

Franklin Pierce School District Safety Plan for COVID-19



We want to ensure the health and safety of employees, customers, and the public.
Departments/buildings will use this template to create a safety plan. Departments/buildings must keep a copy of your plan onsite.

District: Franklin Pierce	
Department/Work Group/Building: KMS	
Hours of Operation: Public 8:00 AM – 3:30 PM starting 8/31/20	
Date of Plan: 8/28/20	Plan Last Updated: 2/19/2021

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
Phone: (253) 298-3027 and (253) 298-3034	
Email: Kgillespie@fpschools.org and bmarshall@fpschools.org	
COVID-19 Supervisor: Rosita Castellano	
Phone: (253) 224-2923	Email: rcastellano@fpschools.org
Back-up COVID-19 Supervisor: Earle McWright	
Phone: (253) 377-6525	Email: emcwright@fpschools.org
Back-up COVID-19 Supervisor: Tom Edwards	
Phone: (253) 377-6539	Email: tedwards@fpschools.org
Back-up COVID-19 Supervisor: Michelle Power	
Phone: (360) 878-6577	Email: mpower@fpschools.org

**Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

Physical Distancing

Current COVID-19 standards require employees, customers and the public maintain 6 feet of physical distance. Describe how you will maintain physical distance choose only those that apply):

☒ Spacing for employees: **(during closure)** Workspaces fall within the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials. Office workstations and schedules (rotating) are being adjusted to increase space between employees. Teachers and other staff will be working in their respective classrooms.

(return to in-person learning): Workspaces allow for adequate spacing per physical distancing guidelines of 6 ft between people. Signage indicating 6 foot spacing will support in reminding employees throughout the building.

☒ Staff lounges: staff must abide by the posted maximum occupancy, including staff that are seated and/or moving in/out of the lounge area (to retrieve items, use microwave, etc.). For example, if your maximum occupancy is 5, the 6th person cannot enter until 1 person has left the area. There is no sharing of food or food platters. Staff must sit 6 feet or more apart. Staff will remain seated while

<p>eating and must wear masks when food is not being consumed. Staff will clean and sanitize their own space prior to leaving.</p>
<p>☑Spacing for students: (during closure) Any meetings with the public will be by appointment and will follow the guidelines set forth in the Franklin Pierce Schools Health and Safety Protocols described in written guidance from State and Local health officials. Furthermore, a physical barrier keeps customers and office staff apart at an appropriate distance.</p>
<p>☑Spacing for visitors/customers: Any meetings with the public will be by appointment and will follow the physical distancing guidelines of 6 feet apart. A physical plexiglass barrier has been installed across all counters in the main office that keeps customers and office staff apart at an appropriate distance.</p>
<p>☑Approximate sq. ft./ # of customers allowed: One family will be allowed in the office waiting area at a time. Additional families will wait in their car and be called when it is their turn to enter the office. Any meetings between teachers and families will follow Franklin Pierce Schools Health and Safety Protocols for physical distancing of 6 feet apart.</p>
<p>☑Approximate sq. ft./ # of students allowed: While on campus, all staff, students, and visitors will adhere to physical distancing guidelines of 6 feet apart in a class. Care will be taken to monitor roster numbers that do not exceed numbers which would prevent this safety guideline from being met, <i>including all adult staff scheduled to move in and out of the class throughout a period.</i></p>
<p>☑Limit number of employees: KMS teachers and paraeducators who are on campus will be working from their classrooms; roughly 40% have requested to work remotely full or part-time. For those working remotely part-time, admin have requested a schedule to account for who will be on campus on any given day. Office staff will be working from appropriately distanced work stations and on a rotating schedule to limit capacity to under 5 at any given time. Therefore there is not a need to limit the number of employees.</p>
<p>☑Limit number of customers: One family will be allowed in the office waiting area at a time. Additional families will wait in their car and be called when it is their turn to enter the office. Signage, including office phone number, will be posted on outer doors. Any meetings between teachers and families will follow Franklin Pierce Schools Health and Safety Protocols described in written guidance from State and Local health officials.</p>
<p>☑Physical barriers: Are installed in the front office to limit contamination when working with the public.</p>
<p>☑Visual cues or signs: Signage from Tacoma-Pierce County Health Department and the Centers for Disease Control and Prevention are posted on the exterior office door and common area/high traffic locations throughout the campus. Floor stickers for spacing guidelines while in hallways.</p>
<p>☑ Student movement</p> <p>Entry: Students will line up at cones in courtyard according to next class. Classes will enter the building one at a time starting at the classrooms at the north end of the building (buildings 100-500) and upon signal by teacher at outer doorways for gym and 600 buildings. For portables, students starting at north end of hallways for buildings 100-500.</p> <p>Dismissal: Classroom nearest to doorway is released first, with all students moving in a one-way direction. The remaining classes will follow the last person out of the door in front of them. Green placards will be provided to hang near each door for teacher to hold up and indicate room is clear for dismissal of next class. For the last classroom dismissed in the hallway, teacher will send the last student with a green placard to indicate the hallway is clear. Dismissed students line up in courtyard at cone for the appropriate hallway, wait for all clear placard to arrive, then proceed in one-way direction, one at a time, to their next class.</p> <p>In-class: students remain seated; teacher establishes protocol for student to move around the class (use trash can, retrieve materials, leave to the restroom). Safety guidelines allow for movement to occur that</p>

