not meet the operational standards identified above. In spaces where there is a practical/regulatory limit (e.g. fire code violation) to adding HEPA filtration, the District will post a maximum occupancy limit. The District will provide a portable HEPA filtration to any art room or trades/skill classroom (e.g. ceramics, woodshop, culinary, or automotive classrooms) that due to the nature of the activities that create higher levels of particulates in that space.”
- Ceramics classrooms should be wet mopped daily by custodial staff with clean water to prevent the build-up of silica dust, which is a health hazard for students and teachers. (unconfirmed requirement)

## Extracurricular Performing Arts Performances and Activities

Students, teachers, and support staff must follow all requirements within this document when participating in school-sponsored performing arts activities and performances, even if not in a K-12 classroom setting. See [DOH K-12 Guidance](#), page 17 for Performances, Travel for Performances, and Testing Requirements for Performing Arts.



# Physical Education Protocols

These requirements are intended to help guide students, teachers, and staff on how to safely support hands-on learning in physical education classrooms. They follow health and safety guidelines provided by the Washington State [Department of Health](#) (DOH) and Seattle Public Schools.

## Physical Environment

- When possible, each school prioritizes the gym as an instructional space for physical education. In some schools, the gym may be needed at lunch time in order to adequately physically distance students. Schools should try to adjust the schedule to accommodate this need, but if that is not possible select a location for physical education instruction where students and staff can respect physical distancing guidelines.
- Because physical education is at times an increased exhalation activity, maximize distance between students to the extent possible. Classes should be conducted outdoors as much as possible or in a large, well-ventilated space.
- Evaluate available outdoor spaces on school property. When possible, use outdoor spaces for physical education instruction. When outdoors, avoid the use of playground equipment, benches, or other permanent structures.
- It is recommended that schools eliminate the use of locker rooms and the requirement that students must change into a physical education uniform for participation in physical education during the academic day.
- Each physical education classroom should have an audio system with speakers and pendant mics for teachers to use while addressing the class. If you need help with audio equipment replacement or installation, submit a Tech Support Ticket <https://seattleschools.service-now.com/sp> detailing your needs.

Additional resource: [Introduction to School Reentry: Health and Physical Education \(shapeamerica.org\)](#)

## Physical Education – Masks and Personal Hygiene

- Masks are required for students and staff both indoors and outdoors.
- Work with the building custodian to maintain a supply of extra medical masks for students whose masks are wet after physical activity.
- Have students and staff wash or sanitize hands as they enter and exit the class. Teach students proper hand hygiene, respiratory etiquette, and physical distancing guidelines. Use CDC downloadable resources on [handwashing](#) as visual cues and reminders.
- Consult with the school-wide COVID-19 response team and the school nurse on proper protocol for students wearing face coverings when participating in moderate-to-vigorous physical activity, especially for students with asthma or other chronic conditions

## Physical Education - Equipment Safety and Sanitation

- Clean shared materials at the end of each school day, to the extent that it is reasonable. Physical Education teachers are not expected to clean more than other teachers in the building.

- Inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively cleaned. Cloth or porous materials are more difficult to properly sanitize than vinyl or plastic materials.
- If using equipment, keep extra materials available in case a piece of equipment being used by a student becomes dirty or unsanitary during a lesson or activity.
- Keep each student's belongings in a separate, safe and clean space such as individually labeled cubbies, lockers, or areas. Consider purchasing baskets to hold individual student belongings if previously mentioned spaces are not available.



# Athletics

Garfield High School Athletics follows the K-12 Covid Requirements set forth by the [Washington State Health Department for the 2021-22 School year](#).

Please visit the [Washington Interscholastic Activities Association \(WIAA\)](#) for additional information about Covid-19 Planning and Return-To-Activity Guidelines. Guidelines are followed by all schools in the Metro League including Seattle Public Schools and Private Schools.

