



CEDARCREST HIGH SCHOOL
SAFETY AND HEALTH PLAN
2020 – 2021

29000 NE 150th Street Duvall, WA 98019
425-844-4800

Safety and Health Guidelines

Cedarcrest Safety and Health Plan Team members:

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Questions and concerns about the SHP can be directed to either the Admin Supervisor or the SHP Site Supervisor.

Violations of the SHP will be directed to the Admin Supervisor.

Cedarcrest Safety and Health Guidelines

Public Health – Seattle and King County (PHSKC), the Washington State Department of Health (DOH), the Office of the Superintendent of Public Instruction (OSPI), and the Governor’s Office provide guidance and reference for safe and healthy practices, physical distancing, mask wearing, and limiting exposure to help prevent the spread of COVID-19.

Social/Physical Distancing

Maintain 6-foot social/physical distancing between all staff and students.

Utilize markings and signage to promote social/physical distancing in the building and classrooms with traffic flow (i.e.: one-way directions).

Plexiglass installation placed in front offices and where social/physical distancing cannot be maintained.

Appropriate signage will be placed throughout the buildings.

Visitors will be restricted.

Face masks will be required at all times when in buildings.

Face Mask Coverings

All staff, students, and visitors must wear a face covering at all times (unless a physician’s note indicates otherwise and is provided or otherwise on file).

Identified staff members that work with vulnerable populations and require working within less than 6-feet of distance, will be provided appropriate medical grade PPE.

Face masks are widely available and in common use. Expectations will be that students come to school wearing appropriate face coverings (cloth or paper masks). Masks worn must cover the nose and face adequately. For students who have an authorized exception from a medical professional, they will be excluded from wearing a mask, though other students will not. Medical exceptions are anticipated to involve an extremely small number of students.

Students who do not **have** a mask will be provided one prior to entering the building. Should students refuse to wear a mask, then parents/guardians will be contacted to arrange for picking the student up and returning them home. Without a medical condition, documented and approved by the district, a student will not be permitted to attend in-person/on-site learning.

When selecting a mask, there are many choices. Here are some do's and don'ts.

DO choose masks that...



Have two or more layers of washable, breathable fabric.



Completely cover your nose and mouth.



Fit snugly against the sides of your face and don't have gaps.



Have a nose wire to prevent air from leaking out of the top of the mask.

DO NOT choose masks that...



Are made of fabric that makes it hard to breathe, for example, vinyl.



Have exhalation valves or vents which allow virus particles to escape.



Are intended for healthcare workers, including N95 respirators.

Special Considerations

Gaiters & face shields



Gaiters are NOT allowed



Not recommended: Evaluation of face shields is ongoing, but effectiveness is unknown at this time.

Staff Wellness Screening Protocols

You will answer the on-line attestation every day before leaving for school. You also need to do the in-person attestation when you arrive.

Before leaving your residence, you will log into Skyward and click on the Today's Screening tab in the Wellness Screenings section of your Skyward Home page. Answer the two questions on the Wellness Screening page and click the Save button. If both answers are a "No" then you will be able to travel to the building.

If you are not coming in during a particular day for whatever reason you still need to do the attestation on-line for that day. This is the only way we will know if you are not feeling well and if we need to follow up with you regarding your health and if you need to quarantine from the building.

When entering classrooms not marked as their own homeroom, staff will sign-in to that classroom using the sign-in sheet staged near the door to the classroom.

Assisting Students in Close Proximity

There are times when staff need to assist students in closer proximity than six feet. Adults should keep masks on and can add district approved face shields as provided for in the district PPE supply list. Ensure that student's masks are on also. The duration of proximity also matters, so keep these types of events short. Practice hand hygiene after these situations.

For proper hand hygiene, follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Sick/Isolation Room Procedures (Students with possible COVID-19 Symptoms)

The designated sick room (conference room by the bus door hallway) will only be used for students with possible COVID-19 symptoms.

The sick room will have a working portable air purifier with HEPA filter (approved by the district) that is on during school hours where students are present. The sick room will be disinfected prior to another student entering following CDC and Riverview guidelines.

The school nurse, school attendance secretary and school administrators will staff the sick room as necessary.

If a staff member suspects a student is sick with possible COVID-19 symptoms, the staff member will contact the office and ask for a staff member to escort the student and their belongings to the sick room.

When staff assess a student for possible COVID-19 symptoms they will:

Put on appropriate PPE to include gloves, gown, or lab coat, KN95 mask, and face shield or goggles. If staff member has passed fit testing, by a district qualified nurse, for an N95 mask or respirator, then this mask will be worn instead of a KN95 mask and cleaned according to the guidelines in the Riverview respiratory procedures document.

