

# Tolt Middle School Safety and Health Plan For Students

*(Much of this document is taken from information from the King County Department of Health, Washington State Department of Health, OSPI, and district guidelines.)*

## Arrival Process

- All students are required to wear a mask. Gaiters and bandanas are not accepted. Per the DOH guidelines: “Correct use of masks helps prevent the spread of COVID-19 and **is required** when indoors at K-12 facilities **for all school personnel, students, and visitors.**”
- Any student without a mask will be provided with one. Staff will provide masks at front of Tolt with bus drop off and at back of Tolt with parent drop off. Student walkers and bike riders need to enter campus from the alley between the MPR and E-building.
- Students will immediately go to their first class or the MPR if they are eating breakfast (only students eating breakfast may be in the MPR).
- Any student exhibiting COVID symptoms will be sent to outside the Main Office. Office staff and/or School Nurse will escort student to the Cares Room located in J-703 room. School Nurse will assess student and determine need to be sent home.

### WALKERS:

Walkers should enter from the front of the school or the alley between MPR and E-Building and go to first period class or the MPR if they are eating breakfast. Parents are not permitted to wait with their student.

**BUS Drop off:** Buses will unload at the front of Tolt. Students will immediately go to their first class or the MPR if they are eating breakfast.

**PARENT Drop off:** Parents will remain in their vehicles at parent drop off which will be held at the back of the school. Parents are not permitted to wait with their children. Please follow the flow of traffic in the map below.



### Dismissal Process

- Bus riders should exit the school in the front of the building and head directly to their bus.
- **PARENT Pick Up:** students proceed directly to parent pick-up at the back of the school and immediately leave campus. **Same one way directional flow as parent drop off.**
- Walkers and bike riders should exit the school between Building E and the MPR and immediately leave campus.

### Bus Transportation Procedures

- Students and bus drivers are required to wear masks while being transported on the school bus and must wear them at all times.
- Students will be assigned seats on the bus and must sit in their assigned seat.
- Eating and drinking are not allowed on the bus.
- Buses will be cleaned after completed routes.
- During routes, lowering windows and allowing fresh air into the bus may occur.

### Schedule and Attendance

#### **Schedule**

- [Tolt Middle School Bell Schedule](#)
- [Tolt Middle School Full Calendar](#)

#### **Attendance**

Attendance must be taken in the first 15 minutes of every class.

### Breakfast and Lunch Guidelines

***No food and drink will be consumed on the school bus or in classrooms.***

- Breakfast will be available for students in the morning in the MPR. The only students who will have access to the MPR before school begins are for students eating breakfast. Students must remain masked at all times in the MPR until they are eating. Students may remove their masks to eat. Physical distancing of 6 feet and/or use of barriers in the MPR will be followed. Once students are finished eating, they will put their masks back on, clean up after themselves, and go to their 1<sup>st</sup> period class. Students will not remain in the MPR once they are finished eating breakfast.
- Lunches will be served at school this year. Students will need to follow the health and safety guidelines during lunch time. Students must remain masked at all times in the MPR while they are entering, standing in line, going to their lunch eating location, and exiting. The only time students may take their masks off is while they are eating.
- Students will need to remain physically distanced while they are standing in line and moving through the MPR.
- Students will find a place to eat their lunch. This may be in the MPR in spaces that are 6 feet apart from others indoors, and/or outside in designated outdoor lunch areas, and/or behind plexiglass barriers indoors. Students must follow staff directions.
- Students will follow directional signs to enter the MPR in one direction and exit the MPR in another.
- Students should sanitize their hands before and after eating.
- Eating areas will be wiped down after eating.

**Handwashing/Hand sanitizing**

- Hand Sanitizer stations are installed or placed outside all building entrances. Hand sanitizer will also be available in every classroom, common shared spaces (i.e. library, MPR, etc.), and main office.
- Handwashing, or hand sanitizer, should occur after using the restroom and upon entry to all buildings/classrooms.
- Handwashing posters are displayed throughout all buildings and a video demonstrating proper handwashing has been developed.
  - Video Sites: <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>
  - Spanish version for washing hands: [Return to School Video Series: Lavarse las Manoshttps://www.youtube.com/watch?v=JanCUxt2DLM&feature=youtu.be](https://www.youtube.com/watch?v=JanCUxt2DLM&feature=youtu.be)

**Student Personal Belongings**

- Students will keep coats, backpacks, and other personal items at their seat. Students need to keep track of their belongings. Students are encouraged to bring an extra mask as backup.
- Students will sanitize their hands before and after using any shared supplies.
- Manipulatives, tech equipment, and other shared supplies will be wiped down after use.