## Procedures, Protocols, Processes, and Information

# ATHLETICS COVID SAFETY PLAN AND RESPONSIBILITIES

The coach or activity supervisor are considered essential employees during COVID-19 and at least one must be present at each site 30 minutes before and after activity. Coaches/Activity supervisors are deemed to be the “COVID Site Supervisor”. Responsibilities of this role include monitoring health of staff and participants and enforcing the district’s COVID-19 site safety plan as well as serving as the liaison to the COVID Central Command Center.

Seattle Public Schools’ Activity Supervisor must comply with the Governor’s orders, OSPI, Department of Health and WIAA regulations. The following safety plan must be adhered to in compliance with the above organizations.

## **Athletic Directors/Coordinators**

Must specifically ensure all required protocol, procedures, and resources are available to ensure the following:

Verify student registration and all required documentation are completed by all participants (using either paper or electronic registration)

- Athletic Registration, Physical, Sport Specific, and Guardian Awareness Forms (**Appendix M**)
- COVID Waiver Forms (**Appendix A**)
- COVID Vaccination Verification Form (Appendix)
- Per governor's requirements, all Personal Protection Equipment (PPE) is accessible to students/coaching staff upon request
- For non-vaccinated athletes: Daily athlete screening/attestation process (either paper or electronic) is documented, communicated, and archived (**Appendix C**)
- Social/physical distancing and face covering policy available (**Appendix B and F**)
- Established on-site schedule for Site Supervisor/Athletic Event Manager/Coaches/Staff to lead socially distanced practice at locations
- Designated area and plan for outside student cueing
  - Athlete personal item storage
  - Hydration procedures
- Designated Protected Health Space/Care Room protocols (**Appendix N**)
  - Athlete Event Site Manager Supervisor Job Description
  - Family communication
  - Athletic Event Site Manager Supervisor Procedures
- Established process for coaches/staff on turn taking, using and cleaning of shared spaces and equipment
- Updated emergency procedures (EAP) in consideration of social distancing (**Appendix R**)
- SPS Athletics Event Communication Chart
- Athletics Event Extracts School Site EAP •
- Response to positive test or suspected case policies and processes in place (**Appendix H and I**)
- Building HVAC System Assessment (**Appendix O**)
- Building/Facility cleaning and disinfection protocol (**Appendix P**)
- Mandatory Trainings (Appendix Q)

## COVID-19 Site Supervisor/Athletic Event Managers

Must specifically ensure site operations and adhere to the following safety practices:

- Stay at home if they have any symptoms of COVID-19. Note symptoms may appear 2-14 days after exposure to the virus (**Appendix B**)
  - Fever or chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea; This list does not include all possible symptoms.
- Non-Vaccinated participants: Daily screening before they participate including temperature check with no-touch thermometers and confirmation they do/have not had symptoms (**Appendix C**)
- Non-Vaccinated participants: Provide participants (athletes and coaches) in attendance an attestation area at least 15 feet away from the athlete activity space (**Appendix C**)
  - Make available designated containers of sanitized pens for staff/community use, as well as used pens to be sanitized throughout the day (**Appendix E**)
  - At the end of the day, collect all attendance and attestation documentation from athletes and coaches.
  - Archive and maintain all attendance and attestations for future reference
- Make available face coverings and alcohol wipes
- Ensure expectation signage is posted at entry (face covering, hand hygiene) [**Appendix F and G**]
- Be aware of individuals who may be present in the activity area
- Ensure adherence of safety protocols— remembering to be curious and inquire/monitor in the spirit of empathy and care for one another
- Provide athletic training/coaching on a voluntary basis

## Screening and Equipment

- Provide hygiene station for hand washing/sanitizer for all participants
- Ensure athletic equipment has been cleaned and disinfected prior to and after use
- Wear Personal Protection Equipment (PPE) [**Appendix F**]
  - Masks (Required for all athletes and coaches)
  - Gloves (Recommended only when cleaning) [**Page 3, under CDC**]
- Comply with social distancing and other guidelines outlined in the Governor's directions (**Appendix L**)
- Contacting [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org) with questions or concerns
- Report all suspected or confirmed cases of COVID-19 using **STUDENT HEALTH ALERT** in the subject line and contacting [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org) (**Appendix H**)
  - Notify Athletic Director, Principal and Director/Executive Director of Athletics if anyone has informed them of symptoms
  - Refer to attendance records for ability to track who symptomatic person potentially encountered prior to symptoms

## Transportation

- Families will provide transportation or district provided services/resources per previously established district transportation policy.