Make sure door remains closed while student is being assessed.

Assess student and make a determination if the student can go back to class or needs to be sent home. Guidance from PHSKC (Public Health Seattle King County) will be used to help make this determination. Please refer to [Checklist for managing students with COVID-19 symptoms](#)

Request a call to family to pick up student and encourage the family to contact their student's health care provider. The student will not be able to return until they meet the King County Department of Health's guidelines for returning to school.

If the sick room is at capacity and another student needs to be isolated, the student will be taken to the alternate sick room for assessment by a designated staff member and if student has COVID-19 symptoms, staff member will wait with student until student is picked up. Staff member waiting with student will be sure to maintain physical distance and wear an appropriate mask.

If student is sent home, sick room staff will request custodial staff to disinfect student's desk area, cubby, and bathroom assigned to the student's classroom.

Health room procedures (Students without COVID-19 Symptoms)

Minor injuries and illness complaints can be managed in the classroom.

Teachers are provided with a first aid kit.

Students who need to be assessed but do not have COVID-19 symptoms:

- Call the office request a staff escort for the student to the health room.
- If staffing allows, the nurse or designated staff member may be able to assess the student in the hallway just outside of the classroom.
- If multiple students need assessments, they will be seen based on severity of complaint, followed by order of request.

For scheduled medications, students may come to the Nurse's Office for the nurse or designated staff member to give scheduled medication dose.

Student Wellness Screening Protocols

Each student will complete the Wellness Screening on Skyward before leaving for school.

All students, upon entering the instructional or support building at the initial entrance, will receive a temperature check by trained staff and checked to make sure a wellness attestation was filled out either showing the Skyward Wellness check on their phone or filling out a paper attestation at the welcome station.

If the student has a temperature at or above 100.4 degrees Fahrenheit the student will not go to class and will either go to the sick room or a socially distanced waiting area as we contact parents.

There will be 2 primary entrances: Main Entrance and the Bus Entrance.

Transportation

Wear a face covering and observe physical distancing while waiting for the bus and while riding the bus. Sit in your assigned seat (without being reminded by the driver every day).

Buses will be sprayed with disinfectant/sanitizer recommended by the CDC/EPA in between each group of students during both AM and PM routes.

Parents driving students who are members of their household only (no carpooling with students who do not live in the same household). Drop off will happen in the loop at the front of the building. Parents must remain in their vehicles.

Students driving themselves: No carpooling with other students who are not members of your immediate household. Once a student arrives on campus they must park and immediately walk to one of the entrances and get checked in for the day.

HVAC/Ventilation

All air vents (univents) will be kept clear to operate properly.

All buildings circulate outdoor air based on DOH standards to maintain indoor air quality.

All air will be filtered.

Minimum Efficiency Reporting Value (MERV) filters on a scale of 1-16, ranging from an 8-10, have been installed at all locations. A MERV filter is an anti-bacterial, microfiber, multi-layered filter. A MERV rating measures how well the filter traps and collects particulates.

Utilizing higher level MERV filters in our existing HVAC systems will limit the outdoor air exchange.

In accordance with manufacturer guidelines, filters are replaced every three months.

Air purifiers with HEPA filters have been provided in any rooms with no windows, or windows that do not open.

Cleaning and Sanitizing

The Center for Disease Control (CDC) indicates most surfaces only require normal routine cleaning. Some surfaces, such as high-touch surfaces, need to be cleaned and then sanitized.

There are three identified steps in the strategy reducing transmission of COVID-19 and other viruses:

- **Hygiene Control** (identified as most effective)
 - Frequent handwashing.
 - Use of masks/face coverings at all times.

- **Safe cleaning practices**
 - Sanitizing wipes for each classroom.

- **Disinfecting and Sanitizing**

Disinfect and eliminate bacteria and viruses.

Sanitize/reduce bacteria to acceptable levels on food contact surfaces.

Each classroom will be supplied with sanitizing wipes and a soap and water solution with microfiber clothes. Soap and water are to be used to clean surfaces and teaching aids in the classroom.

At the end of each class period, students will clean their desk with sanitizing wipes and throw the wipe away.

Multiple hand sanitizer stations have been installed at all locations.

Restrooms will be cleaned by custodial staff more frequently throughout the day.

The entire building will be properly cleaned and sanitized each night.

Frequently touched surfaces in a classroom will be cleaned between each period by the classroom teacher. Frequently touched surfaces in the common areas will be cleaned by custodial staff between the morning and afternoon sessions.