breaches the 6-ft distancing rule (for example, it is ok for a student to walk past another seated student to sharpen a pencil or dispose of trash).

☒ **Assigned seating (for contact tracing):** will be expected in areas for which students are in close contact with others (defined as a cumulative 15 minutes exposure in space less than 6 feet with mask): classrooms, lunch, courtyards.

☒ Different service model (call in, drive through, virtual): For pick-up events, we will use the drive thru model where the public stay in their vehicles; in the case that a family walks to campus, a staff member will meet them in a designated area.

Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:

☒ Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): In the event that office staff is on the premises, a sink with running hot and cold water and soap are available in the main office area for frequent handwashing. As stated in the FPSD “Phase 2 Return to Work Employee Requirements” memo, employees are encouraged to wash hands frequently. Signs are posted reminding to wash hands, and hand sanitizer is readily available. Handwashing will be encouraged regularly, including but not limited to arrival on campus, after using the restroom, after eating/drinking, after coughing/sneezing, etc.

☒ Sanitizing of hands (location of hand sanitizer stations): sanitizer dispensers posted at each building entrance, staff rooms, outside of restrooms. Each office staff member has a hand sanitizer dispenser and hand sanitizer dispensers are available, mounted on the wall and on the counter for visitors to the office. Additionally, a gallon of hand sanitizer was distributed to each teacher for classroom use.

For refills, staff will leave containers near classroom door for custodial staff to see. Refill supplies will also be located in the staff room of each building (100, 300, 400, 500) for use as needed.

☒ Covering coughs and sneezes (locations of tissues): A box of tissues is available on the counter for visitors to the office. Boxes of tissues have been placed in each classroom and extra can be obtained by emailing jwesterdahl@fpschools.org TPCHD/DOH protocols have been reviewed and implemented.

☒ Provide reminders (signs, flyers, announcements, etc.): mask and hygiene posters on each entrance, hallways, staff doors, restrooms. Translated into Spanish, French, Samoan, Russian, Korean.

☒ Face coverings (notices for customers, required for all workers): mask and hygiene posters on each entrance, hallways, staff doors, restrooms. All staff are expected to follow the mask requirements outlined in the Washington State Labor and Industries regulation. Mask requirements may vary based on type of work activity. Signs will request the public to wear masks as well. Masks will be provided as needed. Masks located in main hallway south entrance, in staff room southeast corner, and in office.

Cleaning and Disinfecting

Director of Maintenance and Operations: Doug Vanderleest

Phone: 253-298-4631

E-mail: dvanderleest@fpschools.org

Current COVID-19 standards recommend organizations clean and disinfect surface frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:

EPA-approved disinfectants for COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

☒ Cleaning high touch areas (frequency, what surfaces does this include): Spray bottles will Hillyard Vindicator + (product has documented Coronavirus kill claim) and listed as an approved disinfectant under EPA # 1839-167. Product has been stationed throughout the building. Anyone that comes into the building will ensure multiple cleanings of touch points throughout the workday, as needed based on the use of the workspace. Custodian to also clean high touch points at least once per day.

