



Olympia School District COVID-19 Pandemic Return to Work Safety Plan 4.0

Staff, Contractors and Community Members will follow the protocols listed in this document to perform work or other tasks for the Olympia School District while following the guidelines set forth by the Washington State Department of Health, Office of the Governor and the Centers for Disease Control and Prevention (CDC). Any employee who is feeling sick or has a fever greater than 100 should stay home and not come to work until they are feeling well.

This document will be updated as changes occur to guidelines and will be posted at all sites. The District is significantly curtailing community use of buildings and campuses during the Governor's phases of closure/reopening. The Governor has requested that school districts continue providing facilities for child care, and as such OSD will continue to provide facility space. Significant investments are being deployed to ensure compliance with CDC child care guidelines, cleaning and disinfecting.

PROCEDURES

When staff, contractors or members of the community enter a school or administrative site they will need to do the following:

1. Follow the procedures located on the table at the entrance to the building and state the location (room #) where they will be working.
2. This table will include face masks and hand sanitizer. Employees or community members will do the following in the order listed below to check into the school or site:
 - a. Sanitize hands first.
 - b. Select a mask and put it on.
 - c. Sign onto the roster. (Signing the roster lets other staff members and the custodian know who and where people are working within the building.)
 - d. Every staff member should have a bottle of disinfectant and terry cloth or paper towels available to them in their work area to clean up as needed to help ensure their safety. The custodian will also disinfect when staff members leave.
3. When an employee is leaving the facility they will need to sign out on the roster at the table at the entrance to the building.
 - a. Sign off on the roster.
 - b. Leave the building while wearing masks.
 - c. There is a trash can located outside the entrance to the building you can put your disposable face mask in the trash before you leave to go to your vehicle.

Sign in tables will be stocked and restocked with supplies by the custodial staff. These tables will be located inside the front entrance of the building. These sign in sheets will be picked up by the custodian and sent to and retained by the custodial supervisor. A garbage can will be placed near the table and also one will be placed outside for disposal of used Personal Protective Equipment (PPE). Contractors are expected to clean up after themselves prior to them leaving. Employees are encouraged to periodically disinfect their personal work space to help custodial services stay on top of the cleaning and disinfecting of the building.

The expectation is to follow these detailed safety procedures at all times. Employees are encouraged to contact their supervisor if they have concerns personally complying with the procedures, or observe others in non-compliance.

Personal Protective Equipment (PPE) – PPE includes face masks as recommended by the aforementioned agencies. Therefore, employees will wear appropriate PPE. The following link provides face covering guidance:

<https://www.lni.wa.gov/forms-publications/F414-168-000.pdf>

Exceptions: There are some medical reasons a person may not be able to wear face masks while performing their jobs. Safety procedures for a person with a medical disability will be established between the person and their medical provider, and the school district will accommodate.

Restrooms - All employees should follow proper hygiene procedures when using the restroom. This includes washing hands after using the restroom. Using paper towels to turn off the water faucet handles and using a paper towel to open the door to exit the restroom.

Hand Sanitizer - Hand Sanitizer is provided by the school district and should be used minimally in the event the employee is unable to wash their hands with soap and water. Washing your hands with soap and water is the most effective and efficient way to remove germs and viruses from your hands. Hand sanitizer may cause allergies and should be used only at the discrepancy of the employee. Employees may bring their own hand sanitizer if they want to.

Social Distancing – Generally, all employees will maintain a distance of **6 feet or greater** while performing their job tasks or engaging in conversation and will wear a mask as identified below. With work stations that are defined for an individual, and are 6 feet away from other individuals, employees do not need to wear masks as long as they are stationary in this space and working on only their personally assigned work equipment. If an employee is working within their work space that contains a barrier between two employees, a 6-foot distance is not required. Extra precautions are required when a 6-foot distance is not logistically possible on a sustained basis:

- In the event employees within the building must perform work that requires 2 or more people working closer than 6 feet then they will wear the appropriate face masks and return back to the distance of 6 feet or greater at the earliest possible opportunity.
- Employees are discouraged from sharing equipment such as staplers, hole punch, computer keyboards, copy machines or remote controls unless necessary and should wash their hands regularly.

The district seeks feedback on how to assist employees with this plan and will seek to move work spaces to help ensure a 6-foot distance between workstations.

Meetings – All meetings will be held in an area that allows for appropriate social distancing of 6 feet or greater with less than 10 attendees. Meetings with staff for example may be held in the gym, commons, or outside with weather permitting. When meeting where social distancing of 6 feet is not available, employees will wear a dust, surgical or cloth mask during the meeting. No physical contact greeting of shaking hands is allowed. Please restrict greetings to verbal “hellos” only.

