

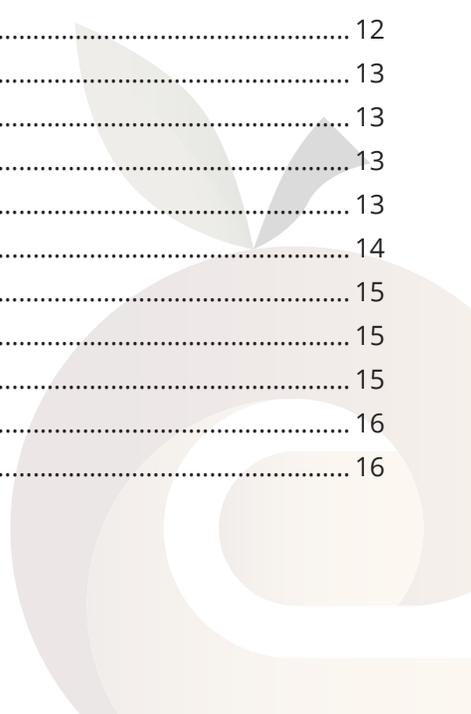
COVID-19 Safety Handbook



COVID-19 Safety Handbook – Edmonds School District

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Message from Superintendent

Dear Edmonds School District families and staff,

The safety of our students, families and staff remains our top priority as we continue to navigate through the COVID-19 pandemic.

In this handbook you will find health protocols and actions we all need to take daily to ensure safety for students and staff. You will also see plans for meals, transportation, cleaning, and procedures on how to report positive cases.

We hope you will find this reassuring knowing the care and thought put into our staff and student safety. Also, be prepared for some flexibility as we will continue to modify as needed and follow the latest safety recommendations from our health authorities.

Thank you for all you do. Edmonds School District staff continue to show their passion and commitment to our students' education and I am proud to be part of this team.

Best,

Dr. Gustavo Balderas
Superintendent

Guiding Principles

- **Follow all guidance from the Snohomish Health District for the health and safety of students and staff**
- **Commit to providing face-to-face instruction for students**
- **Provide high quality teaching and learning for all students**
- **Consider the needs of our most vulnerable students in educational programming**
- **Consider impacts to families**

The Washington State Department of Health has provided a [Decision Tree](#) that helps guide the reopening of schools based on the level of community transmission of COVID-19. We are working closely with the Snohomish Health District to stay up-to-date on the COVID-19 trends to help inform our decisions.

At any time, the district may have to move quickly back to fully remote learning for all students if:

- Snohomish County cases rise back into the "[High Activity Level](#)", or
- The Health District recommends closure due to increased cases

COVID-19 Overview

COVID-19 is a respiratory virus that spreads through close person-to-person contact. You can become infected by coming into close contact (generally considered to be within 6 feet) with a person who has COVID-19 or through respiratory droplets when an infected person coughs, sneezes or talks. You may also get it by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes.

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Symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. Common symptoms may include one or more of the following:

- Temperature greater than 100.4 Fahrenheit-fever
- Cough (for those with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Chills
- Unusual fatigue
- Muscle and body aches
- New onset of headache
- Sore throat
- Sudden loss of taste or smell
- Congestion or runny nose (unrelated to seasonal allergies)
- Nausea or vomiting
- Diarrhea

Safety Precautions at Home

Self-isolation is required if you have been diagnosed with COVID-19 or had close contact with someone who has a confirmed diagnosis of COVID-19. If you are experiencing cold or flu-like symptoms, contact your healthcare provider. You may be told to self-isolate, which means stay at home until you receive the results of your test. You are also asked to continue to monitor yourself for symptoms, avoid all contact with others, and follow [Snohomish Health District advice](#).

Daily Parent/Guardian Planning for Sick Student

Families and caregivers should make a plan in case their **child needs to be picked up early** from school due to illness. Please ensure contact information is up to date with the school.

If a Student Becomes Sick



AT HOME

[Staying at Home When You are Sick – Video \(ENGLISH\)](#)

[Return to School Video Series: Quedarse en Casa Cuando está Enfermo](#)

If a student is experiencing cold or flu-like symptoms similar to those [listed above](#), they must **NOT** attend school. Families should contact their healthcare provider for direction.

