Overview

On December 16th, Governor Inslee announced new guidance and a proclamation in preparation for more students to return to school for in-person learning. The new guidance included updated metrics for COVID-19 activity levels. While COVID-19 activity by regions, WA Department of Health guidelines indicate that even when there is high activity, greater than 350 cases per 100,000 over a 14-day period, schools should still prioritize students in any grade with disabilities and those furthest from educational justice.

The guidance provided by the Department of Health includes considerations based on the science and research examining schools in Washington state and across the nation. These data indicate that rigorous health and safety measures can limit transmission of COVID-19. WSSB has demonstrated the practice of these safety measures and has an interdepartmental team that regularly meets to review guidance, address concerns, and implement continuous improvements.

While there is not a situation without risk, it is WSSB’s responsibilities to ensure that students are provided with the opportunity to receive a quality educational program. Additional benefits of school include provide equitable access to instruction, resources, and supports that are necessary for their well-being. In addition, all students who have an Individualized Education Program (IEP) are required by federal law to receive services to support meaningful progress in learning because of their disability. WSSB will make every effort to continue to provide students with learning opportunities while adhering to all health and safety guidelines in response to the COVID-19 pandemic.
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Health and Safety

Transmission Risk Levels and Safety Protections

- **Low Risk** – most general interactions at WSSB, when working alone or in office, and during general group instruction
  - A minimum of 6-foot distance is maintained for most interactions
  - Staff wear at least a cloth face covering
- **Medium Risk** – some interactions at WSSB, during small group or individual instruction and during food service
  - If 6-foot distance is mostly maintained, but the job task requires sustained several minutes of less than 6-foot distance several times a day
    - If closer than 6 feet from others for more than 10 min within an hour
  - Staff wear at least a face shield with a cloth face covering OR non-cloth disposable mask (available at Irwin office safety station)

Source: [Employer Health & Safety Requirements for School Scenarios](#)

General Guidance

For specific guidance on different scenarios, please refer to the [COVID flow charts](#) published January 4 by Clark County Public Health.

WSSB will not allow students, staff, vendors, parents and guardians, or guests on-site if they:

- Are showing [symptoms of COVID-19](#)
- Have been in close contact with someone who has confirmed COVID-19 in the last 14 days.
  - Health care providers, EMS workers, and educational staff associates who wore proper personal protective equipment (PPE) are OK to attend.
- All staff, students, or individuals on-site must wear at least a cloth face covering at WSSB and additional PPE as recommended based on their work environment/task
- Daily health screening for students
- Daily check in/check out for staff
  - Arrival attestation
  - Departure contact tracing information
- Staff and students with illness symptoms not associated with another condition must stay home

- **Staff**
  - Staff will be trained in health and safety protocols, how to screen for symptoms, maintaining physical distance, wearing appropriate PPE, frequent cleaning and handwashing, and what to do if someone develops signs of COVID-19
  - WSSB has an obligation to provide employees a safe and healthy work site in accordance with state and federal law and safety and health rules, including addressing hazards associated with COVID-19. Refer to the [Department of Labor & Industries’ COVID-19 Workplace Safety and Health Requirements](#) for more information.
Rooms occupied for greater than 15 minutes must door hang turned to in room needs to be cleaned/disinfected.

Workspaces and desks will be cleared of as many paper and items at the end of each day to support daily cleaning routines.

Students

Regular communication to families will be made emphasizing the importance of staying home when sick, physical distancing of six feet, and hand hygiene.

Health Screening at entries, before charter bus travel, and in cottages

- Families will be asked: Does your student have any of the following symptoms
  - Shortness of breath/breathing difficulty
  - Fever of 100.4°F or higher or chills
  - Cough
  - Sore throat
  - Headache
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea/vomiting
  - Diarrhea (defined as 2 loose stools within 24 hours)
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue

- 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?
- 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 COVID-19 infection?

The student must be excluded from school if the answer to any of the above questions is “yes.”

