SPS Continuity of Operations Plan

January 10, 2022

This plan will continue to be revised and amended

Requirement: Continuity of Operations Plan https://apps.leg.wa.gov/wac/default.aspx?cite=180-16-212

*By the beginning of the 2021-22 school year, each school district shall develop, maintain and, if necessary, implement a continuity of operations plan that ensures delivery of basic education services during disruptions to basic education delivery resulting from an "emergency or disaster" as defined in RCW **38.52.010**. "Emergency" may also include a national declaration of emergency by an authorized federal official.*

SPS Continuity of Operations Plan Objectives:

- Provide **operational guidance** for shifting from in-person learning to 100% remote or closing a school, schools, or the district
- Document the district's response to WAC 180-16-212

Assumptions:

- The district superintendent has the authority under state law (RCW 28A.335.020 and RCW 28A.150.290 (2)(a) to close a school or schools on a temporary basis in case of emergency (including epidemics), the ultimate authority for returning to a full-time remote learning model lies with the state.
- Seattle Public Schools determines the temporary transition of a classroom or school to remote in response to COVID-19. All cases of COVID-19 and outbreaks in schools must be reported to the local health jurisdiction per Washington State law (WAC 246-101).
- A transition to remote learning depends on several factors including: the number of confirmed cases in a classroom or multiple classrooms, ability for staff and students to uphold health protocols in the classroom(s) with a confirmed case(s), vaccination status, adequate class attendance, and adequate staffing to sustain in-person learning.
- **Percentages and thresholds outlined below are meant to be a consideration point only, not a decision point. Decisions regarding a move to remote learning will be highly individualized for each situation based upon unique factors for each school including total staffing, specific staff absent, physical layout, ability to maintain health protocols, student absence trends, community transmission rates, public health authority input and various other factors. All percentages expressed below are intended to inform review and decisions but are not determinative in any situation.**

COVID Scenarios	Data Source	Potential Response	Grade levels	What Staff Will Do	What Families Will Do
Individual student confirmed with COVID-19	School testing, PMG – Regional Testing, Self-Report	**Isolate** for **5** full days regardless of vaccination status and engage in learning remotely via Schoology or SeeSaw if asymptomatic. See page 11 for additional details: https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-105-K12Schools2021-2022.pdf	All	School Leader: Communicates with impacted classroom families and all staff per SEA MOA, supports identification of close contacts and shares with central contact tracing team. Contact Tracing Team/Columbia Safety: Confirmed case notification and close contact notification. Educators: Provides families/students with links to lessons and learning supports on Schoology or SeeSaw. Provides contact tracing team with list of close contacts and if needed detailed seating charts and information about protocols in the classroom.	Report positive case to school office. Logon to Schoology/SeeSaw for lessons.

Individual students who come into close contact with someone with COVID-19 should quarantine if they are in one of the following groups: • Ages 18 or older and completed the primary series of recommended vaccine but **have not received a recommended booster shot** when eligible. • Those who have received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have **not received a recommended booster shot.** • Those who are not vaccinated or have not completed a primary vaccine series.	School leader or educator(s)	**Quarantine** for 5 days (day 0 through day 5) after their last close contact with person who has COVID-19. Engage in learning remotely via Schoology or SeeSaw. Test on day 5 post exposure and provide the negative test documentation to the school before returning. If student does not test, 10-day min. quarantine.	All	Contact Tracing Team: Provides Columbia Safety with list of close contacts and contact information gathered from the school. Columbia Safety notifies close contacts, provides resources and quarantine information including Day 5 post exposure testing opportunities. School Leader: Ensures that educational resources have been provided to quarantined students. Educators: Provides families/students with links to lessons and learning supports on Schoology or SeeSaw.	Continue to monitor their child/children for symptoms and report to the school if their child/children tests positive for COVID-19. While quarantined logon to Schoology/SeeSaw for lessons.
Elementary classroom absentee rate reaches 50% for any reason; start monitoring at 25% and review for 3-day upward trend.	PowerSchool Attendance Report, School Leader, and Director of Schools input Lead: Pat Sander and Mike Starosky	**Consider shift to remote to preserve learning for students** (e.g., transition to remote and move remaining students to another in-person class). Transitions to remote for up to 10 calendar days.	PreK-5	School Leader: Initiates a classroom attendance review. Reports concerns to Director of Schools if a classroom is approaching 50%. If classroom transitions, communicates out to families. Creates support plan for students receiving special education services. Determines technology distribution plan. Director of Schools: Recommends to Mike Starosky if an individual class needs to move to remote to preserve learning. In consultation with Mike Starosky, provides final guidance to school leader. Mike Starosky: Provides status report in 3 p.m. Operation meeting and generates list of all classrooms transitioning to remote because of student absenteeism. Educator: Provides families/students with Teams links. Supports students that require in-person with another class to join. Distributes technology and hot spots to students/families the day prior to remote or during 2-hour late start. Must provide 70% synchronous learning per OSPI. **Required to**	100% remote: Have provided Teams link SeeSaw. May need to pick up technology during 2-hour delay for tech distribution.