Food Service

Meals for students in an AM or PM model will be distributed to students to take home. No meals will be consumed on campus or on the school bus. Remote Learning students will continue to have “Grab and Go” meals distribution through our “Grab and Go” distribution sites.

A Day in the Life of a Student

Safe Arrival Procedures

Building Entrance: The main entrance and bus loop entrance are the only two entrances open to the students upon first entrance of the day.

Main entrance: This entrance will consist of two different types of check-in stations. One type is for students who have done their Wellness Check in Skyward prior to coming to campus, and the other is for students who have not done a Wellness Check prior to coming to campus.

Wellness Check in Skyward completed: Students will show their completed Wellness Check for that day to the staff member at this station while having their temperature taken. After the staff member has confirmed the Wellness Check and the temperature check is below 100.4 degrees the student will receive a stamp and head to their first class of that day.

Wellness Check in Skyward NOT completed: Students will go that station where they will complete a paper version of the Wellness Check and have their temperature taken by a staff member. After the staff member has confirmed the paper version of the Wellness Check is complete and the temperature check is below 100.4 degrees the student will receive a stamp and immediately head to their first class of that day.

If a student does not pass the temperature check, a second check will be performed with that student. If the student still does not record a temperature check below 100.4 the student will go to the sick room with the sick room staff member.

Bus entrance: This entrance is only for students who have completed their Wellness Check in Skyward. If the student has not completed the Wellness Check in Skyward they will walk to the main entrance. Students will show their completed Wellness Check for that day to the staff member at this station while having their temperature taken. After the staff member has confirmed the Wellness Check and the temperature check is below 100.4 degrees the student will receive a stamp and head to their first class of that day.

If a student does not pass the temperature check, a second check will be performed with that student. If the student still does not record a temperature check below 100.4 the student will go to the sick room with the sick room staff member.

Students arriving LATE, after the beginning of their AM or PM school block

Students will exit from the car and go directly to the Main entrance.

Students will wait in physically distance lines (designated by markings on the ground) for attestation and temperature check following the guidelines outlined in the safe arrival procedures.

Students will be directed to follow the safe arrival procedures and sent to class with a pass.

Traffic Flow inside the Building

Hallways and stairs will be divided in half allowing traffic flow to be directional, walking on the right side of the hallway. Arrows and social distancing guides will be in the hallways and stairs. Students will walk in single file, keeping socially distanced, with masks on at all times.

Social distancing guidelines and traffic flow will be followed in the Commons.

Classroom Guidelines

Plexiglass will be around staff desk if requested.

Student desks will be socially distant (6 feet apart in each direction).

Masks will be worn at all times.

Gloves will be available if needed for protection.

Hand sanitizer will be widely available in every classroom, at every entrance and spaced throughout the building.

Windows and doors will be opened to increase air flow as required.

Physical distancing is expected at all times when on school campuses. Classrooms will be arranged to accommodate seating of six (6) feet of physical distance apart. Districtwide, nonessential furniture and equipment within classrooms have been minimized to adapt for physical distancing requirements.

Students will have seating charts and sit in the same desk for each class.

Students will not leave the classroom until dismissed by their teacher, who will dismiss students one at a time allowing for proper social distancing.

Before the end of each class period, students will be given sanitizing wipes to clean their desk and chair area under the supervision of the staff member. A student may also clean their individual area prior to class starting.

Students will immediately exit the building after their last class. No mingling outside the buildings.

Restroom Guidelines

Two students maximum will be allowed in each restroom.

Masks must always be worn.

Students waiting to use the restroom must stand 6 feet apart on designated spots.

The middle urinal in the boy's restroom will be closed for use.

The middle sink in each restroom will also be closed for use.

Custodian will sanitize each restroom throughout the day according to a predetermined schedule or as needed.

Emergency Drills

In the case of an Emergency Drill or Emergency Alarm students and staff will follow the existing guidelines for exiting the building quickly and orderly. Once outside of the building social distancing will continue to be enforced and mask wearing will continue to be mandatory.

Building Information

Students should dress appropriately for cool conditions, layering clothing will help with comfort levels.

Classrooms will also open windows and doors to improve air-flow.

Classrooms without windows will have portable air filtration machines in the classroom.

The vending machines will be turned off.

The student store will be closed.

Common Area Information

The LRC will have minimal usage allowing for social distancing. Use of numbered tokens will be used.

The tokens will be located at the main entry to the LRC. A student entering the LRC will take a token and place it on the counter in the LRC. Students may not enter the LRC without a token. Once in the LRC rules will be outlined for looking at books, including wearing gloves, putting books in bins after handling them, social distancing, etc.

The Commons will be used as a connector between classrooms only. There will be no standing still or meeting in the commons.