☒ General cleaning practices (frequency, how will you monitor cleaning): Minimum of daily cleaning by custodial staff to be monitored by the Chief Custodian.

☒ PPE needed (specific for cleaning): PPE will be used appropriate to the task and JSA, monitored by the chief custodian.

☒ Disinfectant used (type, contact time required): Hillyard Vindicator + dispensed through the Hillyard Arsenal Dispenser. <https://www.hillyard.com/images/ProductData/HIL00168.pdf>

☒ Safety Data Sheets (SDS) for products: employees will be expected to follow cleaning requirements at all times as monitored by the chief custodian.
<https://www.hillyard.com/RTUSDS/MSDSHIL00614RTU.pdf>

Personal Protective Equipment (PPE)

Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain the health of your employees, customers, and the public. Describe your PPE and when you need it (choose only those that apply):

☒ Masks: Staff have been instructed to follow DOH/L& I guidelines. Masks will be provided to employees to wear while at work. Masks available for public use in main hallway, each classroom, staff rooms, and main office. For staff fitted with N95 masks, supplies will be replenished by notifying Jeffrey Ray (jeray@fpschools.org) in facilities. General use PPE (masks) can be requested by contacting Joni Westerdahl (jwesterdahl@fpschools.org) .

☒ Eye protection: Eye protection will be provided to staff based on L&I Guidelines. Staff can contact their COVID-19 Site Supervisor.

☒ Gloves: Will be provided to staff based on L&I Guidelines and DOH Guidelines. Staff can contact their COVID-19 Site Supervisor. Gloves will be required and provided during any mass distribution such as lunch and/or material handout/collection times.

☒ Gowns or capes: Gown and capes will be provided to staff that are performing duties where a gown or cape is needed. Please contact jwesterdahl@fpschools.org

Student Drop-Off and Pick-up Plan

Current COVID-19 guidelines require you to have proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter the building. Please outline

your plan for this process. Please provide clearly marked, detailed maps for staff, students, and visitors.

☒ Drop-Off Plan: Keithley will have 4 drop-off zones.
Bus drop-off: south end of campus at baseball fields
Parent drop-off: front of school from 7:10-7:35. Gate to back parking lot will be closed during these times to limit traffic or potential drop-off in other areas
Support Center drop-off: front of Commons – need to arrange with transportation to account for closed gate.

Teachers will be available to receive students in classrooms starting at 7:10.

Students who arrive early will be supervised in the library or office; office staff will clear student for attestation. In the absence of attestation, written attestation will be completed along with temperature check.

☒ Pick-Up Plan: Parent/Guardian will come to library window and/or call from main office doors to check-in. Library staff will notify office to meet guardian at south door with proper sign out/notify student to meet pick-up at south entrance.

District Provided Transportation

Current COVID-19 guidelines require the district to have addressed physical distancing (when possible), maximum ventilation (when reasonable), cleaning, and PPE.

☒ Physical Distancing: Physical distancing will be observed while space allows.

☒ Cleaning: High touch surfaces will be wiped down in between schools when time allows.
All buses will be wiped down after AM and PM routes.

☒ Ventilation: Windows will be lowered, and roof hatches open to increase ventilation while weather allows.

☒ Face coverings for students and adults: Employees and students are required to wear face covering while on buses.

☒ PPE for drivers: Drivers will be provided KN95 masks.

Student Meals

Current COVID-19 guidelines require you to have altered spaces, reconfigured schedules and adopted necessary plans to provide meals to students that ensures six-foot of physical distance between all persons. Please outline your plan for this process.

☒ Distance Learning Plan: During distance learning, students will not be eating on campus.