If the answer to all of the above questions is “no,” the student will be checked for signs of being sick, such as flushed cheeks or tiredness. A distance of at least six feet of space will be kept or a physical barrier between the staff and the student will be used during assessment.

Returning to School After Having Suspected COVID-19

For ill persons without known exposure to a confirmed COVID-19 case, follow DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19

- If Polymerase Chain Reaction (PCR) testing for COVID-19 is not performed, stay home for at least 10 days (day of symptoms + 10) after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. People with severe disease or who are immunocompromised may need to isolate at home for longer.
- If PCR testing for COVID-19 is negative, stay home until 24 hours after the fever resolves and symptoms improve.
Staff and students may be able to return to school earlier if they exhibited one of the following symptoms and the symptom resolved within 24 hours: fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

- People who are ill and had known exposure to COVID-19 are encouraged to be tested for COVID-19. They should stay out of school until at least 10 days after symptom onset, and at least 24 hours after their fever has resolved and symptoms have improved. People with severe disease or who are immunocompromised may need to be isolated at home for longer.
- Staff, students, or families should inform the school immediately if the ill person is diagnosed with COVID-19
- If a student or staff member tests positive for COVID-19, it is possible that many of their classmates and teachers will be considered close contacts and need to be quarantined for 14 days. Consult with the local health jurisdiction to determine the correct course of action. Refer to the What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)? guidance.

Returning to school after testing positive for COVID-19

- A staff member or student who had confirmed COVID-19 can return to the program when at least 24 hours have passed since recovery and at least ten days have passed since signs first showed up. A person is recovered when they have no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.

Returning to school after being in close contact to someone with COVID-19

- If a person believes they have had close contact with COVID-19, but they are not sick, they should watch their health for COVID-19 symptoms for 14 days after the last day they were in close contact with a person sick with COVID-19. Staff will need to be in communication with their supervisor and human resources to address individual specific scenarios. Students and families will work with WSSB nurses on necessary protocols and timeline for return to school.
- At minimum, do not go to school, work, or public places for 14 days.
- If the person in quarantine develops symptoms, they should seek testing for COVID-19.

Facilities Cleaning

General Cleaning Procedures

Routine cleaning and disinfecting are key to maintaining a safe environment for teachers, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
• Rooms occupied for greater than 15 minutes must door hang turned to in room needs to be cleaned/disinfected.
• Workspaces and desks will be cleared of as many paper and items at the end of each day to support daily cleaning routines.

Daily cleaning and disinfecting (with electrostatic fogging device) of all high touch surfaces:

• All braille signage
• Bathrooms - all surfaces within
• Classrooms – tables, backs of chairs, doorknobs, light switches, teacher desk keyboards, phones, sink faucets
• Hallways – walls, lockers, drinking fountains
• Commons – kitchen staff cleans after lunch, custodial cleans/disinfests at night
• Offices and Staff Lounge – tables, desks, phones, doorknobs, light switches, chairs, fridge, microwave
• Entries – door hardware, video system button, ADA buttons
• Old Main additions- Elevator buttons and front railings
• Cottages – (if feasible, custodial crew will daily disinfect with electrostatic fogging device) kitchens, bathrooms, offices, door handles, light switches. Cottage Staff will clean bathrooms and their offices.
• Warehouse, Dry Building, and ORC included in plan

Cleaning after a confirmed case is identified
When a confirmed case of COVID-19 has been on the premises, the areas where the ill person spent time will be cleaned and disinfected.

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with confirmed COVID-19 visited or used the facility, additional cleaning and disinfection may not necessary.

Student Health Services
Health Center Protocols
Medications
Nurse will bring medications to students during schedule medication administration times. Nurse will travel between various student cohorts and have brief interactions with students taking medication in the morning, during lunch, and in the evening.
**Visits to Health Center**
Students will enter through outside door. Nurse will determine the safest exit to use. One student at a time in health center lobby, accompanying staff OK.

