

# Alki Middle School Specific Covid 19 Protocols & Guidance

**Purpose:** The purpose of this plan is to ensure the safety and health of Vancouver Public School employees, students, and community. To prepare for the return to school, the guidelines outline how to accomplish this. The details throughout align with local, state, and federal guidelines.

This plan is dynamic and will be revised as needed to address new guidelines, processes, or procedures from authorities having jurisdiction or identified by the school district. Any significant changes will be communicated to you.

**Questions or comments?** We encourage you to direct any questions or comments to your school administrator who serves as your building COVID coordinator(s) Mark Cain, Doug Warner and Sean Ryan.

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## CLASSROOM SETUP

### Desks

Student desks will be arranged to provide six feet of distance between students. We will use classroom furniture as barriers when possible.

Students will have an assigned desk. These desk assignments will be shared with administration so that if a student or adult gets Covid we can contract trace.

### Supplies

Each student will have a labeled container of school supplies to use while at school. Community containers of supplies will not be available.

### Shared learning materials

The use of shared learning materials will be minimized as much as possible. Items that are used will be collected and sanitized between uses.

We will clean and disinfect hands-on materials often and after each use. We will also limit shared

teaching materials, including PE equipment, to those you can easily clean and disinfect. Sharing of items that are difficult to clean or disinfect will be discouraged. Children's books and other paper-based materials are not high risk for spreading the virus.

We will ensure adequate supplies are available to minimize the sharing of high touch materials as much as possible. An example includes assigning each student their own art supplies or limiting the use for one group of children at a time. Each student's belongings will be kept separate and in individually labeled containers, cubbies, or areas.

## PRIOR TO ARRIVAL

### Student Attestation Form:

Every day your student(s) will be in the building, you will receive an email from [yps@gemailserver.com](mailto:yps@gemailserver.com) or through a text at [855-276-7139](tel:855-276-7139) with a link to complete an attestation form at 6:30am. This form is similar to the attestation form that staff completes. If the parent does not fill it out they will get a reminder email at 7:30am. You can also choose to have this sent to you via SMS (text).




If you wish to receive the link of daily symptom check survey through text messages on your phone, then please enter the dial-in code followed by your phone number.

In the future, if you wish to not receive these text messages, then you can later deselect this option.



Yes, I would like to receive future invites as text messages on my cell phone. Please enter your US cell phone number. (Please enter only numbers without spaces or any characters).

Ex: XXXXXXXXXX



Additional contact will be made by the school staff via Blackboard to remind families to complete the attestation daily.

**\*\*If a student has any class A symptoms, or 2 or more class B symptoms, they should not come to school.**

 <h3>COVID-19 SYMPTOMS*</h3> <table border="0"><tr><td><b>CLASS A:</b><ul style="list-style-type: none"><li>• Fever (defined as subjective or 100.4°F or higher)</li><li>• Chills</li></ul></td><td><ul style="list-style-type: none"><li>• Cough</li><li>• Loss of sense of taste/smell</li><li>• Shortness of breath</li></ul></td><td><b>CLASS B:</b><ul style="list-style-type: none"><li>• Fatigue</li><li>• Headache</li><li>• Muscle/body aches</li><li>• Sore throat</li></ul></td><td><ul style="list-style-type: none"><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul></td></tr></table> <p><small>*That are not explained by an existing condition, such as allergies or asthma.</small></p>	<b>CLASS A:</b> <ul style="list-style-type: none"><li>• Fever (defined as subjective or 100.4°F or higher)</li><li>• Chills</li></ul>	<ul style="list-style-type: none"><li>• Cough</li><li>• Loss of sense of taste/smell</li><li>• Shortness of breath</li></ul>	<b>CLASS B:</b> <ul style="list-style-type: none"><li>• Fatigue</li><li>• Headache</li><li>• Muscle/body aches</li><li>• Sore throat</li></ul>	<ul style="list-style-type: none"><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>	 <h3>CLOSE CONTACT INFO</h3> <p>"Close Contact" means being within 6 feet of a person with COVID-19 for about 15 minutes or more. Members of a household are considered to be close contacts. Close contacts are identified by Public Health.</p>
<b>CLASS A:</b> <ul style="list-style-type: none"><li>• Fever (defined as subjective or 100.4°F or higher)</li><li>• Chills</li></ul>	<ul style="list-style-type: none"><li>• Cough</li><li>• Loss of sense of taste/smell</li><li>• Shortness of breath</li></ul>	<b>CLASS B:</b> <ul style="list-style-type: none"><li>• Fatigue</li><li>• Headache</li><li>• Muscle/body aches</li><li>• Sore throat</li></ul>	<ul style="list-style-type: none"><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>		