☒ In-person Learning Plan: Assigned seating in commons. Students seated at the opposite end of each lunch bench with benches spaced 10 feet apart, students facing same direction. Students will rotate in 2 groups of no more than 80 per group. Moving while consuming food will be **STRICTLY PROHIBITED**. This plan allows teachers to have their 30-minute duty free lunch, as well.

- Doors can be propped open for additional air flow at the discretion of supervisors
- Sanitizer stationed at Commons doorway
- Students will receive bagged lunch after sanitizing hands
- Restrooms available for additional handwashing
- Restrooms monitored throughout lunch by an adult to regulate numbers
- Adult supervisors wipe tables after student use/between cohorts

Health Screenings

Current COVID-19 guidelines require you to complete health screenings prior to each shift. Describe your health screening process:

☒ Temperature checks (at workplace or home): Temperature checks will be completed in the event that a daily symptom check has not been completed along with a health assessment by the school nurse. Staff and families are not being asked to complete self-temperature checks.

☒ Thermometer uses (**touch/no touch, cleaning process**): For no touch thermometers, clean between uses using 70% alcohol based or stronger sanitizer on paper towel, then wipe surfaces of thermometer. User either sanitizes hands using a sanitizer of 70% or more alcohol or wash hands with soap and water, use of gloves recommended as well.

☒ Symptoms screened: Digital attestations completed by all staff and students. QR Code/App for Qualtrics shared on school site, placards around campus. Students complete attestations, check in to tables according to alpha, show clearance, get temp checked. Receive a stamp for the day to indicate cleared.

☒ PPE need for health screenings: KN95 mask, face shield and gloves.

☒ Attestation verification: QR Code/App for Qualtrics shared on school site, placards around campus. Students complete attestations, check in to tables in Commons according to alpha, show clearance, get temp checked in absence of attestation. Receive a stamp for the day to indicate cleared.

Isolation Room

Location: Room 618

Primary Assigned Staff: Admin rotate each day

Back-up Assigned Staff: Castellano, Edwards, McWright, Power

Isolation Room Procedures: Please see attached procedures.

Sick Students

Plan to assist and manage sick students during COVID-19:

☒ How students notify staff: If student is feeling ill, student will request nearest adult to contact school nurse Rie Aguillon at (253) 298-4324. ***Nurse will notify administrator and both will report to classroom to evaluate student immediately (in hallway). Staff should plan to arrange student seating in a way that allows access to the phone while maintaining proper distancing of 6 feet.*** For

classes not in a building, teacher will contact office staff to notify of sick student – admin and nurse will report to student area. Staff will NOT send students to the health room until directed by nurse to do so, unless student is experiencing life-threatening symptoms (inability to breathe, loss of consciousness, choking, bleeding profusely). [List of common symptoms](#) will be posted in each classroom for reference, but adult should always call nurse for a formal assessment.

☒ When to go home: When process above is followed, school nurse will follow assessment protocol and guidelines for when to send a student home.

☒ Steps Franklin Pierce School District will take if a sick student around others at facility: Nurse will notify Site Coordinator regarding any students who have tested positive and will contact the Safety Security and Emergency Management Supervisor to provide notification to other staff, students, and family as needed, per Pierce County Health Department's current guidance at the time of the potential exposure.

Sick Employee Policy

Current COVID-19 standards require organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

☒ How employee notifies employer: If COVID related: Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

☒ When to go home: If COVID related: immediately

☒ Sick leave policy: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.

☒ When employee can return to work: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.

☒ Steps Franklin Pierce School District will take if a sick employee was around others at facility: Human Resources will provide notification to other staff as needed, per Pierce County Health Department's current guidance at the time of the potential exposure.

Exposure Response

Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:

☒ Incident reporting Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

☒ Site decontamination procedure: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.

☒ Post exposure incident recovery plan: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.

☒ Assigned seating charts expected for classrooms, lunch spaces, and any instance in which people will be in close contact with others.