## Venues and Dates

- Use only approved sites on school and parks fields and gyms
- Comply with WIAA coaching window rules

## COVID-19 Site Participants

Must specifically ensure site operations adhere to the following safety practices:

- Participate on a voluntary basis
- Sign all waiver paperwork to participate **(Appendix A and M)**
- Non vaccinated participants: Comply with daily health screenings (attestation) and attendance process **(Appendix C)**
- Wear required mask during participation while actively engaged in activity per Governor guidelines **(Appendix F)**
- Use hygiene stations as directed **(Appendix G)**
- Notify the coach if they have any symptoms of COVID-19 **(Appendix H)**
- Stay at home if they have any symptoms of COVID-19. Note symptoms may appear 2-14 days after exposure to the virus **(Appendix B)**
  - Fever or chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea; This list does not include all possible symptoms.

## COVID-19 Site Spectators

Must comply with following safety practices:

- Review current Governor Spectator Guidelines to ensure procedures and protocols are within state guidance
  - Spectators are required to wear masks indoors and outdoors
  - Review current Metro League COVID-19 Protocols (FANS) to ensure facilities adhere to league policies **(Appendix S)**

## Safety Plan Linked Appendix

[Athletic Participation COVID WAIVER – Appendix A1](#)

[Athletic COVID Screening Form – Appendix A2](#)

[Governor Guidelines – Appendix L](#)

[Athletic Registration Form – Appendix M1](#)

[Concussion and Sudden Cardiac Arrest Awareness Form – Appendix M2](#)

[Concussion Information Sheet – Appendix M3](#)

[Sudden Cardiac Arrest Information Sheet – Appendix M4](#)

[Athletic Preparation Physical Forms – Appendix M5](#)

[Extracurricular Athletic Transportation Form – Appendix M11](#)

[Student Insurance Enrollment Online – Appendix M12](#)

## **Resources and Reference Documents**

Washington Interscholastic Activity Association (WIAA)

[Healthy Washington Sport and Activity Guidelines](#)

[Guidelines for Participation including Sport Specific Requirements:](#)

[National Federation of State High School Associations \(NFHS\)](#)

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# In Person Learning: Community Based Organizations Partnerships

## Procedures, Protocols, Processes, and Information

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For SPS Staff and School Leaders: [Use this link to access protocols and procedures for childcare and community-based partnerships.](#) (this protocol needs to be updated in partnership with Health Services)

### Fall 2021 CBO Support for In-Person Learning

Within the confines of health and safety requirements, including existing protocols developed by Seattle Public Schools, schools have discretion to deploy community-based organization (CBO) partners for the 2021-22 school year. In turn, partner organizations have the discretion to determine whether their own policies and procedures are consistent with supporting in-person instruction. See below for guidelines for both elementary and secondary schools.

**Note that requirements could change depending on public health directives and community transmission rates. We will revisit these requirements on October 1st and November 1st to determine whether any updates are needed.**

The following outlines parameters for which types of community partners can provide in-person services, **at the discretion of the principal**:

- Type A: Partners under the Community Alignment Initiative (licensed childcare, school based health centers, and community learning centers)
  - Allowed to provide in person services before, during, and after school per leases, alignment agreements, and joint use agreement
  - [SPS](#) COVID site supervisor is NOT required to be onsite for the duration of the time the programs are operating
- Type B: Partners with an MOU or Personal Services Contract
  - Allowed to provide in person services before, during, and after school
  - [SPS](#) COVID site supervisor or designee must be onsite
- Type C: After school enrichment programs coordinated by a third party such as a PTSA
  - Not allowed to provide in person services at this time