If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the Snohomish Health District or their healthcare provider.

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AT SCHOOL

Any student who begins to exhibit a fever or any other [COVID-19 like symptoms](#) while at school must report to the designated containment room at their school, where the building school nurse/designated staff member will be there to help them.

- The student will be escorted and remain in the Containment Room until a parent or guardian picks the student up, or an alternative transportation home is arranged. Students will not be permitted to ride district transportation home if they exhibit symptoms at school.
- Staff caring for the student will wear protective equipment including an appropriate mask, gloves, and gown.
- Students will be referred to their healthcare providers for possible COVID-19 testing.
- The areas the student was in will be closed off, cleaned and disinfected.
- The student will be allowed to return to school according to the most current guidance from [Snohomish Health District](#).

If a Staff Member Becomes Sick

AT HOME

If a staff member is experiencing cold or flu-like symptoms similar to those listed above, they must NOT come to work. Staff members are to follow protocols for communicating with their supervisor if they are going to be absent.

If the staff member is referred for testing, they must remain home and self-isolate until they have received their results and direction from the Snohomish Health District or their healthcare provider.

- The staff member will return to school according to the most current guidance from the [Snohomish Health District](#).

AT SCHOOL

If a staff member develops [symptoms consistent with COVID-19](#) while at work, they must inform their supervisor or Human Resources. Staff are expected to immediately leave the school and seek medical attention. The areas that the staff member occupied will be closed off and the appropriate school [cleaning and disinfection procedures](#) will be initiated.

- The staff member will return to school according to the most current guidance from the [Snohomish Health District](#).

If a Student or Staff Member Tests Positive for COVID-19

In the event a staff person or student tests positive for COVID-19, there are reporting and communication procedures which should be followed. The school district must maintain confidentiality of a confirmed case as required by the [Americans with Disabilities Act](#). The district will provide each of the affected individuals with a copy of [What to do if you were exposed to someone with confirmed coronavirus disease \(COVID-19\)](#).

Highlights include:

- Those working with the identified positive staff or student will be the only people to know of their identity.
- Communications are via phone as much as possible, avoiding information in any print form.

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- Regarding COVID-19 positive cases and possible contacts, if you have been exposed, you will be contacted directly.

It is not the school district's responsibility to complete contact tracing for positive cases; it is the job of the Snohomish Health District. However, we may be asked to support this task. Edmonds School District will support contact tracing work by providing a list of close contacts to Snohomish Health District, using the form they provided. Edmonds School District will require consent from staff to share information with Student Health Services staff to complete the contact list. In order to protect the privacy of the positive person, this contact list will be filled out by Student Health Services staff, with help from the school administrator if necessary. This list can be informed by sign-in sheets, attendance records, and contacting the positive person/family, and only includes contacts while at school.

If There is a COVID-19 Case at School

The Snohomish Health Department (or you) will notify the school district if there is a confirmed case of COVID-19 linked to a school. To protect staff and student privacy (HIPAA and FERPA), Edmonds School District will not be sharing names or health information of students and staff. Instead the school and school district will work with public health officials on communication and the next steps, which may include self-isolation, self-monitoring, contact tracing, and testing.

Following a positive case, a thorough cleaning of the affected areas will be conducted. If this cleaning disrupts normal school operations, families will be notified about any scheduling changes.

Students and staff members should self-monitor to ensure they are not developing symptoms. If the individual had close contact with any students or staff members who may need testing, those individuals will be contacted.

Health Information

Students returning to in-person learning must have their immunization records up to date or in compliance with Washington State immunization requirements and documented with the school. Students with a life-threatening health condition or require medications at school must have their paperwork submitted to the school and plans in place prior to the start of in-person learning. For more information, visit the [Student Health Services](#) webpage.

High-Risk Group

During a hybrid (or other) model of instruction where students and staff are together in-person, Edmonds School District values the importance of keeping students and employees safe who are identified as high-risk.