- Nurse will speak with student at window with a plastic shield barrier wearing appropriate PPE.
- Touched surfaces will be cleaned between students.
- Visits to the Health Center will only be permitted when a student with ill symptoms isn’t being isolated and when it is not possible for the nurse to leave their workstation.

**Temp Checks**

**Residential Students**

- Sunday: For students traveling by bus, temperature will be measured, and symptom questions answered before student boards the bus while parent waits (bus monitors will wear PPE and record data). Parents may not leave until their student boards the bus. RLCs will also measure temperature and ask symptom questions (wearing PPE) upon students’ arrival to cottage.
- Monday-Friday: All students will have a daily health screening in the cottage including a temperature check. Any student with symptoms will be escorted by a designated person to the Health Center to be isolated.

**Day Students**

- Monday-Friday: All students will have temperature taken and answer symptom screening questions at Irwin south (front) doors prior to entering the building. If a day student arrives with symptoms or a temperature, this student will wait in the Health Center in isolation until they can return home.

**Procedure:**

- Staff measuring temperature will wear appropriate PPE. Temperature will be measured with a contactless thermometer.
- If a contactless thermometer is not available, staff will use a temporal thermometer and clean the device between uses by wiping with alcohol wipe and wait for alcohol to dry before using again.

**All Staff**

Staff must complete online health screening daily upon arrival. When leaving campus for the day, staff will record locations visited and any close contacts with staff, students, or visitors. Close contact is defined as being within less than 6 feet of an individual for an accumulated total of 15 minutes in a 24-hour period.

**Info/Guidelines for All**
Residential students with a temp of 100.4* or higher or experiencing symptoms will be sent to the nurse.

Day students and staff with a temp of 100.4* or higher or experiencing symptoms should remain home or leave campus upon onset of symptoms.
Each area/department will designate a primary and secondary person for the job of temperature checks to ensure compliance and consistency. Any elevated temperatures or symptoms should be communicated to the Health Center immediately.

All staff will wear appropriate levels of PPE and follow the latest guidelines as stated by the CDC or local health departments.

Information/Letters to Parents
Families will be communicated with regularly regarding safety and symptom monitoring. Additionally, families will be notified in writing if

- Their student is excluded from school for ill symptoms.
- A positive COVID case is documented on WSSB’s campus (employee, visitor, student).
- Their student was identified as a close contact to an individual confirmed to be positive with COVID-19.

Transportation
Procedures and Guidelines
- Any staff traveling with students in school vehicles will need to ensure six feet of distance between driver and passenger.
- Staff will need to sanitize and clean vehicles after use each time, buildings and grounds will train for staff in this area.
- Students’ temperatures will be checked before they board the bus each Sunday and screening questions will be asked. Staff will wear appropriate PPE for the medium transmission risk level activity.
- Printed questions in Spanish and English for families will be available before boarding the bus.
- Families will need to maintain six feet of distance when picking up and dropping off students. This means one student can board the bus at a time, and families need to wait in their vehicles until it is their student’s turn.
- Travel on the charter bus will allow students to maintain at least 6 feet of social distancing while seated.
- All students and staff will need to wear a cloth face covering at all times during the duration of the bus trip. Staff will wear appropriate PPE for medium and low transmission risk level activities.
- Students will not fly to WSSB’s campus and will instead use ground transportation provided by WSSB.
- Bus monitors will ensure students wash their hands or use hand sanitizer before eating provided snacks as well as when exiting the bathroom.
- Student snacks will be prepackaged foods.
- Students will exit the bus one-at-a-time.
Residential Life Program

Meals
- During meals, students will either sit one per table, or will sit two per table at a distance of at least six feet and with a physical barrier in between the students.
- Lines will be put on the floor to ensure tables stay in their designated area, and staff will not rearrange the table setup.
- If necessary, two mealtimes will be offered to ensure enough space for all students to eat.
- Students will only sit at their assigned place at the table and only wash their own dishes.
- During ILS instruction, staff will rewash any dishes students clean unless dishes go into the dishwasher.
- When entering mealtime, one student at a time will come up to the counter to get their plate from staff and take it to their assigned table. there will be a barrier between students and staff with a pass through for staff to pass students prepared plates.
- Staff will clean and sanitize student tables between mealtimes.

