

Sub-Committee Reports to Re-Open the Shelton School District

Sub-Committee Title: Safety & Security Subcommittee

Sub-Committee Leaders: Robert Herron & Karen DeWitt

Sub-Committee Members:

- Eric Moll, Mason General Hospital
- Shelly Dunnington, Mason General Hospital
- David Windom - Mason County Community Service Director
- Dr. Daniel Stein, Mason County Public Health
- Dr. Jim States, Mason County Emergency Management
- Dan Beaudoin, ESD 113
- Amy Frost & Crystal Pooler, SSD Nurses
- Jolyn Thompson, SSD Health Room Aide
- Mark Brown, Custodial Foreman
- Mike Riker, Head Custodian
- Chris Walton, Maintenance Foreman
- Courtney Morgan, SSD Librarian
- Chief Mike Patti, Central Mason Fire Dept.
- Chief Darrin Moody - Shelton Police Dept.
- Sheriff Casey Salisbury, Mason County Sheriff's Dept.
- Chris Kostad, City of Shelton
- Don Welander, SSD Director of Career Connected Learning
- Sherrie Hickam, Kateri Neal & Christina Patrick, Teachers
- Lori Hope, SSD Para-Educator
- Eric Barkman, Principal
- John Bryz-Gornia, Paula Canady, Alex Brownsmith & Madeline Cundall, Assistant Principals
- Lisa Gardner, SHS Registrar
- Sara Brown, SSD Secretary

Sub-Committee Tasks

Task #1	Drills & Emergency Evacuations
<p>Recommendations <i>Please be specific</i></p>	<p>It is recommended that no changes be made to emphasize or train physical distancing or PPE in drills. Masks will be put into red emergency backpacks and available outside for any student that doesn't grab theirs as they leave. No changes to outside evacuation points recommended. Physical distancing recommended where possible once in class evacuation lines.</p>
<p>Rationale</p>	<p>The subcommittee strongly feels getting out quickly and orderly in a real emergency is of the utmost importance. Also the concept of "drill mirroring real world scenarios" is critical. Focus or training on physical distancing & PPE would be additional steps, may cause confusion of priority, add time to evacuations and risk additional harm in an actual emergency. Simplicity and trainability are key for</p>

	a successful evacuation. It is recommended not to change. OSPI has acknowledged that distancing in hallways and other scenarios is not always possible, but distancing and masks always required when "seated."
Implementation Timeline <i>(start of school and beyond)</i>	Start of School Year Trainings and throughout School Year until physical distancing and PPE no longer required
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Building Administrators to address during drill trainings and meetings when drills/evacuations are discussed that there is no change from last year except additional masks will be provided for red backpacks for students as needed after they evacuate. Staff also should be trained that once at evacuation point, to physically distance the students where possible. This should be possible with half student scenario. To be monitored by Building Administrators and District's Safety Representative.
Names	Building Administrators and District's Safety Representative
Title	Building Administrators and District's Safety Representative

Task #2	Hand Washing Stations
Recommendations <i>Please be specific</i>	Obtain hand washing stations for Lunch Rooms, Screening Locations, Playgrounds to supplement existing sinks.
Rationale	Existing handwashing stations are sufficient in quantity to handle frequent washings, <u>except in high usage situations where long queues would discourage handwashing.</u> Lunch Rooms, Screening Locations and at Playgrounds should have additional handwashing stations to handle expected students/staff in locations. <i>Additional Building, Custodial/Facilities hours is likely required to dump gray water tanks or relocate for different usages throughout the day. Considerable capital cost for hand washing stations required.</i>
Implementation Timeline <i>(start of school and beyond)</i>	To be installed in all campus locations prior to start of school 9/2
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	To be coordinated and monitored by Facilities Management, Building Administrators, Head Custodians
Names	Facilities Management, Building Administrators, Head Custodians
Title	Facilities Management, Building Administrators, Head Custodians