COVID-19 Safety Training

<p>Describe how Franklin Pierce School will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:</p> <p>Factsheets available at https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus.</p> <p>Source for current COVID-19 information – CDC COVID-19 website: https://www.cdc.gov/coronavirus/2019-ncov/.</p>
<p>Frequency of training:</p> <p>As regulations change, employees will receive updated training information; new employees will be trained upon hiring.</p>
<p>Training method (In person, video, email, etc.): Email sent to all Brookdale Staff. Health & Safety Update presentation via video. Will be updated as circumstances and guidelines change. Safety references provided by FPS, DOH, and L&I will be posted in the safety binder and on the safety bulletin board.</p>
<p>Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.): <i>For Employees(002).pdf</i> and <i>CoronavirusEmployeeTraining.pptx</i>. COVID-19 Safety Plans at each location and what they contain, PPE, expectations and proper use of PPE, progressive discipline re: PPE, district-wide signage, gathering rules and expectations, common spaces expectations, progressive discipline re: gatherings & common spaces, public interactions, exposure response, and where to get answers to questions.</p>
<p>Training attendance records: Email or remote meeting tracking.</p>

**Franklin Pierce School District COVID-19 Safety Plan does not guarantee the health and safety of the employees, customers or public.*

**The template for the plan was provided by the Tacoma-Pierce County Health Department.*

COVID-19 Health Screening Form

Every day, ask staff, parents, guardians, and older students to review the following questions.

1. Do you have any of the following symptoms within the last day that not caused by another condition?
 - ☐ A temperature of 100.4 (degrees Fahrenheit) or above?
 - ☐ Chills
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing.
 - ☐ Fatigue
 - ☐ Muscle or body aches
 - ☐ Headache
 - ☐ Recent loss of taste or smell
 - ☐ Sore throat
 - ☐ Congestion or runny nose
 - ☐ Nausea or vomiting
 - ☐ Diarrhea
2. Have you been in close contact with anyone with confirmed COVID-19?
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because concerns about COVID-19 infection?

Name: _____

Date: _____

Signature: _____

Franklin Pierce School District Daily Health Screening Procedure for Students:

- Students are to report to their designated classroom entry point immediately upon arrival to school. Students may not congregate in common spaces.
- Any classroom that has an outside door must be utilized as the entry point.
- Ensure that every student is wearing a mask (covering both the nose and mouth) or face shield, if not, a district issued mask will be provided. Maintain social distancing guidelines between staff and students.
- Teachers will meet students at the designated classroom door and ensure the daily health attestation has been completed. If the daily health attestation has not been completed a staff member will escort the student to the designated screening location.
- **Any FPSD staff member that is screening students must wear DOH approved PPE, which includes eye protection (goggles or face shield) and a N95 or KN95 mask.** A staff member is to ask each student if they have any symptoms of COVID-19 (fever, 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, vomiting or diarrhea) or if they have been in contact with anyone with COVID-19 in the past 2 weeks.
- After 5 minutes in the screening location, the staff member (wearing above listed PPE) will perform a no contact temperature screen on each student.
- Students with an appropriate mask/face shield, no current symptoms of COVID-19 (fever, 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, vomiting or diarrhea) or exposures within the last 14 days may sanitize or wash hands and proceed into the classroom.
- Any student displaying ANY symptoms of Covid-19 (fever, 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, vomiting or diarrhea) or known exposure to COVID-19 in the last 14 days is not permitted to enter the classroom and must be sent to the designated Isolation Room. Office staff will contact building administration and follow district guidelines for handling suspected COVID cases and notify a parent to pick up the student immediately.
- All students and staff must wash hands or use alcohol-based hand sanitizer upon entering and leaving the classroom at any time.
- Any students that arrive at school must have a daily attestation or a health screening will be performed by school office staff prior to entering the classroom.

*These guidelines have been drafted in alignment with the WA State Dept of Health to ensure safety of students and staff.

ISOLATION ROOM PROCEDURES

Franklin Pierce School District

SUPPLIES IN CUPBOARD / COVERED CONTAINER-TUB

In order to decrease risk of contamination, the following supplies should not be kept out in the open.