Bathrooms
- Students will carry their toiletries to and from their rooms so that other students do not accidentally touch them.
- Students must be alone in the bathroom if they are using the sink to brush their teeth.
- Only one student may occupy the shower area at a time.

Laundry Room
- Only one student will be present in the laundry room at any time.

Cleaning
- RLCs will be responsible for all cleaning tasks inside of the cottages to provide more opportunity for custodial staff to manage other areas of campus.
- Custodial supervisor will provide training to RLCs on proper cleaning and sanitizing techniques.
- Once weekly, custodial supervisor will inspect each cottage for cleanliness and provide recommendations to residential manager.
- In offices, staff will keep desks six feet apart.

Other Residential Considerations
- Any games or tools used by students will be cleaned and sanitized after use.
- Students will be reminded to wash/use hand sanitizer frequently.
- Staff will perform thorough room inspections to ensure student cleanliness.
- Staff will help to ensure students stay six feet apart as much as possible.
- Staff will be assigned to patrol campus to ensure students are staying at least six feet apart while outside and wearing face coverings when necessary.
- Students will wear face coverings while inside of the cottage unless they are in their room alone with the door closed.
- Staff will limit any personal items they bring into the cottages to reduce extra cleaning and clutter.
• Staff can only use cleaners/chemicals designated by custodial staff. No extras (E.G., essential oils) can be added to these cleaners/chemicals. Bleach will not be used to prevent respiratory issues.

Recreation and Volunteers

General Guidelines
• Volunteers will be used in a limited capacity.
• Volunteers working in designated areas in which students are not present may continue to volunteer, such as ORC volunteers, Keys to advancement, etc.
• Volunteers will not work in person with students. Volunteers may provide activities via Zoom, such as baking with Kevin, art with Helen, tutor support, etc.
• Volunteers will not be allowed on campus unless approved by supervisor of volunteer coordinator and the Superintendent.
• Individual cottages can schedule the use of the rec center with rec coordinator and must follow all applicable safety guidelines while using the rec center. Staff will sanitize and clean after any use of the rec center.
• Recreation programs will only occur on campus unless otherwise approved.

Food and Nutrition Services

Guidelines and Procedures
Breakfast Service

• Food items will be delivered to the cottages in frozen, refrigerated, or dry form to be reheated and served by residential staff.

Dinner Service

• Side dishes will be delivered before entrée in case minimal prep is needed. Entrée will be delivered by cook later in afternoon.

Lunch Service

• Lunch will be served in settings that maintain social distancing of 6 feet between students based on their primary learning environments
  o Irwin Commons
  o Day cohort classrooms
  o Cottages

Classrooms and School Program

Learning Options
• Remote Learning
  o Students engage in learning with classroom teachers in a distance learning format using technology to engage with their teachers, supports, the curriculum, and peers
  o Consistent Learning Management System (Google Classroom)
  o Zoom video conferencing for live class interaction
• **Phased In-Person Instruction**
  - Students with greatest need and least benefit from online learning prioritized for phased on-campus learning
  - Students engage with learning on-campus with increased health and safety measures
  - Groups of students will be cohorted to minimize possible transmission risks
  - Most class participation using distance learning model (synchronous & asynchronous)
  - Face to face instruction prioritized for intensive needs areas

**Instruction**
Most classes will be delivered in a primarily online format including both synchronous (scheduled) meetings with the teacher over Zoom and asynchronous (independent) work. Each student will follow a schedule of synchronous and asynchronous learning times and will access and submit course materials through the Google Classroom learning management system (LMS).

Individual, small-group, or intensive support services, as well as fitness instruction, will be provided in-person to students whenever possible, with teachers utilizing Zoom for instruction when necessary.