Water fountains will be used only for filling your personal water bottle. The drinking function will be disabled. Bring your own water bottle.

Handwashing Procedures and Supports

Handwashing posters will be displayed throughout all buildings and a video demonstrating proper handwashing has been developed.

Parent Information

Please contact your student's medical provider for additional health instructions and/or testing.

If your student is ill for additional days, please notify the attendance office of your student's absence.

If your student is positive for COVID-19, please notify the school nurse (425-844-4878) and building SHP administrator (425-844-4804). They may return 10 days after symptom onset AND symptoms are not present AND 24 hours after fever is not present.

If your student is negative for COVID-19, they may return to school campus when symptoms are diminishing AND they have not had a fever, without the use of fever-reducing medication, for more than 24 hours.

If your student is not tested for COVID-19, they may return to school 10 days after symptoms began AND symptoms are not present AND 24 hours after fever is not present.

Attendance Office Phone Number: 425-844-4806

School Nurse Phone Number: 425-844-4878

Siblings of Symptomatic Students

If a student at school develops symptoms and is sent home or is home with symptoms, the sibling(s) are NOT required to go home as well. If parent/guardian would like to keep all children home or pick all siblings up until they have been tested etc., that would be their decision. If a student has tested positive, siblings are required to quarantine following Public Health guidance. This follows guidance from the Public Health-Seattle & King County.

Recommendations for people with COVID-19 symptoms or suspected exposure

Covid-19 Test Result	Recommendation
Positive	Isolate until at least: <ul style="list-style-type: none">• 10 days since symptoms started AND• 24 hours after fever resolves without use of fever reducing medication AND• No symptoms 10 days after test
Negative	Quarantine at home away from others until: <ul style="list-style-type: none">• 14 days after last exposure OR Isolate until at least: <ul style="list-style-type: none">• 10 days since symptoms started (up to 20 days for those who are severely ill or immunocompromised) AND• 24 hours after fever resolves without use of fever reducing medication AND• Symptoms have improved Whichever is longer
No Test Performed	Isolate until at least: <ul style="list-style-type: none">• 10 days since symptoms started (up to 20 days for those who are severely ill or immunocompromised) AND• 24 hours after fever resolves without use of fever reducing medication AND

- | | |
|--|--|
| | <ul style="list-style-type: none">• Symptoms have improved |
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COVID Notification

If a staff member receives a positive COVID test or is notified about a student who has tested positive, they should notify their principal.

When there is a confirmed report of a positive COVID case, the school nurse and building principal will follow the RSD COVID-19 Flowchart and determine if other staff, students, or volunteers were considered to be in close contact (based on PHSKC guidelines) and determine necessary next steps.

These are not guidelines, these are rules the SHP committee have implemented to keep every member of the Red Wolf family safe and healthy.

For additional information see the Department of Health Guidelines for Schools.

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>

This is a fluid document that will be revisited and revised as needed.

Revised 2/22/2021 (Updated face coverings, sick rooms, SHP team members)

Revised 2/4/2021 (Added an Appendix to provide hard copies of links embedded in the SHP. Added a COVID discipline outline)

Revised 1/15/2021 (Updated information for safe classroom use. Changed Format. Added recommendation table)

Revised 1/6/2021 (Added information outlining safe use of building for students and staff)

Revised 11/16/2021 (Added updated information about the Skyward Self Wellness)

Revised 9/29/2020 (Included two documents from King County Health. [Covid-19 Screening Flow Chart](#) and [Covid-19 Flow Chart](#))

Revised 9/1/2020 (Added a step involving Skyward Wellness Screening)