Performing Job Tasks – When employees are performing job tasks they should maintain a distance of 6 feet or greater. Most employees perform their normal work independently and do not work close together when students are not present. Employees will continue this process. In the event employees will be working at 6 feet or less together they will wear a face mask.

Driving in District Vehicles – If a person is driving a company vehicle, they should be driving with only themselves in the vehicle. If, in the event, 2 persons are to be in one vehicle they are to wear a mask while in the vehicle together. The person who is driving the vehicle is responsible for disinfecting the vehicle at the end of each use and/or prior to the next use, especially if the vehicle is to be driven by a different staff member.

Working in a Team – In the event employees are assigned to a team, for example 3 custodial staff members assigned to clean “C” pod. Those employees will be responsible for performing their cleaning while maintaining a distance of 6 feet or greater. These processes will need to be thought through prior to beginning the cleaning project to establish the team’s most effective cleaning process. This will be a combined team/zone cleaning technique.

At all times employees should practice good hygiene. Employees are educated and reminded of hygiene measures that help to limit the spread of disease. These include:

- Use respiratory etiquette (e.g. covering cough or sneeze with a tissue or cloth or using the elbow).
- Properly clean hands with soap and water or hand sanitizer regularly.
- Avoid direct skin-to-skin contact with others, such as shaking hands. Substitute hand shaking with alternatives like waving, smiling, nodding, and bowing, or use verbal greetings instead.
- Keep personal work areas clean and disinfected.
- Stay home when ill.

The following hygiene measures will be taken to reduce the spread of disease:

- Hand washing instructions are posted in restrooms.
- Cover Your Cough reminders will be posted in common areas.
- Magazines/papers will be removed from common areas.
- Hand sanitizer will be available in common areas.
- Tissues and trash cans will be available in common areas.
- All staff have been given a spray bottle disinfectant and towels for cleaning their personal work space.

PROTOCOL

Safeguarding the health of all Olympia School District staff, students, vendors, and the community during the COVID-19 pandemic is the highest priority. A variety of infection control measures, including heightened hygiene practices, social distancing, and infection control equipment may be utilized to slow the spread of disease.

SOCIAL DISTANCING

The District has the ability to utilize the following social distancing strategies to reduce close contact among individuals:

- Telecommuting. The number of employees who have the technological capability to telecommute from home and can adequately perform their primary functions from home.
- Teleconferences. Teleconferences can be held within the departments.
- Deploy a schedule of staggered work shifts across hours and days of the week to reduce the time and frequency of coworker interaction.

INFECTION CONTROL

The head custodian or alternate assigned custodian will work for a restricted amount of hours during the day to ensure the disinfection and security of the building is maintained during times when the building is in use by nutrition services, administration or community members while the shutdown occurs.

INFECTION CONTROL SUPPLIES

Increased use of infection control supplies may be advisable during a pandemic (The Washington State Department of Health will provide guidance). The following infection control supplies are regularly available and may be needed by employees during a pandemic:

Supplies:

Soap within bathrooms

Hand sanitizer

Tissues

Cleaning Disinfectants (Virex, Alpha HP or Hepastat)

Personal Protective Equipment (Gloves, Surgical Masks, N95 Masks, other Respirators)

Soap within kitchen areas

Paper towels

Garbage bags and trash cans

Health and Isolation Rooms by Location:

School Site	Isolation Room	Health Room
Boston Harbor	Office Conference Room	Health Rooms
Centennial	Conference room	Health Rooms
Garfield	Room A5	Health Rooms
Hansen	Conference room Next to family Services.	Health Rooms
Lincoln	Room 203	Health Rooms
LP Brown	Health Room	Stand alone cubicle in the office.
Madison	Health Room	Stand alone cubicle in the office.
McKenny	Room C5	Health Rooms
McLane	Room C6	Health Rooms
Pioneer	Room A5	Health Rooms
Roosevelt	Room 104	Health Rooms
Jefferson	Small Gym or Small Conference Room	Health Rooms
Marshall	Mindfulness Room off of Library	Health Rooms
Reeves	Portable	Health Rooms
Washington	Office Conference Room	Health Rooms
Avanti	Second Floor Superintendents Office (204)	Health Rooms
Olympia	Room 102	Health Rooms
Capital	Large Office in Main Office	Health Rooms
ORLA	Teen Room (005A)	Health Rooms

WORKPLACE CLEANING – Custodial Services

During a pandemic thorough workplace cleaning measures are required to minimize the transmission of the virus through hard surfaces (e.g. door knobs, sinks, handles, railings, objects, and counters). The COVID-19 virus may live up to a number of days on such surfaces.