**Water Filling Stations**

**Water bottle fill stations will be OPEN - Drinking fountains will be CLOSED**

- Students and staff are asked to bring water bottles from home to fill at the bottle filling stations. If a student does not have a water bottle, the school will have a small supply of bottled water available as supplies last.

## **Classroom/Tolt Campus Procedures**

### **All staff and students maintain physical distancing**

- Desks and classrooms will be arranged according to the DOH guidelines: "Maintain physical distance of three feet or more between students in classroom settings to the degree possible and reasonable, that allows for full-time, in-person learning for all students."
- A bin of BZK Wipes (OSHA approved safe for student use without gloves) will be located in each classroom for the purpose of cleaning desktops and other high touch surfaces. Desks will be cleaned in-between classes by teachers and/or students.

### **Hallways**

- Students must wear their masks in the hallways and breezeways at all times.
- Traffic flow on campus will be 2 directional.
  - Students and staff should walk on the right side of the hallway/breezeway as close to the right as possible, physically distanced apart, heading **into** locations.
  - Students and staff should walk on the right side of the hallway/breezeway as close to the right as possible, physically distanced apart, heading **out/away from** locations.
  - Stanchions will be placed in the MPR and select building hallways.
- Hallways and breezeway will be marked with physical distancing and masking reminders.

### **Classrooms with two doors will utilize one door for entry and one door for exiting.**

### **One-door classrooms, including Mod Classrooms:**

- Teacher may prop open the classroom door to decrease points of contact.
- Prior to entering classroom, students will utilize hand sanitizing station directly outside classroom door and immediately go to their seat.

## **Bathroom Use**

Students need to practice both physical distancing and proper hygiene when entering and while inside the bathrooms.

- If a student arrives in the bathroom and all stalls/sinks are being used, the student needs to leave the restroom and wait outside until a stall is available.
  - The health room and single stall LRC bathrooms are reserved for students in the health room and as gender neutral bathrooms.
- Students should wash their hands in the bathroom and then use hand sanitizer when re-entering the classroom.
- Students will use designated bathrooms closest to their classroom.
- Max occupancy signs are posted on all bathrooms with multiple stalls.
- Students must remain masked while in the bathroom.

## **Accessing Student Services/Supports**

### **Counseling, School Nurse, and Zen Zone Services**

- *See Health Room procedures for managing health issues*

- If a student would like to see Nurse Rachel (for something other than health needs) or utilize the Zen Zone, this will be the process:
  - Call the main office, 4653 or 4605, to see if Nurse Rachel is available.
  - If available, the student may come to Nurse Rachel's office to talk with her. Their time will be limited to 15 minutes max and they must wear a mask.
  - Nurse Rachel may also opt to come to the classroom and take a walk with the student to maintain distance and talk outside.
  - Use of the Zen Zone is available.
- If a student would like to visit the counseling center, this will be the process:
  - Call Mrs. Piira, 4607, in the counseling center to see if Mrs. Diligencia or Mr. Suchsland is available.
  - If available, the student may come to the appropriate counselor's office. Their time will be limited to 15 minutes max and they must wear a mask.
  - If unavailable, the student is encouraged to email their counselor with their need(s) and their counselor will connect with them when available.

## Library

- **Book Checkout**
  - The process for book checkout will resume.
  - Students will be able to utilize the library when their class is held in the LRC and during lunch.
    - Upon entry to the library, via main doors, the student will use hand sanitizer.
    - They will be seated at a library table and will be excused to peruse shelves by Mrs. Bigham or Mrs. Canady.
    - Students will be given a BZK Wipe to clean off their library table prior to leaving.
    - Students will use hand sanitizer prior to exiting the LRC and will exit from the back, side door with their class.
    - Students will maintain physical distance while checking out books.
- **Loaner Laptop Checkout**
  - If a student forgets to bring their laptop to school, the student will proceed to the LRC, hand sanitize, request a laptop, and return to class.
  - When student's day is complete, they will return their laptop to the library as they leave.
  - Laptops will be cleaned prior to being returned to circulation for student use.
- **Tech help**
  - Teacher may email and/or call Mr. Friedley-Loewen, 4820, to check availability.
  - If available, Mr. Friedley-Loewen will either have the student come to his office or come to the student's classroom to help solve tech issues.
  - If unavailable, the student will make best efforts to participate in class without their laptop and notify Mr. Friedley-Loewen of tech issues and he will follow-up when available.
- **Student Printing**
  - If students need items printed they may print and pick up materials in the LRC.
- **Make-up testing for regular classroom tests**
  - Make-up testing needs to occur during teacher office hours or at the teacher's discretion.
  - Students may go to the library for make-up testing.