- PERSONAL PROTECTIVE EQUIPMENT (PPE)
 - SURGICAL /DUST FACE MASKS
 - KN95
 - N95
 - FACE SHIELDS
 - GLOVES
 - GOWNS
- PAPER BAGS
- SHARPIE
- HAND SANITIZER
- KLEENEX
- PAPER CUPS
- WATER BOTTLES
- THERMOMETER
- SIGN IN & OUT BINDER
- Oxivir TB – Step 1: Cleaning/sanitizing
- Vindicator – Step 2: Disinfecting (spray and leave to dry approximately 10 minutes)

SUPPLIES OUT IN THE OPEN

The following supplies must be sanitized and disinfected at the end of each day and/or change of staff.

- TELEPHONE OR WALKIE / TALKIE
- HAND SANITIZER
- WASTE BINS
- HEPA AIR PURIFIER

ISOLATION ROOM STAFF

- What should I wear?

ISOLATION ROOM	IF STUDENT IS WEARING A MASK, THEN STAFF SHOULD WEAR...
	N95, face shield, gown, and gloves (fit test with N95).

- Staff will remain in the isolation room until room is cleared of students.
 - Wash hands / use hand sanitizer upon entering and exiting the isolation room.
 - If staff needs to take a break, they will need to remove PPE.
 - Throw away gown & gloves.

- If changing from N95 face mask to cloth or dust mask, please put N95 into labeled paper bag – preference is that you only use one N95 face mask per day.
- Staff are to clean and disinfect their area prior to replacement staff coming into the room.
- Face shields will need to be cleaned after each use (inside – mild detergent and clean cloth / outside – Vindicator spray – allow to dry).

STUDENT ENTERS ISOLATION ROOM

- Staff receives communication from school nurse or health clerk that student is coming to the isolation room (health clerk / school nurse logs student into Skyward and contacts parents).
- Ensure staff has appropriate PPE on & is prepared to accept student.
- Isolation Room Log – Sign In – name, date, and time (record is for contact tracing – keep until further notice)
- Student is to wash hands or use hand sanitizer upon entering the isolation room.
- Student will need to switch to surgical / dust mask if they are wearing a cloth mask.
- Ensure student is wearing face mask correctly.
- Maintain 6 feet distancing if possible - plastic barriers must be in place if unable to maintain 6 feet.

MONITORING STUDENT IN ISOLATION ROOM

- Take student's temperature if they have not completed the daily health screening already or if their symptoms are worsening.
- If student needs to use the bathroom:
 - Student is to use hand sanitizer upon exiting and re-entering isolation room.
 - Send student to private bathroom if possible.
 - May need to call for escort to and from bathroom to ensure a direct path & that hands are staying to themselves.
 - Student must continue to wear their face mask.
 - Escort person or custodian will need to clean & disinfect high-touch areas in the bathroom with Vindicator immediately after use if bathroom is not in the isolation room. If the bathroom is in the isolation room, the staff person in the isolation room needs to spray the handles in the bathroom and the doors with Vindicator.
- If student vomits, notify custodian. The custodian will follow the Exposure Response.

STUDENT DISCHARGED FROM THE ISOLATION ROOM

- Parent formally checks student out just outside the isolation room exit (*preferable scenario*)
 - Review letter / handout with parent & obtain parent's signature, time, and date. *Copy to go to attendance & health clerk for computer entry and then file in health file.*
- Isolation Room Log – Sign Out - student name, date, and time for contract tracing purposes.

OR

- Parent formally checks student out at front office.

- Office staff / health clerk reviews discharge letter / handout with parent & obtain parent's signature, time, and date. *Copy to go to attendance & health clerk for computer entry and then file in health file.*
- Student is to wash hands or use hand sanitizer upon exiting the isolation room.
- After parent has completed check-out, student is escorted to meet parent at nearest exit (according to building)
- Isolation Room Log – Sign Out - student name, date, and time for contract tracing purposes.

SANITIZE & DISINFECT STUDENT AREA AFTER EACH STUDENT LEAVES

Wipe the cot or chair with sanitizer wipes. Spray Vindicator on surfaces, common touch points and plastic curtain barrier.

**MASKS MUST
BE WORN**



AT ALL TIMES