Task #3	Staff Lounges/Workrooms/Shared Areas
Recommendations <i>Please be specific</i>	It is recommended that Staff Lounges, Workrooms and other shared staff areas remain open. Sharing food should be discouraged, as well as staff get together and parties in confined rooms. No buffet style sharing/potlucks. Physical distancing must be maintained and PPE worn in shared staff areas. Signage to be added to remind staff of room capacity limitations under physical distancing, self-maintaining of distancing, PPE wearing, self cleanup required and that get-togethers require Administrator approval.
Rationale	Staff areas are important. Keeping them open is beneficial to staff. However, risk management will be required to keep open.
Implementation Timeline <i>(start of school and beyond)</i>	Start of School Year Trainings and throughout School Year until physical distancing and PPE no longer required; Facilities to add signage before arrival of Teachers August 2020
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Building Administrators to include info in pre-school trainings and communications to Staff, Building Administrators to monitor
Names	Building Administrators
Title	Building Administrators

Task #4	Temporary Signage
Recommendations <i>Please be specific</i>	Implement at all District Schools color coded signage to direct staff and students to Screening Locations, Good handwashing practices at all sinks (permanent & temporary), Good PPE wearing practices, Physical Distanced Max Occupancy signs (Libraries, Lunch Rooms, Gyms, Band Rooms), floor marks for physical distancing in line for Food Service and Screening
Rationale	Signage will help provide useful info and wayfinding while PPE/Distancing requirements are in effect. Blue signage is directional, red signage for room capacities/limitations, yellow for safe practices and general information. Considerable costs involved.
Implementation Timeline <i>(start of school and beyond)</i>	To be installed in all campus locations prior to start of school 9/2
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans	Facilities Management to install, monitor and adjust by Building Administrators

<i>progress and refine as necessary</i>	
Names	Facilities Management, Building Administrators
Title	Facilities Management, Building Administrators

Task #5	Open Houses/Campus Orientations
Recommendations <i>Please be specific</i>	It is recommended that conventional Open Houses and Campus Orientations not be allowed while physical distancing and PPE are required. Virtual open houses and campus orientations are acceptable. SHS put together a great virtual campus orientation video.
Rationale	Opening our buildings to the full general public during the pandemic. It is an unnecessary risk to staff and students.
Implementation Timeline <i>(start of school and beyond)</i>	To be implemented immediately upon Board Approval
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	To stay in effect while PPE and Physical Distancing Requirements are required. Then to be re-reviewed if still appropriate to not allow Open Houses/Orientation.
Names	Building Administrators
Title	Building Administrators

Task #6	Libraries
Recommendations <i>Please be specific</i>	It is recommended that Libraries remain open. Returned books to be quarantined for 72 hours before they can be available for check out. Libraries will be subject to Physical Distancing Separations & PPE requirements. Libraries will have tables marked with physical separated seating locations. Libraries will display room maximum capacity signage that meets social distancing. Classes and groups larger than the maximum distanced capacity will not be allowed in excess.
Rationale	Libraries are an important part of returning students progress and worth the additional risks. The recommendations for usage will provide adequate protection.
Implementation Timeline <i>(start of school and beyond)</i>	Libraries to be ready prior to start of school 9/2

Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Facilities, Librarians and Building Administrators will implement and monitor
Names	Facilities, Librarians and Building Administrators
Title	Facilities, Librarians and Building Administrators

Task #7	Assemblies
Recommendations <i>Please be specific</i>	It is recommended that Assemblies be discouraged. Whenever possible, Assemblies should be virtual, live or taped with students in classrooms or at home. If absolutely needed, a Building Administrator can submit a detailed plan to the District Safety Representative and PK-12 Executive Director addressing equity, safety, physical distancing, PPE, supervision and location information.
Rationale	Assemblies are too risky and difficult to implement, that it should not be done unless needed. Also there is added difficulty that half of the students will be present.
Implementation Timeline <i>(start of school and beyond)</i>	To be implemented immediately upon Board Approval
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	To stay in effect while PPE and Physical Distancing Requirements are required. Then to be re-reviewed if still appropriate afterward.
Names	Building Administrators
Title	Building Administrators

Task #8	Field Trips
Recommendations <i>Please be specific</i>	It is recommended that Field Trips generally not be allowed. Replacement virtual activities, lessons and project learning should be used. Exceptions should require Superintendent and Board Approval of a detailed plan explaining necessity and addressing equity, safety, physical distancing, PPE, supervision and location information.