When areas of a building are occupied the custodian will come in after the person/persons have left and will thoroughly clean and disinfect the following surfaces: door knobs, sinks, handles, railings, objects, and counters in addition to performing their regularly scheduled cleaning such as mopping, vacuuming and taking out trash etc.

Cleaning is the removal of visible dirt or soil. It is usually accomplished by physical scrubbing using detergent and water. To disinfect, the custodian will use any of the following disinfectants: Virex 256, Alpha HP or Hepastat. The custodian will follow the manufacturer’s recommendations.

Many viruses, including COVID-19, are inactivated by many EPA approved disinfectants including Virex, Alpha HP and Hepastat.

Surfaces that are frequently touched with hands should be cleaned and disinfected often, the custodian will clean these daily or more often depending on use.

The custodian will clean the surface to remove dirt and soil with a cleaning agent and disinfect following manufacturers recommendations. The custodian cleaning and disinfecting will wear the appropriate PPE required per the manufacturer.

In the event there is a need for a large-scale disinfection process, the Custodian assigned to the school or site will implement the use of the Clorox 360 (fogging) Machine and will then continue with regularly scheduled cleaning going forward.

Each site that has a custodian assigned to it may be working different shifts and therefore all of the following cleaning tasks will be performed but the specific times during the day will change. This work plan will be in effect for the Olympia School District until the staff is returned to work by the Superintendent and Executive Director of Operations.

Cleaning and Disinfecting Procedures – Custodial Services

The Olympia School District Custodial Services follow the guidance for cleaning and disinfecting procedures from the following information guidelines: [CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs-- Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\), K-12 Schools and Child Care Programs](#) and [CDC COVID-19 Considerations for Schools](#) this information is intended to help the school district comply with the Governor and Office of Superintendent of Public Instruction (OSPI) requirements to help ensure employee and student safety during this COVID-19 pandemic.

During this pandemic thorough workplace cleaning measures are in place to minimize the transmission of the virus and all other infectious diseases

- Cleaning removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
- Sanitizing reduces germs on surfaces to levels that are safe.
- Disinfecting kills germs on surfaces.

The district takes into consideration people with asthma or sensitivities when deciding on appropriate chemicals for use. People who have asthma or sensitivities should not be present when cleaning and disinfecting is happening as this can trigger an asthma attack. People with asthma should try to stay away when cleaners or disinfectants are being used and right after their use. Custodial Staff follow these precautions by cleaning and disinfecting when staff and students are not in the building. Custodial Staff will clean and disinfect early in the day prior to staff and students arriving at school and again when school is dismissed and staff have left for the day.

The district tries to avoid overuse of products to help limit exposure to asthma triggers, follow a schedule for cleaning and disinfecting to prevent overuse of products and mitigate hazards.

Cleaning the School:

The Head Custodian starts their shift at 6 am and begins their cleaning and disinfecting of the school earlier than when most other staff and students arrive. The exposure to chemicals including disinfectants to staff and students is reduced by the custodian cleaning when the least amount of staff and students are in the building.

The head custodian will vacuum with a vacuum that is equipped with a HEPPA filter as recommended by the Department of Health. Filters in the vacuums are changed frequently and per the manufacturer's recommended use.

Head custodians are available during the day to perform cleaning duties such as routine cleaning and disinfecting of restrooms throughout the day. Cleaning up of any accidents such as spills, leaks, throw up etc. to maintain cleanliness and safety of the school. In addition, they will routinely clean and disinfect high touch points such as door handles, copy machines in shared work spaces, push bars, counters etc. in all areas of the school

The Swing Shift Custodian will be scheduled in the building between 11:00 am or up to 2:00 pm start times. The Swing Custodian is responsible for helping the head custodian with disinfection of high touch surfaces, cleaning and disinfection of the restrooms and shared areas until the Staff and students leave the building.

When the building is empty of staff and students they then start their cleaning and disinfection schedule. They will clean and disinfect all surfaces, clean and disinfect all restrooms and trash all areas of the school. They will vacuum, sweep and mop the floors to be prepared for the next day.

Substitute Custodians are scheduled at buildings to perform those same tasks and to cover custodial staff who are off for the day.

Other Considerations:

Cleaning is the removal of visible dirt or soil. It is usually accomplished by physical scrubbing using detergent and water. To disinfect, the custodian will use any of the following disinfectants: Virex 256, Alpha HP or Hepatatt. The custodian will follow the manufacturer's recommendations. Disinfectants may be sprayed on and wiped down after the dwell time is complete or it may be fogged or sprayed into a room and the area closed until the dwell time is complete.