The [Centers for Disease Control and Prevention](#) identify the following groups as increased risk:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (BMI greater than 30 but less than 40)
- Severe obesity (BMI greater than 40)
- Sickle cell disease
- Smoking

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- Type 2 diabetes
- Increased age

Health Screenings

The most significant aspect of maintaining the health and safety of students and staff at school is to educate our greater Edmonds School District community about the importance of staying home if they are showing symptoms of COVID-19 or if they have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

Any student, staff member, or visitor who enters our schools or who utilizes district transportation must attest that they have no symptoms of COVID-19 and/or that they have not been in close contact with someone who has been confirmed or suspected positive with COVID-19 in the last 14 days (health care providers, EMS workers, and educational staff associate who wore proper personal protective equipment (PPE) are OK to attend).

The regular expectation will be for each staff member and student to complete a health screening PRIOR to coming to school each day.

This is called an “attestation,” and it will be accomplished at home through a daily email that will be sent with a link to the Health Screening Questionnaire to each staff member and student’s primary parent/guardian/caregiver. A mobile text option will also be available to have messages sent to a smartphone.

The Health Screening Questionnaire will include two sections – 1) a symptom check and 2) COVID-19 exposure check.

The following symptom checklist will be asked:

Do you have any of the following symptoms within the last day that are not caused by another condition?

- Fever (100.4F) or chills.
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The following COVID-19 exposure questions will be asked:

Have you been in close contact with anyone with confirmed COVID-19?

Have you had a positive COVID-19 test for active virus in the past 10 days?



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Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?

Staff or students who answer 'yes' to any questions should stay home or be sent home.

Student attestations will be confirmed by school staff. In the rare event that a student arrives at school without completing the Health Screening Questionnaire, they will be screened by the School Nurse, Health Room staff, or trained designee at a location determined by school for this purpose. The location and the site-specific layout of the screening station for students will be determined by each school and will maintain the District's physical distancing protocols.

When experiencing symptoms related to COVID-19 with NO known exposure - here are the return to school/work guidelines

The Department of Health has provided a document for families and staff to follow after experiencing symptoms possibly related to COVID-19 and no known exposure. [See here for specific details](#). The district will use this chart as our guide for the return to school/work process.

Designated containment area for students experiencing COVID-19 symptoms

Each school will have a designated containment area for students who show [symptoms similar to COVID-19](#) during the day. This area will be staffed by the School Nurse, Health Room staff, or trained designee equipped with appropriate Personal Protective Equipment (PPE). Parents/guardians/caregivers will be notified to pick their child up from school as soon as practical.

Students who come to school and have a positive attestation form that was completed will be given a surgical mask to wear and escorted to the containment room. They will be rescreened by staff with appropriate PPE. If student attestation is confirmed to be positive due to symptoms, a positive COVID test, or exposure, the parent/guardian will be instructed to pick up the student immediately. If the attestation was positive in error, the parent/guardian will be instructed in attestation procedures. If the student has no symptoms, has not had a positive COVID test, or been identified as a close contact of someone who has tested positive, the student may report to class.

Students who are excluded from school will be afforded the opportunity to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Hygiene



[Wash Your Hands - Video \(ENGLISH\)](#) [Wash Your Hands - Lavarse la Manos](#)

Handwashing is the single most effective infection control intervention (CDC). Proper hand hygiene is essential to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds or using hand sanitizer with at least 60% ethyl alcohol content. Visual instructions for proper hand washing will be displayed beside every sink.

Hand sanitizer will be available in all schools for students and staff at main entrances, in offices, in every classroom, and at other locations as necessary. Individual hand sanitizer pump bottles are provided to individual classrooms and offices. **Sanitizer products contain 60% ethanol alcohol.**

There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering and exiting the classrooms, before eating and immediately before and after recess.

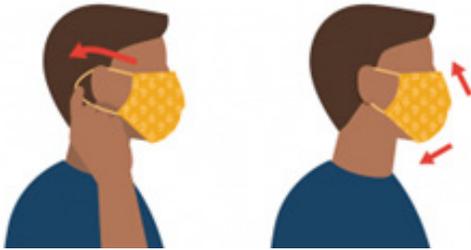
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Mask Protection

The following are links to the most current resources that are influential in the development of the Edmonds School District Personal Protective Equipment (PPE) protocols for employees, students, and visitors.