**If your student cannot come to school what should you do?** Call the Attendance office: 360-313-3220 or email: [Alki.attendance@vansd.org](mailto:Alki.attendance@vansd.org) to let them know your child will be absent. They will give you further guidance on when your child can return and more information can be found in the flowchart below:

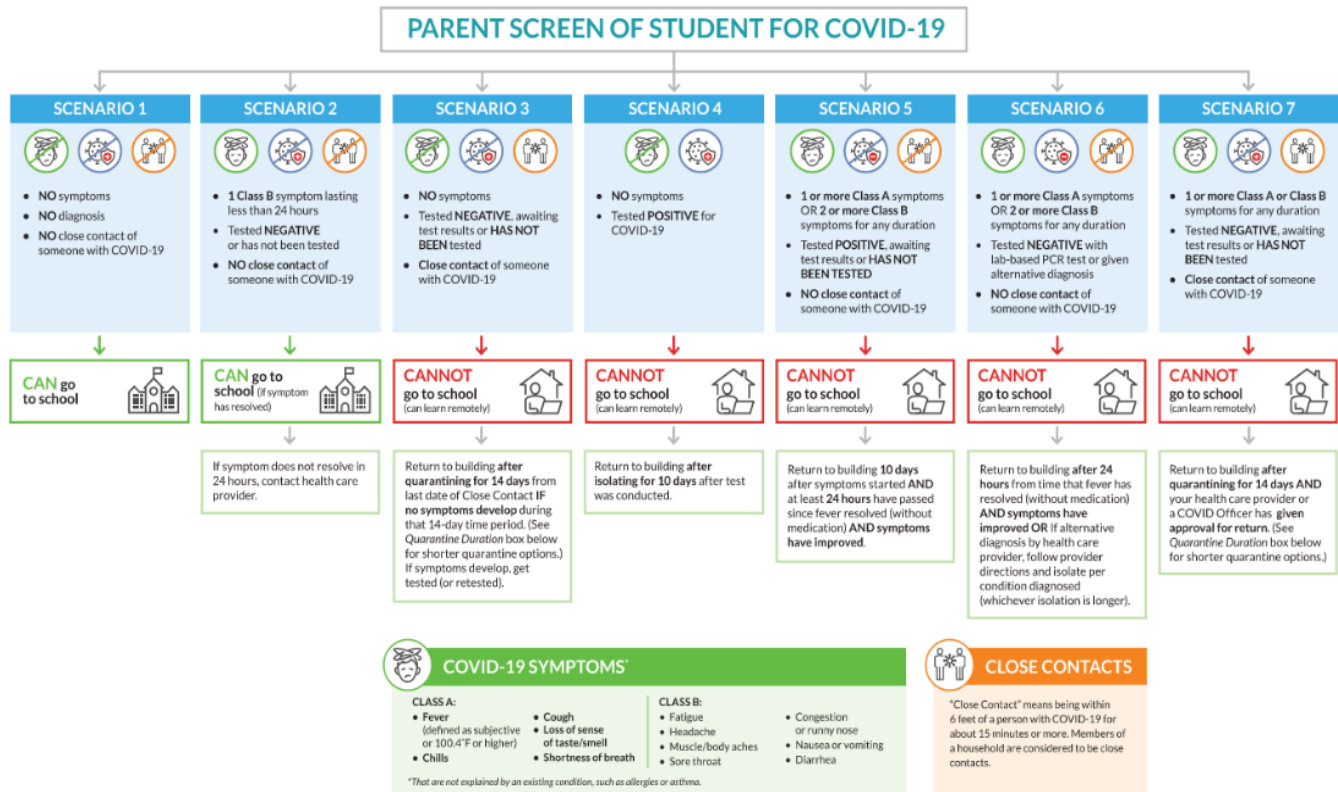
# When a Family Member is Sick

When someone else in the household is symptomatic and they have not been tested or are waiting for test results, the district will address these situations on a case-by-case basis.