In the event that there is a shortage of staff for cleaning procedures all schools are equipped with a Fogger/Sprayer and those areas that cannot be vacuumed and physically washed will still be disinfected.

In the event that students and staff have new groups enter the classrooms as in cohorts, am and pm preschool or kindergarten, or alternating days. The Custodian will clean and disinfect the classroom prior to the next cohort or class starting.

In the event of shared Hands-On Teaching Materials, they will need to be cleaned and sanitized often and after each use. The custodian will not clean and disinfect teaching materials however, if they have the hands on teaching materials such as blocks etc. exposed in the room they will get disinfected with the fogging equipment when the room is disinfected. The disinfectant that is used in the Ryobi Sprayer is an FDA approved disinfectant. Teachers may want to limit shared materials to those that can be easily cleaned and sanitized or disinfected. Children's books and other paper-based materials are not high risk for spreading the virus.

In the event teachers have restrooms in their classrooms in cohorts they do not have to clean and disinfect the restroom after each use. The student restroom will be cleaned between cohorts or classes. All necessary precautions of handwashing and wearing of PPE is required to minimize potential exposure.

In the event of toileting, diapering or medical suctioning of students of special needs staff will need to follow the guidance for high risk and wear the appropriate PPE, follow all handwashing guidelines and restrooms will be cleaned and disinfected using a fogger.

In the event there is a suspected potential COVID 19 exposure the Custodian will close off the area where the exposure was suspect and start cleaning procedures. If the exposure is confined to a single room, then the custodian will wear the appropriate personal protective equipment and will clean and disinfect the room. They will leave it closed until the appropriate dwell time is complete. Cleaning will include the following; closing the

area, fogging the affected area, spraying and towel drying areas if needed and vacuuming if determined necessary by the custodian.

In the event there is a need for a large-scale disinfection process, the Custodian assigned to the school or site will implement the use of the Clorox 360 (fogging) Machine and will then continue with regularly scheduled cleaning going forward.

Outside Playgrounds

The Department of Health states that outdoor areas generally require normal cleaning and do not require disinfection.

Chemicals used for Disinfection

The Olympia School District Custodial Services has provided a bottle of disinfectant cleaner and terry cloth towels or paper towels to all staff. If a staff member does not have one or needs a refill and would like one they can request this from the custodian on site.

Staff members, other than custodians, are not required to clean areas other than their personal work spaces however, many staff members do like having the opportunity to clean up in areas where they or students may be working. All cleaning practices help with the reduction of potential infectious disease exposure. Daycare providers who share space with our Elementary Schools do have cleaning procedures in place and the district does provide disinfectant supplies to them

The custodian of the site will give staff members a disinfectant called Alpha HP (Hydrogen Peroxide) and it is located here on the required EPA [List N: Disinfectants for use against SARs-CoV-2external icon, the virus that causes COVID 19.](#)

Many viruses, including COVID-19, are inactivated by many EPA approved disinfectants including Virex, Alpha HP and Hepastat. Safety Data Sheets are available for review at any time and are located in the SDS binder in the Custodial Closet. Bleach is not a product the Olympia School District uses. Disinfectants based on hydrogen peroxide or alcohol are safer

This work plan will be in effect for the Olympia School District until the staff is directed otherwise by the Superintendent and Executive Director of Operations.

Selected Child Care Sites—2020-2021 School Year

While in a distance learning model the district will continue to offer facilities to house child care programs. Jefferson Middle School along with Roosevelt, McKenny, Garfield, Pioneer and Hansen elementary schools currently house child care programs. Staff should stay distant from students in these programs. If students seek you out, please keep a 6 foot distance.

As the district expands access to in-person instruction, school staff will be mindful of child care programs, ensuring a safe distance for all parties. All childcare programs have a comprehensive pandemic plan. As in-person instruction expands, district staff will work with community partners to devise a plan for continued support of community childcare efforts.

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)



OSD COVID-19 Screening Questionnaire*

STOP

BEFORE entering this facility, office, worksite, or district vehicle, please ask yourself the following questions:

1. Since your last day of work, have you experienced any of the following symptoms that you cannot attribute to another health condition?

- 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

2. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as being within 6 feet for more than 15 consecutive minutes.)