- [Which Mask for Which Task \(WA Dept. of Labor & Industries\)](#)
- [Employer Health & Safety Requirements for School Scenarios \(OSPI, WA DOH, WA Dept. of Labor & Industries\)](#)
- [Wearing Cloth Face Coverings – Video \(ENGLISH\)](#)
- [Wearing Cloth Face Coverings – Quedarse en Casa Cuando está Enfermo](#)

All employees, students, and building visitors shall properly wear a mask that covers the chin, mouth, and nose, while at any district facility or in any district vehicles or attending any district event. **For staff, masks must be worn AT ALL TIMES by every individual not working alone.** Someone is considered to be working alone when they're isolated from interaction with other people and have little or no expectation of in-person interruption. How often an employee is able to work alone throughout the day may vary.



[Per the WA Dept. of Labor & Industries](#), examples of working alone include:

- A lone employee inside a vehicle.
- A person by themselves inside an office or classroom with 4 walls and a door.
- A lone employee inside of a cubicle with 4 walls (one with an opening for an entryway) that are high enough to block the breathing zone of anyone walking by (generally understood to be at least 6 feet high), and whose work activity will not require anyone to come inside of the cubicle.

Even if an employee is in an area listed above, they must **put on a mask and maintain social distancing of 6 feet** if another person enters that area at the same time. Also, when an employee leaves their office, classroom, or cubicle, they need to put their mask on. This includes when walking in hallways or within other common areas as libraries, gyms, cafeterias, and staff lounges (other than when eating or drinking).

There are specific exceptions based on age, development, or disability. Exceptions are for those who can document in writing any of the following:

- 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.

[Washington State Department of Health Guidance on Cloth Face Coverings](#)

In rare, pre-approved 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 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. The drape must extend to the shoulders. Other

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alternatives to cloth face coverings will be determined on a case-by-case basis at each building in consultation with the COVID Site Safety Supervisor.

Younger students must be supervised when wearing a face covering or face shield. These students may need help with their masks and getting used to wearing them.

Students may remove face coverings to eat and drink. If students need a “mask break” they will be taken outside or to a large, well ventilated room where there is sufficient space to ensure more than six feet of physical distance between people.

Educators who serve students with severe cognitive impairments are expected to follow the established DOH guidance. IEP teams will need to discuss and document ways to address specific needs of students who exhibit behaviors or students with cognitive disabilities who will have difficulty in maintaining preventative measures. Students who are unable to wear a mask or face shield in the school setting will require medical documentation to advise the school that mask wearing is not advised due to a medical condition. For students who have received this medical documentation, this information will be recorded in their electronic health record.

The school district is responsible for providing appropriate PPE for staff who provide assistance to students who have special needs. Employees working with students who cannot wear a mask for the reasons described above shall be provided all appropriate PPE, including but not limited to medical grade respirator masks, eye protection/face shields, gloves and gowns, as described by the applicable local, state or federal standards (whichever is most strict).

Students/families are responsible for providing their own PPE. If a family is having difficulty obtaining facial coverings, staff will be able to assist in finding resources. Please contact your school building.

Schools will provide face coverings for staff and students who present to a building without them.

Personal Protective Equipment (PPE)

Using Personal Protective Equipment (PPE) is based upon several precautionary factors when social distancing and other protective measures are not feasible or effective. The guidance for PPE use is determined by local health officer/department guidance, L&I requirements based on the role and the need to protect workers and the level of risk associated with the COVID-19 contagion. Specific information and training will need to be offered in order to teach use of PPE. The use of personal protective equipment will vary depending on the role or situation in the educational setting and may include: surgical masks, KN95 masks, N95 masks, eye protection, face shields, gowns and gloves.

Families may see staff members wearing different levels of PPE based upon the task or job the staff member is assigned to.

Physical Distancing

The State of Washington and the Department of Health advise schools to provide appropriate physical distancing standards whenever possible. This is a six (6) foot space between every person and will be followed in our schools. This standard does not apply to school busses, although precautions will still be in place.

To facilitate physical distancing, conference/meeting/staff rooms will have reduced capacities, signage will be posted, and chair/table configurations will be rearranged. Some open office seating areas will have reduced capacities as well. Building access to visitors is limited. Follow the instructions at each building site to access staff. Installation of plexiglass screens are provided for certain locations requiring close interactions.