However, the following guidance can be followed:

- If the sick sibling or household member has *any* class A symptoms (fever, cough, chills, loss of sense of taste/smell, shortness of breath), **all other household members should stay home until the sick person has their test results.**
  - If the test is **negative**, the other household members may return to work/school as long as they are not sick
  - If the test is **positive**, the family should remain home in quarantine. Notify the school of the positive test.
- If the sick sibling or household member has class B symptoms (fatigue, headache, muscle/body aches, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), the other household members can report to work/school as long as they are healthy. **The sick individual should be encouraged to get tested.**
  - If the test is **negative**, the other household members may continue to attend work/school as long as they are not sick
  - If the test is **positive**, the family should immediately report home to quarantine. Notify environmental safety ([VSD\\_EHS@vansd.org](mailto:VSD_EHS@vansd.org)) of the positive test.
- If the sick sibling had any close contact with a positive COVID case recently and is now exhibiting symptoms, **the entire household needs to quarantine**

## COVID-19 Student Symptom Flow Chart



\*We will be following the 14 day quarantine rules since we are a school district.

## BUS

Transportation is working hard to make sure that students are sitting by siblings on the bus and social distancing as much as possible. They will load the bus from the back forward so students will not be passing each other. The driver will have hand sanitizer and disposable masks for students as they enter the bus. On the first day students will receive a cloth Alki mask for them to keep. It will be the student's responsibility to clean and wear this mask if they choose. The bus driver will wear a mask. When students get off the bus they will dismiss one seat at a time from the front to the back so students do not cross each other. They will have the option to use the hand sanitizer as they get off the bus. When students get off the bus they will line up on the Alki Paw prints that are 6 feet apart and an adult will help to escort them into the building.

## BELL SCHEDULE

<b>HYBRID SCHEDULES</b> <b>Alki Middle School</b>				
Updated 2/4/2021				
COHORT A Monday	COHORT A Tuesday	COHORT A/B Wednesday	COHORT B Thursday	COHORT B Friday
Transition 8:55 AM	Transition 8:55 AM	Period 1 9:00 - 9:30 AM	Transition 8:55 AM	Transition 8:55 AM
Period 1 9:00 - 9:40 AM (40)	Period 1 9:00 - 9:40 AM (40)	Period 2 9:30 - 10:00 AM	Period 1 9:00 - 9:40 AM (40)	Period 1 9:00 - 9:40 AM (40)
Period 2 9:43 - 10:23 AM (40)	Period 2 9:43 - 10:23 AM (40)	Period 3 10:00 - 10:30 AM	Period 2 9:43 - 10:23 AM (40)	Period 2 9:43 - 10:23 AM (40)
Lunch 1 10:26 - 10:56 AM	Lunch 1 10:26 - 10:56 AM	Period 4 10:30 - 11:00 AM	Lunch 1 10:26 - 10:56 AM	Lunch 1 10:26 - 10:56 AM
Late Period 3 10:59 - 11:39 AM (40)	Late Period 3 10:59 - 11:39 AM (40)	Transition 11:00 - 11:15 AM	Late Period 3 10:50 - 11:39 AM (40)	Late Period 3 10:50 - 11:39 AM (40)
Period 4 11:42 AM - 12:22 PM (40)	Period 4 11:42 AM - 12:22 PM (40)		Period 4 11:42 AM - 12:22 PM (40)	Period 4 11:42 AM - 12:22 PM (40)
Early Period 3 10:26 - 11:06 AM (40)	Early Period 3 10:26 - 11:06 AM (40)	Lunch 11:15 - 11:45 AM	Early Period 3 10:26 - 11:06 AM (40)	Early Period 3 10:26 - 11:06 AM (40)