*Based on DOH Guidance updated as of July 27, 2020

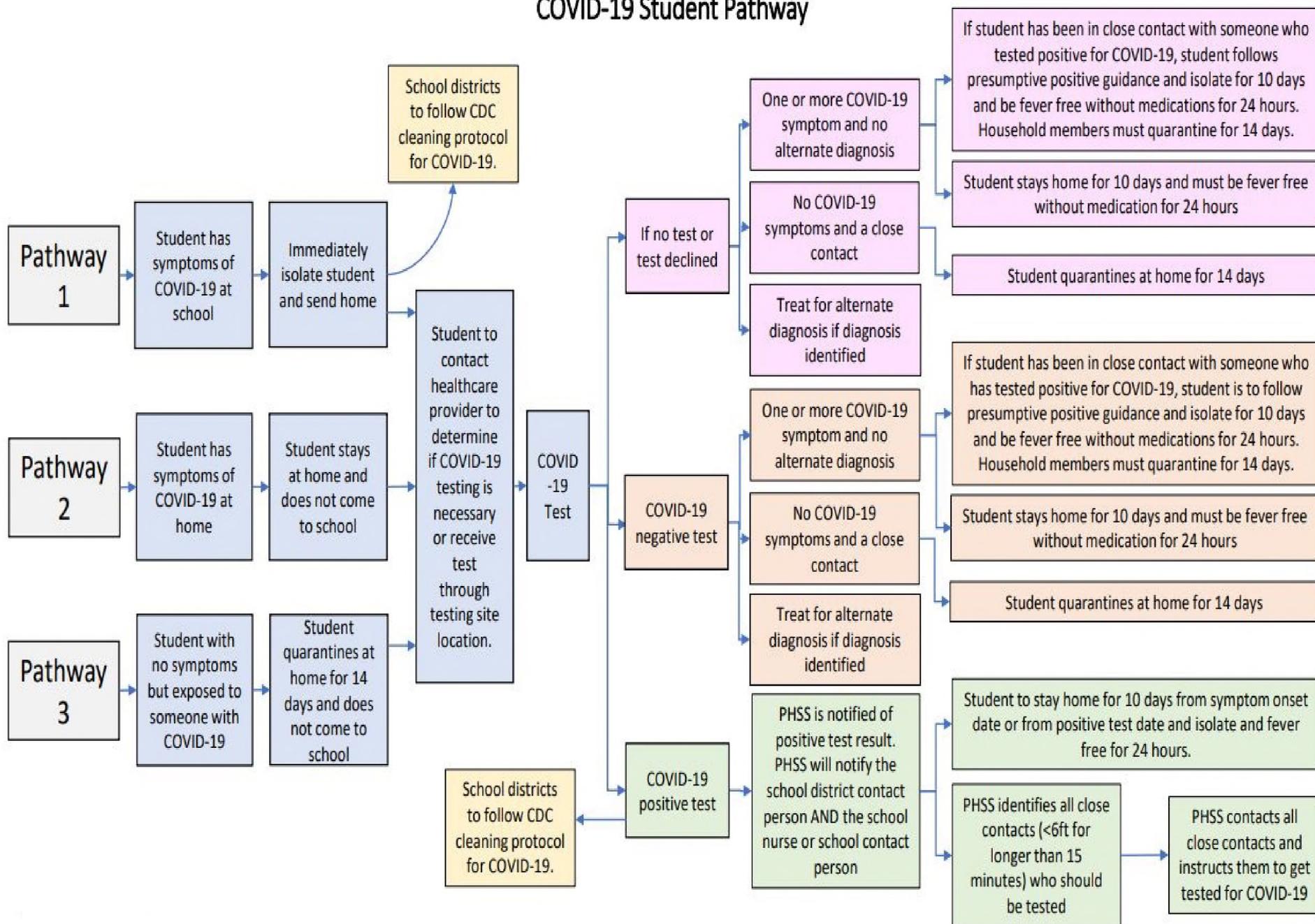
**Fever is defined as a temperature at or above 100.4°, a significant indicator that your body is fighting illness.

Your candid answers will help to protect you and all those with whom you interact during the day.