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Use of “high-volume points” and “high-risk areas” such as restrooms, elevators, stairways, entryways and hallways will be in compliance with physical distancing requirements. The following guidelines will help maintain social distancing during the school day:

- Arrival and dismissal procedures will minimize the opportunity for groups of students to interact (see [“Pick-up and Drop-off at School”](#) below).
- Students will not congregate in the lunchroom, commons area, gymnasium, hallways or other areas during arrival and dismissal.
- Signage will be in place to help students gauge appropriate spacing and to direct traffic patterns in hallways.
- Markings on the floors of restrooms and locker rooms will be provided to indicate proper social distancing.
- Recess schedules will limit the number of students on the playground or within a specific area of the playground with their cohorts.
- Assemblies and other large student gatherings will not be held.

Signage

Signage reminding staff, students and visitors that all are required to wear an approved face covering is posted at the front entrance of each facility. Interior signage is placed in the foyers and hallways to remind people about the six-foot distancing requirement, the wearing of a face covering and directional signs where needed for traffic flow. Classrooms will also have signage indicating the maximum COVID capacity and floor markings to indicate the required spacing necessary between students.

Classroom Capacities

At each school, every classroom, student space, and common area (including library, gym, staff lounge, conference room) have been evaluated to determine the maximum student capacity to maintain the 6-foot social distancing requirements. Each space has been evaluated using only the usable square footage and eliminates space taken by fixed furniture and objects. At each of these spaces, placards will be posted to clearly indicate the maximum COVID capacity.

PLACARDS: Each classroom and common area will have a placard posted on the outside of the space. The placard will indicate the COVID capacity. This number will include the total number of students and adults who can occupy the area on a regular basis to allow for a physical separation of at least 6 feet.

Classroom Setup

Every classroom and space in our school buildings have been assessed to indicate the maximum number of students and adults who can be in the room while still following physical distancing guidelines. Those maximums will be followed to every extent possible. In addition:

- Hand sanitizer will be available at the classroom entry point.
- Desks or tables will be arranged to allow students to face the same direction (rather than facing each other).
- Desks will be 6 feet apart with a 36 foot radius.
- Carpet seating will be marked with tape 6 feet apart.
- Area rugs, stuffed animals and soft furnishings will be removed.

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Student Grouping

Edmonds School District has divided classes into two groups based on their last name. Students with last names A through Le will be in Group A. Students with last names Lea through Z will be in Group B. Family members who have different last names will be able to have their students in the same group so they can attend school on the same days. Group A will attend in-person learning on Monday and Tuesday. Group B will attend in person learning on Thursday and Friday. Some special programs will have alternative group scheduling , that could include more days of instruction.

To the extent possible, student groups will remain consistent in elementary schools to limit the number of student interactions during the school day. In elementary schools, these groups will be the student’s classroom. Middle and high school students will also follow the cohorting model for their individual classes. These groupings will limit the number of students that teachers interact with during the school day. These practices will also assist public health officials in their efforts to trace contacts if an outbreak occurs.

Some staff will work regularly with multiple groups of students such as elementary specialists and secondary teachers. The layering methods of all of these interventions help to decrease risk of transmission of COVID-19. This includes:

- Compliance with mask wearing, social distancing, hand washing, and other precautionary measures.
- A/B schedules that reduce numbers of students assigned to a class or period.
- **Regular cleaning and disinfecting** of the learning spaces.

Activities and Interactions

Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact and avoiding close greetings like hugs or handshakes. Physically distant greetings will be encouraged.

Classroom activities will be planned that avoid physical contact or the close gathering of students. Activities that require clustering around an item or small area will be avoided.

Limiting Shared Materials

Individual student belongings should be separated and individually labeled. Sharing of student personal items such as electronic devices, writing instruments, supplies, and food will not be allowed.

Learning materials that are shared amongst students during classroom lessons will be reduced and cleaned and disinfected between use as much as possible. Items that cannot be easily cleaned and disinfected will not be used. No stuffed toys or porous items will be permitted.