Lunch 2 11:09 - 11:39 AM	Lunch 2 11:09 - 11:39 AM		Lunch 2 11:09 - 11:39 AM	Lunch 2 11:09 - 11:39 AM
Period 4 11:42 AM - 12:22 PM (40)	Period 4 11:42 AM - 12:22 PM (40)		Period 4 11:42 AM - 12:22 PM (40)	Period 4 11:42 AM - 12:22 PM (40)
Grade 6 - Period 3 10:26 - 11:06 AM (40)	Grade 6 - Period 3 10:26 - 11:06 AM (40)		Grade 6 - Period 3 10:26 - 11:06 AM (40)	Grade 6 - Period 3 10:26 - 11:06 AM (40)
Grade 6 - Period 4 11:09 - 11:49 AM (40)	Grade 6 - Period 4 11:09 - 11:49 AM (40)		Grade 6 - Period 4 11:09 - 11:49 AM (40)	Grade 6 - Period 4 11:09 - 11:49 AM (40)
Grade 6 - Lunch 3 11:52 AM - 12:22 PM	Grade 6 - Lunch 3 11:52 AM - 12:22 PM		Grade 6 - Lunch 3 11:52 AM - 12:22 PM	Grade 6 - Lunch 3 11:52 AM - 12:22 PM
Period 5 12:25 - 1:05 PM (40)	Period 5 12:25 - 1:05 PM (40)	Independent Work 11:45 AM - 12:30 PM	Period 5 12:25 - 1:05 PM (40)	Period 5 12:25 - 1:05 PM (40)
Period 6 1:08 - 1:48 PM (40)	Period 6 1:08 - 1:48 PM (40)	Period 5 12:30 - 1:00 PM	Period 6 1:08 - 1:48 PM (40)	Period 6 1:08 - 1:48 PM (40)
Period 7 1:51 - 2:30 PM (39)	Period 7 1:51 - 2:30 PM (39)	Period 6 1:00 - 1:30 PM	Period 7 1:51 - 2:30 PM (39)	Period 7 1:51 - 2:30 PM (39)
Student in person Transportation 2:30 - 3:00 PM (30)	Student in person Transportation 2:30 - 3:00 PM (30)	Period 7 1:30 - 2:00 PM	Student in person Transportation 2:30 - 3:00 PM (30)	Student in person Transportation 2:30 - 3:00 PM (30)
Teacher Family Contact Time Independent Student Work Office Hours 2:30 - 3:30 PM (60)	Teacher Family Contact Time Independent Student Work Office Hours 2:30 - 3:30 PM (60)	Family Contact Time Independent Student Work Office Hours 2:00 - 3:30 PM	Teacher Family Contact Time Independent Student Work Office Hours 2:30 - 3:30 PM (60)	Teacher Family Contact Time Independent Student Work Office Hours 2:30 - 3:30 PM (60)

## ENTERING THE BUILDING

Students will be on Alki paw prints and one adult will let them know to come in one at a time to maintain 6 feet social distancing. They will also ensure students are wearing a mask and provide a disposable mask if they came to school without one. Students will enter through the cafeteria doors and when they come through there will be two adults there. The student will go through the thermal camera to verify they are not running a temperature. The second adult will check to make sure they are not showing any class A or class B symptoms. If their temperature is normal they will be told to proceed to their 1st period class, or if eating breakfast, they will get their food and sit at the long tables on the West side of the commons.

### **What if a student is running a temperature 99.7 or higher?**

We will have the student stand to the right of the check in table for 3-4 minutes. We will then take their temperature with a hand held thermometer. If they are not running a temperature after sitting down and