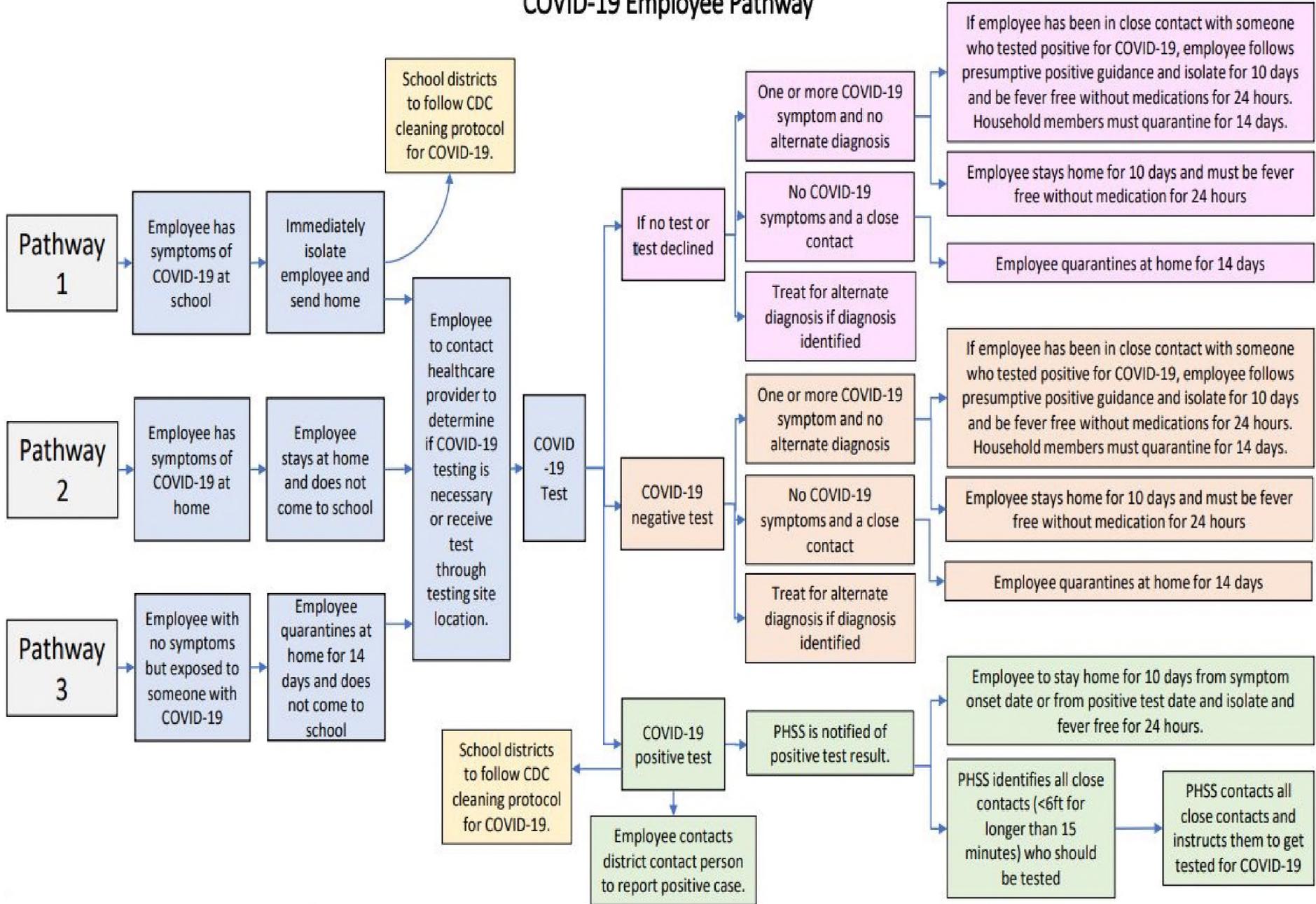
A: If you answer "YES" to ANY of these questions, STOP. You are NOT permitted to enter the facility, worksite or district vehicle. Go home, notify your supervisor, contact your healthcare provider and seek testing if symptomatic.

B: If you answer "NO" to ALL of these questions, please proceed to SIGN IN legibly with your full name, certifying you have self-screened. You are then welcome to enter the facility, worksite or district vehicle. If any of your answers change to "YES" during your shift/visit, please follow "A" above.