## Emergency Drills



- Masks must be worn during the entire time drill and/or evacuation is occurring.
- Physical distancing will be maintained as much as possible during the drill.
- Students follow directions for drill.

## Health Room/Cares Room Procedures

### **Cares Room Procedures (Students WITH possible COVID-19 Symptoms):**

- The designated Cares Room, located in the small J-703 office, will only be used for students with possible COVID-19 symptoms.
- The Cares Room will have a working air purifier that is on during school hours where students are present.
- Before sending a student to the Cares Room, radio the office to ensure the Cares Room is not already at capacity. Send student with belongings in case student is sent home.
- **School Nurse assessing a student for possible COVID-19 symptoms 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](#) and [COVID-19 Screening Flowchart](#).
  - Student will remain with the Nurse until parents arrive for pick up.
  - Request front office staff, or school nurse, to call family to pick up student and family will be encouraged to contact their student's health care provider, and provided information from the [King County Schools COVID-19 toolkit](#) regarding COVID-19 and when the student can return using the [Return to school](#) document. The student will not be able to return until they meet the King County Department of Health's guidelines for returning to school.
- Cares Room will be disinfected prior to another student entering.
- If the Cares Room is at capacity and another student needs to be isolated, the student will be taken to an outside area for assessment by a designated staff member and if the 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, cares room staff will request custodial staff to disinfect student's desk area in the classroom and any potential areas the student was in while on campus.

### **Health room procedures (Students WITHOUT COVID-19 Symptoms):**

***\*See health room guidelines to determine if the student should be sent to the health room. The nurse or designated staff should evaluate the student outside the classroom, or the complaint can be handled easily within the classroom without assistance.***

- Minor injuries and complaints can be managed in the classroom.
- Students who need to be assessed but **do not have** COVID-19 symptoms:
  - Call or radio the front office. Switch to a separate channel and provide basic complaint information so school nurse can see more urgent needs first, but **do not give student's name**.
  - The nurse or designated staff member will assess the student in the hallway directly outside the classroom.

- If multiple students need assessment they will be seen based on severity of complaint, followed by order of request.
- For scheduled medications, the student will come to the Attendance Office and receive prescribed medication according to district policies and procedures.
- Students needing use of health room bathroom for clothing change or other reasons may come to the health room to use the bathroom.
  - If health room bathroom is unavailable and student is truly unable to use student bathrooms, may choose to have student use a designated staff bathroom. All efforts should be made to have student use appropriate bathroom and staff bathroom used as a last resort.

### **Health Room Guidelines**

**Students with non-urgent symptoms do not need to go to the health room or be evaluated by the nurse for the first 15 minutes after any passing/transitioning time, including: Arrival to school and/or transitioning between classes.**

Students do **NOT** need to be evaluated by the nurse or sent to the health room with the following common situations:

- Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
- Minor headaches and/or fatigue - allow them to obtain snack/drink water first. Better after 15 minutes, stay in class. If they don't improve radio the school nurse to evaluate.
- Mild stomachache and/or nausea - allow to use the restroom, drink water, and have snack first. Better after 15 minutes, stay in class. If they don't improve radio the school nurse to evaluate.
- Localized bug bite or pre-existing skin irritation - if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching.
- Tooth loss – have the student put the tooth in their backpack and take home with them.
- Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health, try snack or redirection. If it continues to be a problem, refer to counseling or other applicable services for collaboration. Student is allowed to utilize the Zen Zone for a respite time upon approval by Nurse Rachel.
- Feels hot after being active (rest, water, remove extra layers of clothes).