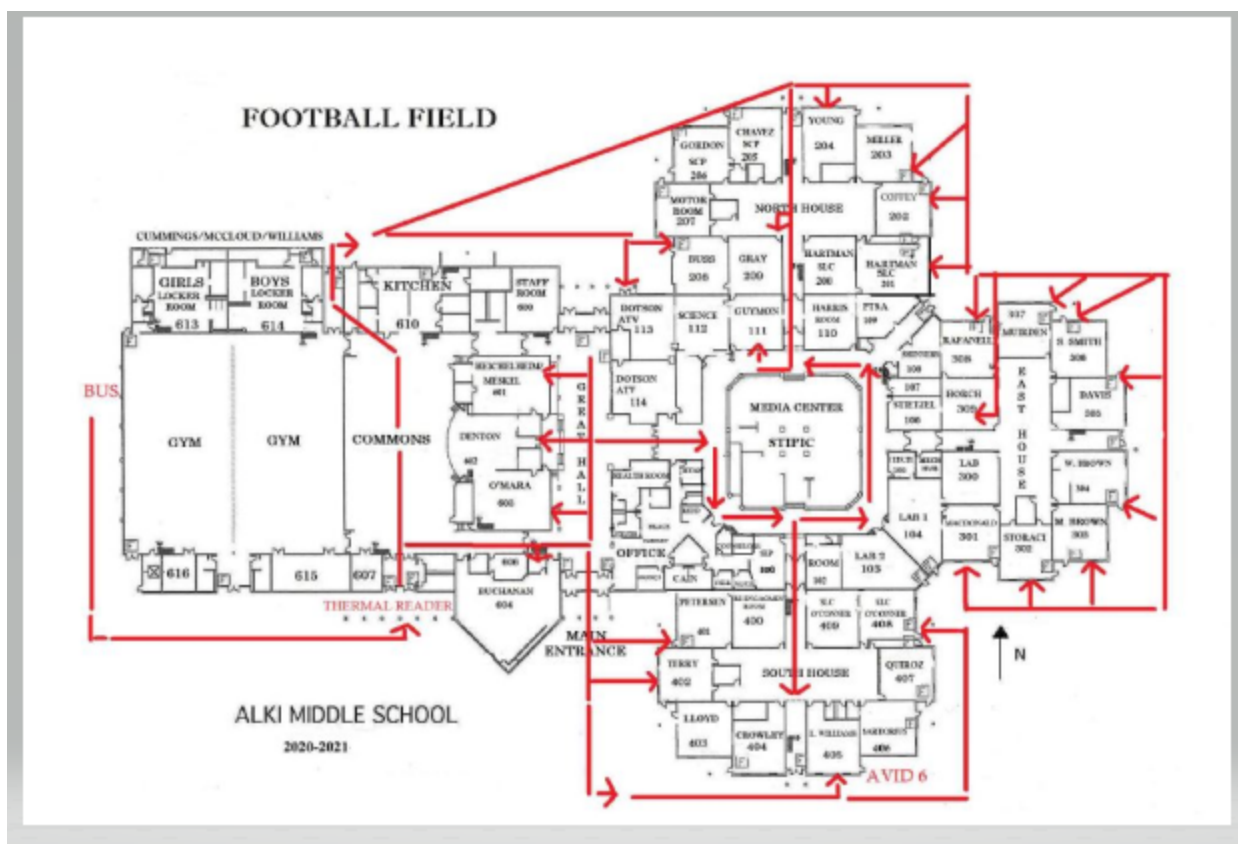
doing the hand held thermometer they will be escorted to class. If the student is still running a fever or shows any class A or class B symptoms they will be escorted by the nurse or administrator to the health room annex. We will call parents and have them pick up their student.

### BEFORE SCHOOL/BREAKFAST

Before school all students will come in through the Cafeteria Doors and through the thermal scanner. If they want breakfast they will walk to the cafeteria serving area and get breakfast. The students will take their breakfast and sit at the tables against the bleachers. When finished they will go directly to their 1st period class. A student that is not eating breakfast will go directly to their 1st period class (see route below).

### TRANSITIONS IN THE BUILDING:

We will work with students to walk on the right hand side of the hallway and will remind students to keep 6 feet of distance between them and other students. Arrows are on the floor and wall to help direct the flow of traffic. When the class periods are over we will have the class exit out of exterior doors and walk outside to their next class. The next group of students will enter in through the exterior doors.



### BATHROOMS:

Students will generally not be allowed to leave class the first 10 minutes and the last 10 minutes of class. Teachers will have discretion in emergent situations to make exceptions to this. If it is not during the 10/10 rule, one student at a time will be dismissed to go to the bathroom nearest their classroom. Students will be reminded of the importance of handwashing for at least 20 seconds. We will have reminders of this practice on the bathroom doors for students as well.

### DRINKING FOUNTAINS:

Drinking fountains will be left on. We will encourage students to bring a water bottle from home. If they do not have a water bottle remind them to make sure they are not touching their mouth to the drinking fountain.

### **LUNCH/OUTSIDE TIME:**

Students will have assigned table areas by their classroom teacher from the previous period. We will have a seating chart to ensure that students are sitting at tables in their teacher assigned area. Teachers will walk their students to the cafeteria, have them use the hand sanitizer station, and then seat them at tables in their assigned area. Lunches will be brought to each table by the Nutrition Services staff. In between lunches the custodians will do a thorough clean.

When students have been given at least 10 minutes to eat their lunch, they can raise their hand and be dismissed to put their lunch in the garbage. Once they have disposed of their garbage, they will be dismissed to go to their outside play area.