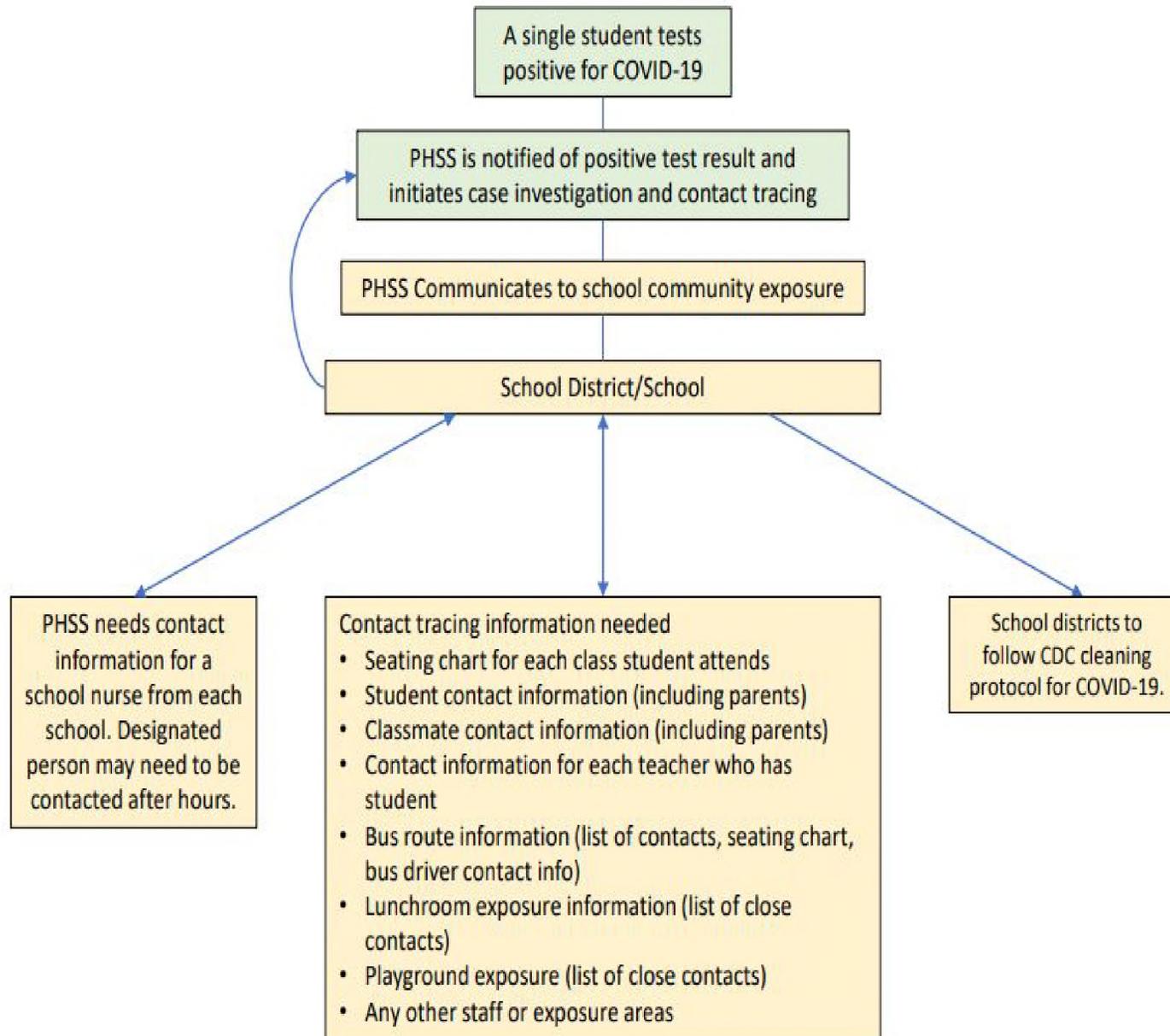
Thurston County Public Health and Social Services (PHSS) and Thurston County Schools COVID-19 Student Pathway



Thurston County Public Health and Social Services (PHSS) and Thurston County Schools COVID-19 Employee Pathway



Thurston County Public Health and Social Services (PHSS) and Thurston County Schools Communication Plan