- Electronic Devices
- Writing instruments
- School supplies
- Headphones
- Food

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Restrooms

Each school will develop a plan for restroom use to try to limit the number of students in a restroom at one time. Where possible, restrooms will be assigned to groups or classes of students. Increased cleaning and sanitation will be scheduled. Visual instruction for proper hand washing will be displayed in every restroom.

Drinking Water

Drinking fountains present a high risk of transmitting viruses like COVID-19 and will be off limits for students. Water will be available to students to fill water bottles through such means as classroom faucets, water bottle filling stations or water dispensing stations.

Meals

Our cafeterias do not have adequate space and enough lunch tables to honor social distancing requirements for the 50% student capacity required in a hybrid instructional model. In addition, there is not enough time between the several lunch periods to disinfect tables and surfaces.

A community advisory committee has recommended that where possible students should eat in their classrooms to limit interaction with others. The “free meals for all” federal waiver is in place through December 31, 2020. Accordingly, all students are eligible for free lunch. Elementary breakfasts will be provided to students when they enter the building and coordinated with the morning health check process. Lunch orders will be recorded in the morning and meals will be brought to each classroom and distributed to students. Students will clear their own desk and throw away garbage in the provided waste receptacle. This is not a new practice in the district and has worked well during construction projects. Many school districts throughout the state have meals in classrooms as a standard approach. Secondary schools are more complex, and the meal program will be modified to adapt the design of student groupings. They will likely require a combination of in classroom and in cafeteria meals.

Best practices staff and families can support include:

- Students will be required to wash/sanitize hands before every meal and to the extent this habit can be developed and reinforced will be helpful.
- Students must only remove their mask while eating and then put it back on immediately after.
- Students should be aware of a safe place to put their mask while eating to prevent it from falling on the floor.
- Students must not share food to prevent the spread of COVID-19 and reduce the risks of an allergic reaction.

For high school students, campuses will remain closed for off-site meals to minimize opportunities for exposure until deemed unnecessary by local COVID transmission rates.

Transportation

OSPI and districts have been studying best practices across the nation and it is clear that social distancing is very challenging on buses. Unlike classroom time, which can be in excess of six hours a day in some schedules, bus rides are typically short in duration and are often essential for students to access their basic education. However, multiple additional health mitigation strategies such as health screening, face coverings, hand hygiene, frequent cleaning, and maximum air circulation are necessary when riders cannot follow the six-foot social distancing rule on buses. We are implementing practices to promote social distancing while riding buses.

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Before each student leaves for school each morning, the following are daily expectations:

- Parents/guardians/families are required to check students for COVID symptoms (including taking their temperature), and they are further required to attest that students are symptom free as required by Department of Health protocols.
- Parents/guardians/families are encouraged to teach students about social distancing at bus stops and if possible, to coordinate an adult with other parents at the stop to supervise good social distancing practices.
- Students should dress warm during the winter months as bus windows will be partially open.
- Each student is expected to wear a properly fitted mask at all times. If they do not have a mask one they will be provided a mask when they get on the bus.

Increased cleaning procedures have been implemented for buses and includes cleaning and disinfecting tops and backs of seats, handles, and touch points daily and between routes as much as possible.

To maximize social distancing and for contact tracing purposes, students will be assigned seats on buses, and a record of the seating plan will be kept. Students who live in the same household may be seated together in closer proximity.

Bus Hygiene

- Bus windows and roof vents will be partially open based upon weather conditions to maximize air flow.
- Buses will have a 16oz bottle of hand sanitizer.
- Students will be asked to sanitize their hands upon entering the bus.
- Students will not be permitted to eat on the school bus or remove their face coverings.
- A box of masks on each bus will be available for students who arrive with no mask (students who did not arrive with masks will be reported to the school for family follow-up)
- Bus drivers will be wearing masks.
- Commonly touched areas will be wiped down with disinfectant daily and between route segments as much as possible.
- When the bus returns to the yard each day they will be disinfected thoroughly.

Pick-up and Drop-off at School

Each individual school will be creating a plan to ensure efficient and safe pick-up and drop-off at the school. This plan will be communicated to the respective families.