**Students should be evaluated by the nurse or sent to the health room for the following:**

<b>Asthma symptoms, breathing difficulties</b>	<b>Blow to the head</b>
<b>Possible allergic reaction or exposure; insect bite</b>	<b>An injury with swelling and bruising</b>
<b>Any serious illness, injury, or bleeding</b>	<b>Pain due to a fall</b>
<b>Vomits</b>	<b>Injury to eye or an object lodged in any body part</b>
<b>Dirty Wound</b>	<b>Clothing Change for bowel or bladder accident</b>

**Students should be evaluated by the nurse immediately for the following**

***\*\*If the nurse is unavailable, do not hesitate to call 911!\*\****

<b>Fainting (lay on the floor elevate feet 10") - radio nurse and have office call 911</b>	<b>Emergency first aid needs or moving student will cause injury - radio nurse and have office call 911</b>
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**Painful limb injuries that may be a sprain or a break – radio nurse and have office call 911 for obvious break**

**Seizures - radio for nurse. START TIMING! If student has no history of seizures or if the seizure lasts longer than 4 minutes have office call 911**

### 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 and school nurse.

When there is a confirmed report of a positive COVID case, the school nurse and building principal will follow the [PHSKC 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.

Close contacts will receive additional information regarding [When Can I Return to School?](#)

- *If you are **not** considered a close contact, you will not be notified. When notified you will only receive information stating you have potentially been exposed and what your next steps are. No confidential identifying or health information will be disclosed.*

Quarantine will be directed by the King County Health Dept. It is probable that the entire classroom will need to quarantine with a positive case. Families and staff will be notified by the district nurse.

### 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 students home or pick all siblings up until they have been tested etc., that would be their decision. This follows guidance from the Public Health-Seattle & King County.

### PPE for Students/Masks

Masks are required for all students except in very limited circumstances related to medical or special needs. <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-105-K12Schools2021-2022.pdf> There are extra student masks available in the health room, teacher toolkits, and various locations around Tolt's campus. Parents/guardians will be encouraged to provide an extra mask in the student backpack. **No gaiters or bandanas are allowed.**

#### **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 3-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.



## Cleaning Schedule and Responsibilities

Cleaning schedule is available upon request.

### Classrooms

- **Between class periods – Teacher/Student responsibility (Cleaning/Disinfecting)**
  - Teacher will carry bin to each student and have student take 1 BZK Wipe (no gloves necessary) to clean desk/table top and chair.
  - BZK wipe down will occur between each class period.
  - **OPTIONAL:** Teacher may use BZK wipe to clean door handle, light switches, and other high touch surfaces between class periods.
- **End of Day (Cleaning/Disinfecting/Sanitizing)**
  - Custodians will:
    - Clean countertops, sinks, door handles, and other high touch surfaces.
    - Check soap, paper towel dispensers, hand sanitizer (bottles in rooms & stands outside main doors), BZK Wipe Bins, Virex bottles and restock low supply.
    - Vacuum carpeted areas
    - Empty trash

### ALL Bathrooms

- **End of Day (Cleaning/Disinfecting/Sanitizing)**
  - Custodians will:
    - Clean **all** high touch surfaces.
    - Check soap, paper towel dispensers, toilet paper levels and restock low supply.
    - Mop
    - Empty trash

## HVAC

*This information applies to our main campus buildings **and** modular classrooms.*

- System is at capacity for air exchange which occurs 4x/hour.
- Fans will not be turned off as air exchange must occur to capture particulate in the filters.
- Filters are changed 4x/year and are MERV 10. Cannot increase level.
- Outside air being pulled in has been increased to 35-40% and can be adjusted if there are concerns (i.e. room without windows or inability to have multiple doors open to create cross flow).
- Air purifiers are available for classrooms without windows that open or two doors to facilitate air flow.

## References and Additional Resources

- King County Schools COVID-19 Response Toolkit: <https://www.kingcounty.gov/depts/health/covid-19/schools-childcare/toolkit.aspx>
- Employer Health and Safety Requirements for Schools Scenarios: <https://www.k12.wa.us/sites/default/files/public/communications/Employer-Health-and-Safety-Requirements-for-School-Scenarios.pdf>
- OSPI COVID-19 Guidance and Resources: <https://www.k12.wa.us/about-ospi/press-releases/novel-coronavirus-covid-19-guidance-resources>
- [K-12 COVID-19 Requirements for 2021-22 School Year](#)
- [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
- [Sports and Fitness Guidelines for Covid](#)