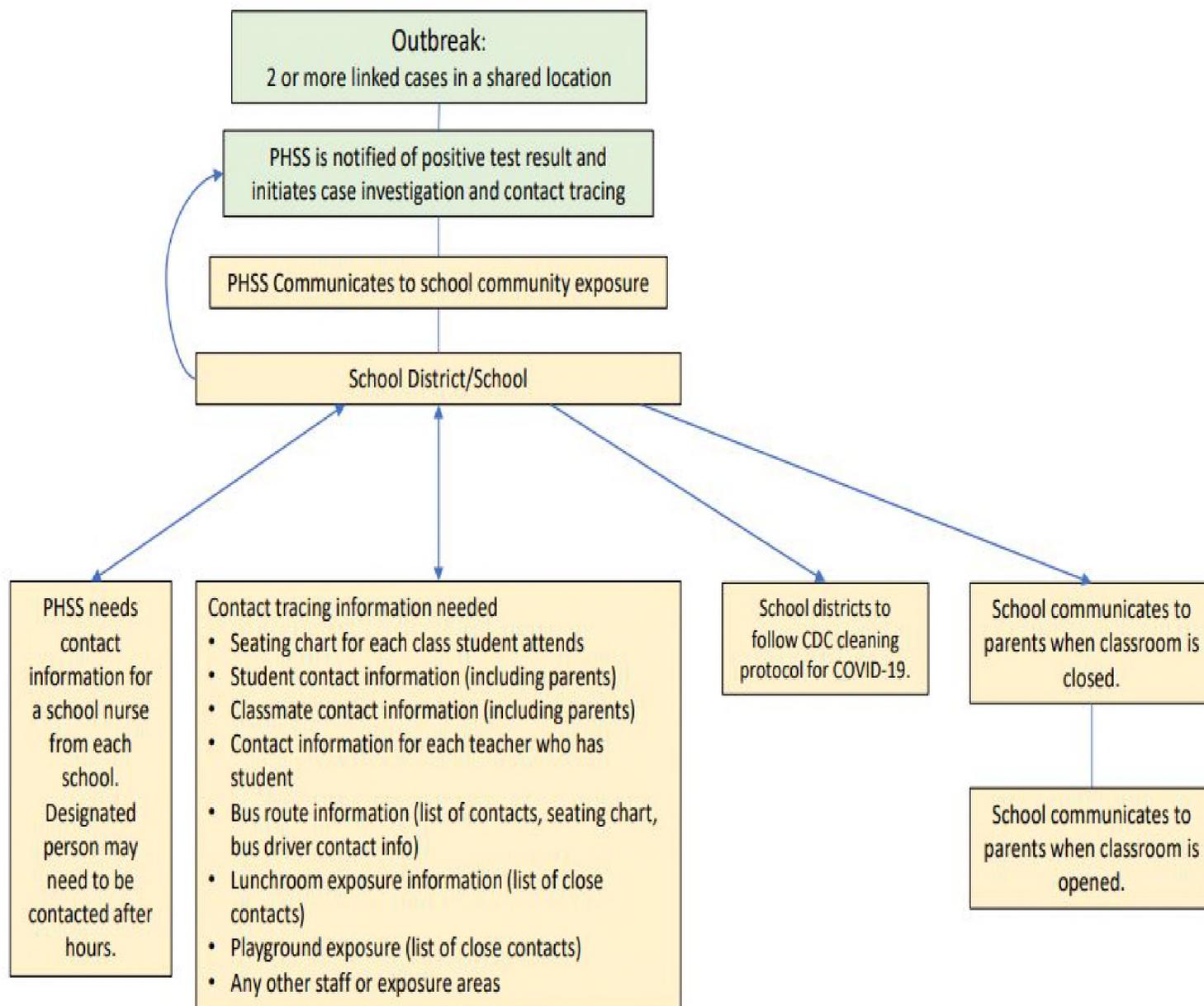
Thurston County Public Health and Social Services (PHSS) and Thurston County Schools Communication Plan

What triggers a classroom closure?

- Two or more COVID-19 cases among students or staff within a 14-day period, who are epidemiologically linked, do not share a household and did not have significant contact outside of school grounds

What triggers a school closure?

- For schools with fewer than 10 classrooms – if 2 or more classrooms are quarantined
- In larger schools if more than 10% of classrooms are quarantined
- If there is not enough staff for school to function.
- If no cohorts, school closes when there is a rapid increase in cases, 2 or more generations of transmission, or school does not have enough staff to function



COVID-19 Quarantine Tracking Spreadsheet, 2020

Instructions: Click into the desired cell, select the drop down arrow next to the color-fill icon in the toolbar (tilted paint can) and select the appropriate color for that cell based on the color legend below (or choose your preferred colors). Add rows to each month as needed. Add notes to cells (COVID test taken, test result positive/negative, etc.) by clicking in a cell, selecting the Review tab in the toolbar, and clicking on Notes, then New Note. A small red triangle will appear in the cells with notes; hover your mouse over the cell to read the note.

	Date Exposed		Quarantine Period					Return to Work																								
January 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	
Example Employee																																
Employee Name																																
Employee Name																																
February 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	###	###	
	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
Example Employee																																
Employee Name																																
Employee Name																																
March 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	
Employee Name																																
Employee Name																																
Employee Name																																
April 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	###	
	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
Employee Name																																
Employee Name																																
Employee Name																																
May 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
Employee Name																																
Employee Name																																
Employee Name																																
June 2020	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	###	
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu		
Employee Name																																
Employee Name																																
Employee Name																																

Save this document and rename it for your location. (Ex. SSC_C19 Quarantine Tracking Spreadsheet)

Use this link for access to the document: [OSD C19 Quarantine Tracking Spreadsheet](#)