Rationale	Field Trips are too risky and difficult to implement, that it should not be done unless deemed by the Superintendent and School Board approves. School Bus time for field trips also is longer than the average daily bus trip. Also, field trips often mix students from different groups than their normal exposure group increasing risks.
Implementation Timeline <i>(start of school and beyond)</i>	To be implemented immediately upon Board Approval
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	To stay in effect while PPE and Physical Distancing Requirements are required. Then to be re-reviewed if still appropriate afterward.
Names	Building Administrators, Superintendent & School Board
Title	Building Administrators, Superintendent & School Board

Task #9	Choir/Band
Recommendations <i>Please be specific</i>	It is recommended that Choir/Band classes and practices should continue, but singing and use of blown/wind instruments would not be allowed indoors regardless of room size, separation and PPE. Public performances should be prohibited. Classes can continue but will be limited to Physical Distancing/PPE requirements and limitations. Recommend classes to focus on music theory. Outdoor singing/blown instrument usage would be permissible if physical distancing is observed and face masks or shields worn.
Rationale	Choir and Band are important programs for many students, but is a much higher risk. Less risky scenarios should continue as recommended. Singing indoors and blowing in instruments, even in large indoor spaces, has already been proven to be a significant high-risk transmission source and cannot be allowed.
Implementation Timeline <i>(start of school and beyond)</i>	To be implemented immediately upon Board Approval
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	To stay in effect while PPE and Physical Distancing Requirements are required. Then to be re-reviewed if still appropriate afterward. To be monitored by Building Administrators and District's Safety Representative
Names	Building Administrators and District's Safety Representative

Title	Building Administrators and District's Safety Representative
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Task #10	After Hours Facility Usage
Recommendations <i>Please be specific</i>	Recommended for only Internal District Usage. Examples are student groups, staff, athletics. Only people who generally access our buildings during the day and go through screenings and familiar with District safety protocols would be allowed in our facilities after hours. Parent groups, mixed community groups or external groups would be prohibited.
Rationale	The requirements to allow people in our buildings after hours are too burdensome. Screening, physical distancing, PPE would still be required and impossible to manage. Community groups are high risk to allow in our buildings. Additional disinfecting after outside groups would also be required. Also the Liability to the District is too great.
Implementation Timeline <i>(start of school and beyond)</i>	Currently not allowed. Would start allowing facility booking to internal groups immediately upon board approval for dates starting 9/2 and beyond.
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Facilities Management to manage reservations and monitor. To be re-reviewed upon removal of Physical Distancing and PPE Requirements.
Names	Robert Herron
Title	Director of Facilities Management & Construction

Task #11	PPE Usage
Recommendations <i>Please be specific</i>	Mandatory to wear masks or face shields, except where regulators allow exception. Recommend buying enough PPE as projected to last to Winter Break. District provides cloth masks, paper masks, clear face masks, face shields and gloves.
Rationale	It's required by OSPI, State Dept. of Health, Mason County Health Services and Governor's Mandates. Considerable costs involved.
Implementation Timeline <i>(start of school and beyond)</i>	Currently in effect and until further notice. District is already ordering and stockpiling PPE.
Roles and responsibilities to implement recom'ds, monitor, adjust and	Will continue until dropped by all agencies in authority. Will be continually reviewed as subject agencies provide guidance. Will constantly monitor PPE supplies and usage rates.

<i>assess the plans progress and refine as necessary</i>	
Names	Robert Herron
Title	Acting District Safety Representative

Task #12	Daily Screening
Recommendations <i>Please be specific</i>	Recommend staff and students receive health screenings before entering into school buildings. District employees not in schools need to be screened before they begin work. Staff and students who appear ill, do not pass the questionnaire or have a temp higher than 100.4°F will not be permitted to work or school and cannot return for 72 hours. Returning students must use screening first day (no attestation). Health Rooms are not to be used for screenings. Consider setting up large/more permanent tents that can stay up day after day for screenings. Avg. elementary school will take 60-80 mins with 4-5 lines. SHS will take 60-80 mins with 10-12 lines. Printed Parental Attestation Forms recommended to reduce queue times. It is recommended a nurse or health aide be available at each screening location to be on call to screeners. Building Administrators to coordinate with District Nurses to identify location for students who do pass screening to wait until parents pick up. Recommend secondary screening contact to be added to parental forms to pickup student who does not pass screening. Screening must start when students and staff arrive off busses or parents. Students cannot congregate waiting for screening to start. Screened students would be required to enter campus after screening. <i>Extra labor costs required to implement screenings (or re-assignment from other tasks). Large catering tents have considerable costs to purchase or rent.</i>
Rationale	Requirement of L&I and OSPI. Helps to keep sick people segregated from school populations and reduces chance of transmission in District buildings.
Implementation Timeline <i>(start of school and beyond)</i>	Tents and stations/carts ready and in place prior to school start 9/2. Will continue daily until regulating authorities no longer require screening or further if the School Board deems necessary.
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Facilities Management, District Safety Representative, Building Administrators and Nurses will collaborate, monitor and adjust.