At recess students will be able to use footballs and soccer balls. Adults will ensure students are staying 6 feet apart and passing the ball to each other. Students may also walk the track or sit and visit with friends as long as they also stay at least 6 feet apart. Football and soccer balls will be cleaned between lunches.

Students are to use hand sanitizer upon re-entering the classroom.

### **DISMISSAL:**

- Students will be dismissed to the busses through the outside doors.
- We will have adults to assist students that may not know their bus #.
- If students are being picked up by their parent, they will social distance and line up in the parent pick up area along the curb in front of building, please pull forward, and your child will walk to your car
- If they are riding the bus they will promptly get on the bus at the end of the day
- If they are walkers they will start walking home after dismissed for the day

### **VISITOR POLICY:**

While we value and appreciate our parent and community volunteers, we cannot have visitors on our campuses at this time.

If you need to pick up your child from school before scheduled dismissal, please contact the school at 360-313-3200 or [alkoffice2@vansd.org](mailto:alkoffice2@vansd.org) prior to your arrival to make arrangements.

### **CLEANING:**

#### Processes & Products

- Teachers will be cleaning the desks between class periods
- Students will have access to hand sanitizer in all their classrooms
- The custodians will clean each table between lunches
- Custodians will do a thorough deep cleaning on Wednesdays between Cohort A and Cohort B
- Every evening, custodians will clean classrooms and high traffic areas
- The district will supply schools with disinfectant wipes. These products will be used according to the product label.
- Electronics will be disinfected with a rag and isopropyl alcohol.

### **PPE:**

We currently have the following PPE available for staff:

Alki Cloth Mask

Disposable Masks

Gloves

Disposable gowns

Face Shield

Hand Sanitizer

Each classroom has the following:

Door hanger (clean/dirty)

Hand Sanitizer

Cleaning supplies

### **SICK STUDENT(S) DURING THE DAY**

- If a student appears or complains of being sick during a class, the student will move to the co-op just outside the classroom with the door open, and the office will be contacted to assess the situation.
- Either the nurse or administrator will immediately go to the class to talk with the student and determine next steps.
- If it is determined the student has any class A symptom, or two or more class B symptoms, he/she will be taken to the Health Room Annex. The class will also be relocated for at least 30 minutes so the room can be cleaned and disinfected.
- Parents will be contacted to come and pick up their child from the Health Room Annex, and we will coordinate with you to discuss next steps.
- **Please make sure all your contact information is up to date so we are able to reach you.**

### **HEALTH ROOM ANNEX:**

The health room annex is located in the girls locker room. It has three areas for students that are 6 feet apart and separated by locker bays and fire retardant dividers. After the health room annex has been used by student(s) the custodian crew will do a deep clean. Only the nurse or administrator will be in the health room annex with students.

### **MASKS:**

Face coverings worn over the nose and mouth are required for entry into district buildings unless someone has a medical exception to the mask requirement. Face coverings are made available to all VPS students and staff. Additionally, face shields have been made available for those who require them. Personal face coverings are permitted, and if forgotten, a disposable mask will be provided. All face coverings must meet WA Department of Health guidance.

Students will wear masks at all times in the building, on the bus and outside. Masks will only be taken off if they are eating lunch or during a mask break in a designated area. Staff will also wear masks at all times unless they are in an area by themselves.

If a student has a medical reason why they cannot wear a mask, please contact their school counselor to coordinate alternatives to attend school in person. Alternatives might include use of a face shield or modified face shield, or may involve development of a specific support plan for a student with a documented disability..

### **PHYSICAL EDUCATION (PE):**

Students will wear masks during PE classes even if held outdoors. Classes will be held outdoors as much as possible. We will not have students dress down or use the locker rooms at this time. Students will keep their backpacks in the gym with adult supervision or will take them to the bleachers if going outside.

### **CHOIR:**

Students will be spaced at least 9 feet apart. Students will sing with their masks on. Students will rehearse in the Great Hall. This gives adequate room. The class may go outside when the weather permits.



**BAND:**

Students will be spaced at least 9 feet apart in the cafeteria instead of the Band room. We will have specific PPE provided for each student's instrument. Students will not share instruments or music stands.

**ORCHESTRA:**

Students will be spaced at least 6 feet apart. Students will continue to wear their masks throughout the duration of class. Students will not share instruments or music stands.