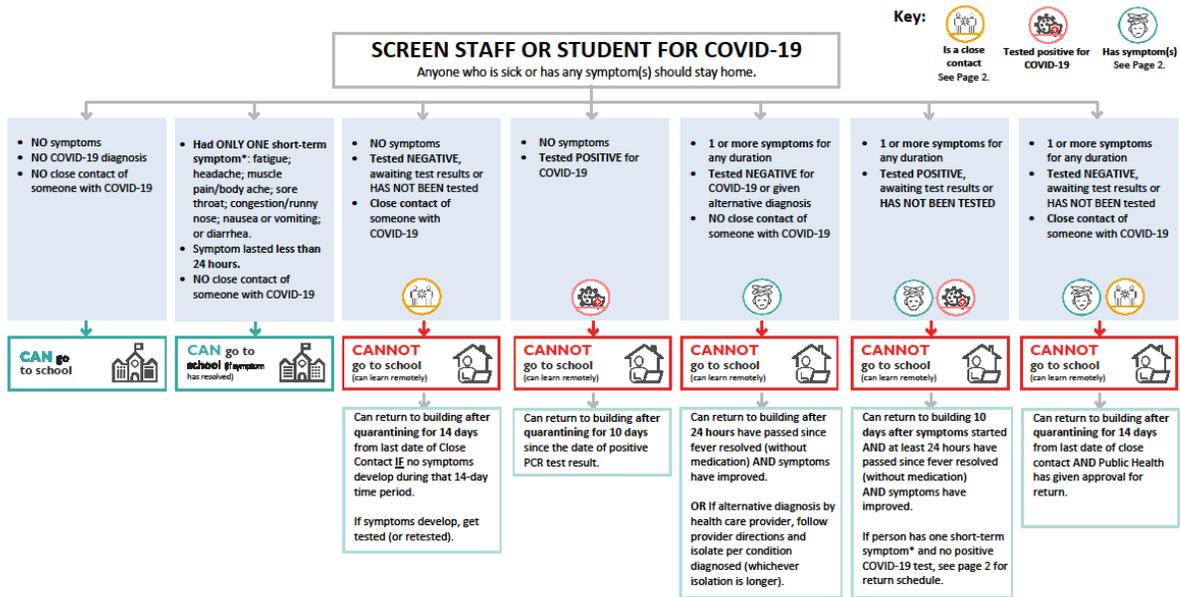
SHP Committee (Mike Ruhland, Ray LaBate, Jason Frederick, Christal Dixon, Leigh-Ann Gutmann, Chris Kracht, Sheri Erhardt, James Oviatt, Pamela Parks, Scott Petersen)

APPENDIX

Checklist for Managing Students/ Staff with Symptoms of COVID-19

A. Management of Sick Student/Staff	
1. Evaluate exposure, diagnosis and symptoms	<ul style="list-style-type: none"> ○ Ask about known or suspected exposure to a confirmed COVID-19 case during the 14 days prior to illness start ○ Ask about chronic illness diagnosis or recent non-COVID illness diagnosis that would explain symptoms ○ Ask about current symptoms and date symptoms appeared (see School Case & Close Contact Lists Template in toolkit)
2. Isolate sick student/staff in designated area. Ensure sick students are supervised	<ul style="list-style-type: none"> ○ Implement appropriate infection control <ul style="list-style-type: none"> ▪ Use of cloth face coverings for sick student/staff ▪ Ensure use of medical grade masks for staff supervising sick student/s
3. Notify designated parent/guardian or other individual to facilitate student/staff getting home safely	
4. Provide resources and information to ill staff and families of ill students	<ul style="list-style-type: none"> ○ COVID-19 Fact Sheets for Families and Staff (in toolkit) ○ COVID testing – where to get tested, etc. (see kingcounty.gov/covid/testing) ○ When Can I Return to School? for Families and Staff (in toolkit)
5. Clean & disinfect area	<ul style="list-style-type: none"> ○ Do not use area until cleaning is complete (example: close off area, post sign, etc.) ○ Request custodial services to appropriately clean & disinfect
B. Collect information	
1. Determine potential infectious period	<ul style="list-style-type: none"> ○ ___/___/___ Date symptom(s) began ○ ___/___/___ Infectious period begins (2 days prior to start of symptoms) ○ ___/___/___ Infectious period ends (10 days after start of symptoms)
2. Draft list of potential close contacts (see Close Contact List Template in toolkit)	<ul style="list-style-type: none"> ○ Do not notify or contact potential close contacts at this time. Public Health – Seattle & King County will notify close contacts if student/staff are confirmed to have COVID-19 with a positive test result. ○ Include any individual who was within 6 ft. (2 meters) of a symptomatic person for at least 15 minutes during the infectious period ○ Verify sick student/staff school schedule & attendance during infectious period ○ Consider if sick student may have exposed: <ul style="list-style-type: none"> ▪ Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.) ▪ Other teachers, school staff ○ Consider sick staff may have exposed: <ul style="list-style-type: none"> ▪ Other school staff – ask about meetings, break rooms, trainings, etc. ▪ Students – ask about students in assigned cohort & outside of classroom(s)
C. Communication	
1. Optional: Notify School District COVID-19 Coordinator if your district wants to track all students/staff with COVID-like symptoms at the district level.	
2. If student/staff with suspected symptoms are confirmed to have COVID-19 with a positive test result, refer to Checklist for Managing Student/Staff with Confirmed COVID-19 in the toolkit for next steps.	

COVID-19 Symptom Flow Chart



Updated November 9, 2020. Adapted from document of Health Officers in Clark, Cowlitz, Klickitat, Pacific, Skamania, and Wahkiakum Counties.