Parents and caregivers are asked to transport their own children where possible. Picking up and dropping off students outside of the building is encouraged. Schools will facilitate arrivals and departures by having designated areas for entries and exits.

If parents or guardians will have limited access to the school building, but if a parent or guardian must enter the school, they will be required to fill out a health questionnaire before entering the building. This can be completed by using a smartphone to scan the QR code posted at the entry door of the school or utilizing a paper copy if needed. These forms will be used if a contact tracing investigation is necessary.

Parents and caregivers must put on a mask and use hand sanitizer prior to entering the school. In the school, parents and caregivers should maintain physical distance from staff and other students and should practice diligent hand hygiene.

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For families dropping off students at an extended day program or daycare in the school, please confirm pick up and drop off requirements with the program.

Note that volunteers are not permitted at this time in school buildings.

Assemblies

Assemblies and gatherings will be limited to class groups. Large assemblies/meetings may occur virtually to limit interactions of students. If gatherings (meetings) occur, they will access large open spaces (i.e. gyms) to allow for physical distancing.

Recess/Outdoor Spaces/Playgrounds

Schools will develop plans to promote student groups staying together and physical distancing during non-instructional time. This will include staggering of break times and assigned outdoor spaces for groups of students.

- Equipment that would be used by multiple students will be reduced as it will require increased cleaning . Other activities that do not involve the sharing of equipment will be encouraged.
- Schools will develop site-specific plans to promote physical distancing and reduce the risk of infection.
- Classroom cohorts will be in designated areas.
- Use of fields and blacktop spaces will be determined by each school community.
- Play structures are remaining closed at this time due to the inability to clean them.

At the start/end of recess breaks each day, all available school doors will be utilized to support social distancing measures. Once students are in class, doors other than the main entrance may be locked for security purposes.

Visitors on School Grounds

At this time, volunteers and visitors are not permitted in school buildings.

It is important to keep the number of visitors inside the school at a strict minimum. Whenever possible, virtual options are strongly encouraged. Outside guest speakers will not be scheduled for in-person presentations. Contractors attending the school for facilities work will be limited where possible.

To promote health, safety and social distancing, visits to schools by parents and other adults who are not Edmonds School District staff members should be scheduled in advance whenever reasonably possible. These scheduled visits may be initiated by the visitors by contacting the school's main office, or they may be initiated directly by a staff member.

- Visitors must sign-in at the Main Office with phone number/email
- All visitors to the school will be required to fill out a health questionnaire *(The form can be filled out by using a smartphone to scan the QR code posted at the entry door of the school or completing a paper form)*
- Visitors must be clear of [symptoms similar to COVID-19](#)
- Visitors must wear a mask and maintain social distancing expectations
- In general, delivery personnel don't apply (less than 15 minutes)
- A minimum 6-foot separation will be facilitated by physical barriers and/or floor markings

COVID-19 Safety Handbook – Edmonds School District

Cleaning, Sanitizing and Disinfecting Facilities

The district will perform routine cleaning, sanitizing and disinfecting following Centers for Disease Control and Prevention (CDC) recommended procedures, which include:

- Clean and disinfect high-touch surfaces like doorknobs, faucet handles, check-in counters, and restrooms with EPA-approved disinfectant
- Clean and sanitize toys, equipment, and surfaces in the program space
- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning several times a day with EPA-approved disinfectant
- Shared classrooms or spaces such as libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with EPA-approved disinfectant
- In secondary environments student desks and tables will be wiped down with an EPA-approved disinfectant solution in between classes, prior to the next group of students entering, and at the end of the day
- Only Edmonds School District provided cleaning products are to be used
- All aerosolizing hand dryers have been removed and replaced with paper towel dispensers
- Any shared equipment will be disinfected between staff and students.

HVAC Systems and Air Quality

The district is working to ensure all Heating, Ventilation, and Air Conditioning (HVAC) systems are operating properly. We have hired an HVAC consulting firm and are working with their team of engineers to implement best practices for COVID-19 prevention. These practices will be based on guidance from the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) and the Environmental Protection Agency (EPA).

The primary focus will be optimizing ventilation and filtration. Ventilation will be set to maximize outside air flow and upgraded filtration as appropriate.