## Partner Requirements

- Vaccinations are required for partners working in person with students in SPS schools. In alignment with Governor Inslee’s timeline for state employees, partners will be required to be fully vaccinated beginning on October 18; more information to come on how vaccine verification will be collected.
- Must coordinate closely with Seattle King County Public Health regarding any suspected or confirmed cases of COVID-19, and immediately report any positive cases to SPS
- Must have a COVID site safety plan (example coming)
- Must be a currently contracted partner via Personal Services Contract, Memorandum of Understanding, or Alignment Agreement.
- Must complete required safety trainings (training links coming)
- Must not enter buildings when sick or if having flu or COVID-like symptoms.
- Must follow the latest Department of Health guidance for youth programs
- Must mask at all times with the exception of eating/drinking
- To the extent possible, must maintain 6 feet physical distancing from other staff and students
- Must commit to frequent hand washing or use of hand sanitizer
- Must enter all space use into MasterLibrary, which in turn must be approved by building leadership and SPS Facilities before programming begins
- No daily attestation – this is no longer a requirement

## Required Daily Cleaning

After school partners and school administrators should work with the custodial team to ensure that required daily cleaning can take place after school. Most cleaning can take place after programs have adjourned, but if there are programs that operate later into the evening (after 6 p.m.) they will have to work closely with custodians to accommodate their cleaning schedule.

In addition, partners should be aware that if positive COVID cases are reported during the school day, custodians will be required to immediately disinfect any associated spaces; this may temporarily impact partner access to space for their programming, and partners and schools should work together to find temporary alternative spaces as needed.

## Space Reservation Process

Building leaders and/or COVID site supervisors should work with partners to develop a plan for space use that is consistent with COVID health and safety requirements. Partners with leased space would get priority for spaces included on their lease, or via the Joint Use Agreement for Parks and Recreation programs. Other spaces could be assigned to contracted partners at the discretion of the school leader and/or COVID site supervisor, if applicable, and with approval from SPS Facility Operations. To gain approval, building use plans should be submitted through MasterLibrary, where they will be reviewed/approved centrally by Facility Operations, and then approved by the school.

## COVID 19 Incident Reporting Procedure

In addition to Public Health and DCYF reporting and contact tracing requirements, program director or supervisor will report to the district any incidence or experience of COVID 19 including any suspected or confirmed, cluster, or outbreak, possible or confirmed exposure to someone displaying COVID 19 like symptoms or in contact with one or more persons suspected or confirmed to be positive for the virus.

Communication from the provider to SPS includes the program's response, such as changes in attendance for one or more staff or students, program closure for one or more typical business days, a description of the incident, and any additional information needed to help reduce the transmission of COVID-19 related to the reported incident.

Reports are made via email the day of the occurrence and will not include any individual identifiers. Attach any notice to families and/or staff for our reference. If closing the site, include anticipated date services will resume.

## Contacts

Licensed Childcare Programs report via email to

- [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org)
- [lacarlson@seattleschools.org](mailto:lacarlson@seattleschools.org)
- [slhall@seattleschools.org](mailto:slhall@seattleschools.org)
- [jkleahy@seattleschools.org](mailto:jkleahy@seattleschools.org)
- [fgriffin@seattleschools.org](mailto:fgriffin@seattleschools.org)
- the building Principal
- the COVID site supervisor

Non-licensed youth serving programs report via email to

- [healthinformation@seattleschools.org](mailto:healthinformation@seattleschools.org)
- [jkleahy@seattleschools.org](mailto:jkleahy@seattleschools.org)
- [fgriffin@seattleschools.org](mailto:fgriffin@seattleschools.org)
- the building Principal
- the [SPS](#) COVID site supervisor



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# Appendices and Resources

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Process, Protocols, Information, Contacts

**TBD**