Names	District Nurses, Building Administrators, District Safety Representative and Facilities Management
Title	District Nurses, Building Administrators, District Safety Representative and Facilities Management

Task #13	Return to School after COVID Illness or Positive COVID
Recommendations <i>Please be specific</i>	Each positive report is a case by case basis. Yield to Mason County Health Services and Doctor's Recommendations for student or staff member, returning students must go through screening first day after illness absence (no attestation). Recommend Nurses coordinating cases and efforts with Mason County Health Services for positive cases.
Rationale	It is allowable to require Doctor's note per subcommittee members in the know, but subcommittee decided not to require due to equity reasons and child access to healthcare. Also, school may not even know about a positive student case.
Implementation Timeline <i>(start of school and beyond)</i>	First Day of School 9/2 until COVID-19 outbreak is no longer an issue
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	District Nurses, Building Administrators and District Safety Representative will implement, train, monitor and assess until no longer a factor.
Names	District Nurses, Building Administrators and District Safety Representative
Title	District Nurses, Building Administrators and District Safety Representative

Task #14	Physical Distancing in Classrooms & Lunch Rooms
Recommendations <i>Please be specific</i>	Desks and tables in classrooms and lunch rooms to be arranged to ensure that students stay physically distanced by 6' while seated. Classroom schedules, student population rotations and number of lunch periods required need to be adjusted to allow enough physically spaced seating. Average Elementary school class would allow 12-14 students socially distanced. SHS average class size would allow 14-16. Schools will be required to support 4-6 lunch periods.
Rationale	Requirement of L&I, OSPI, State Dept. of Health and Mason County Health Services. It is believed physical separation in conjunction

	with PPE wearing is the most effective way for large groups to reduce transmission.
Implementation Timeline <i>(start of school and beyond)</i>	In August, prior to school start, Facilities will work with Administrators and Food Service to prepare classrooms and lunch rooms for physical distancing.
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Facilities, Building Administrators and Food Service will coordinate during implementation, and will monitor and adjust as required until physical distancing is no longer required.
Names	Facilities, Building Administrators and Food Service
Title	Facilities, Building Administrators and Food Service

Task #15	Washing & Disinfecting
Recommendations <i>Please be specific</i>	It is recommended that Facilities implement the recommended CDC guidelines as suggested by OSPI and the State Department of Health. This includes increased daily sanitization of frequent touchpoints. Full building sanitization required of all surfaces every time the building is turned over to a new rotating student group. Lunch rooms to be sanitized after every meal serving period. Recommend students clean their own desks at end of each day/class. Hand Sanitizer stations set up at all Building/Campus Entrance Points, Screening Areas, Front Office, Leaving Playgrounds, Classroom corridors. <i>Extra labor costs and/or staff re-assignment of responsibilities required to implement. Extra labor costs and mission difficulty will occur if rotating student groups every day.</i>
Rationale	Cleaning and disinfecting buildings are critical to keep schools open and prevent the transmission of coronavirus.
Implementation Timeline <i>(start of school and beyond)</i>	Will be partially implemented as staff return, and fully implemented when students return 9/2.
Roles and responsibilities to implement recom'ds, monitor, adjust and assess the plans progress and refine as necessary	Custodial Foreman and Head Custodians will implement under the Management of the Facilities Director
Names	Robert Herron
Title	Director of Facilities Management & Construction

A reminder, the plan will be initiated on August 1, 2020 with the direction to “fine tune” the Shelton School District’s plan to meet the specific needs of each school within a highly collaborative process.