**Learning Environment**
Students will engage with their primarily online classes from one of the following locations:

- **An individual cottage bedroom** (for residential students who have returned to campus)
  - While alone in the cottage bedroom with the door closed, students do not need to wear a cloth face covering.
  - Day shift cottage staff will be available to support students as they work in this environment.
- **An individual workspace within a classroom in the Irwin school building** (for day students who have returned to campus)
  - These individual workspaces will be set up at least six feet apart within classrooms and will not be shared.
  - Irwin staff will be available to support students working in these spaces.
- **Their home** (for students who have not yet returned to campus or who have been excluded or quarantined following health and safety guidelines).

On-campus students, whether in their cottages or in the classrooms where their individual workspaces are set up, will be treated as a cohort. Staff supporting workspace rooms, or the cottages might be considered to be close contacts of the students within those cohorts. Close contacts will be determined upon report of positive case and in conjunction with Clark County Health Department guidance. Close contact means begin within 6 feet of a person with COVID-19 for about 15 minutes or more.

Students receiving face-to-face instruction as part of a learning support classroom or in individualized instruction areas will meet with those instructors in the Irwin school building or other appropriate learning environment (such as the community, for O&M).

Students in in-person fitness cohorts will exercise outdoors whenever feasible. Locker rooms and exercise equipment may be utilized when it is deemed safe to do so and social distancing can be maintained. No use of lockers or showers will be permitted. If exercise equipment is used, additional
distancing between students in excess of 10 feet will be practiced. Fitness and recreations protocols will be followed for specific student activities.

**Lunch**
Students on-campus will eat lunch in their primary learning environment, either:

- Their cottage, following the same procedures as described for breakfast and dinner.
- Their individual workspace in Irwin.
- The commons, for students in the learning support classrooms.

Students will use individual wipes to clean their faces after lunch to avoid the need to remove masks in the restroom.

**PPE**
Students who are not alone in a closed room (such as their cottage bedroom) will wear at least a cloth face covering.

Staff (including teachers, instructional assistants, administration, and other WSSB employees) who are not alone in a closed classroom or office must wear at least a cloth face covering and will require additional levels of PPE – such as a face shield, KN95, or surgical mask – based on the need for proximity to students and the duration of that proximity. Guidelines from DOH and L&I regarding the specific level of PPE are referenced in Employer Health & Safety Requirements for School Scenarios.

**Materials**
Whenever possible, students will be assigned individual materials, such as braille writers, textbooks, and manipulatives. When materials must be shared, they will be sterilized between uses.

**Misc**
- Traditional water fountains will not be used. Students and staff may bring and fill water bottles or cups.
- Windows may be opened in classrooms to increase air flow following directions from Buildings and Grounds staff.
  - Common areas within Irwin will not be used for socialization. All assemblies or school-wide events will be held virtually.
  - Safety drill/emergencies supersede navigation/social-distancing rules.
References

- Tools to Prepare for Provision of In-Person Learning among K-12 Students at Public and Private Schools during the COVID-19 Pandemic
- Proclamation by the Governor on Phased Reopening of K-12 Schools
- OSPI Reopening Washington Schools Planning Guide
- Washington Labor and Industry Outbreak COVID-19 Resources
- Center for Disease Control and Prevention Considerations for Schools
- DOH K-12 Schools – Fall 2020-2021 Guidance
- Employer Health & Safety Requirements for School Scenarios

Reopen WSSB Committee

- Anne Baker, Director of Human Resources
- Bob Lonnee, Food Service Manager
- Corey Grandstaff, Residential Program Manager
- David Zilavy, Facilities Manager
- Janet Kurz, Executive Assistant
- Jennifer Langley, Director of Curriculum and Instruction
- Justine Mings, Nurse
- Lori Pulliam, LIFTT Program
- Matthew Hines, Residential Life Counselor
- Mickey Marshall, Custodial Manager
- Robin William, Supervising Nurse
- Scott McCallum, Superintendent
- Sean McCormick, Director of On-Campus Education
- Shane Dittmar, Teacher