				provide instruction from the classroom unless Coordinated Health recommends otherwise.	
50% of elementary or K-8 classrooms are remote for any reason	School Leaders, Director of Schools/Mike Starosky Lead: Concie Pedroza Live status update document. Updated daily prior to 12 p.m. by school leaders.	**Consider** shift to remote but recommend monitoring for 2 to 3 consecutive days prior to moving to remote. Transitions to remote for up to 10 calendar days.	PreK-5	School Leader: Monitors number of remote classrooms and reports to Director of Schools if approaching 50%. Enters classrooms into tracking doc daily prior to 12 p.m. Director of Schools: Alerts Mike Starosky and Concie Pedroza if school is approaching 50% of classrooms in remote. Informs school leader if school will shift to 100% remote after receiving approval from Dr. Pedroza. Contact Tracing Team: Contact Public Health if absentee rates are due to illness. Give health directive and communicate to COVID central team (includes Associate Supt. and Deputy) and Public Affairs and recommendation for classroom or school closure. Dr. Pedroza/CAI: Makes decision if school will shift to remote for instructional reasons. Preserve special education services for in-person. Communicates to Director of Schools. Deputy/Associate Supt: Inform Supt. if transitioning to remote for the full school. HR: Line up substitutes for symptomatic teachers to support remote learning. Chief of Staff: Communicate to Board Public Affairs/School Leader: Communicate transition to 100% remote or closure to school staff and families. School Messenger, robocall, TalkingPoints, and alert on the school website. Educators: Provides families/students with Teams links. Distributes technology and hot spots to students/families the day prior to	100% remote: Have students logon to provided Teams links, Schoology, and SeeSaw. May need to pick up technology during 2-hour late start for tech distribution.

				remote or during 2-hour late start. Must provide 70% synchronous learning per OSPI. Required to provide instruction from the classroom unless Coordinated Health recommends otherwise. Educators that test positive but are asymptomatic can teach remotely. Specialists: Coordinate Teams links and communication to families with general classroom teacher. Educators that test positive but are asymptomatic can choose to teach remotely.	
10% of student population confirmed with COVID-19 in an elementary classroom A COVID-19 outbreak in a school is considered when the following have been met: • Multiple probable or confirmed COVID-19 cases comprising at least 10% of students, teachers, or staff within a specified core group OR • **At least 3 cases within a specified core group meeting criteria for a probable or confirmed COVID-19 case,** AND • cases have symptom onset or positive test result within 14 days of each other, AND • Cases were not identified as close contacts of each other in another setting (i.e., household) outside of the school setting, AND • Cases were epidemiologically linked in the school setting or a school-sanctioned extracurricular activity.	Health Services Team; School Leader Lead: Carrie Nicholson	**Consider** shift to 100% remote model in response to Public Health and as a preventive measure. This approach is likely to occur for our youngest students and students receiving special education services. Transitions to remote for up to 10 calendar days. **Please see page 13 of DOH Supplemental Guidance for additional information on why/when a classroom or school would close in response to COVID-19 confirmed cases:** **https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-218-K12SupplementalRecommendations.pdf**	PreK-5	SPS Central Health Services Team: Contact Public Health. Give health directive and communicate to Mike Starosky, Director of Schools, School Leader and COVID central team (includes Associate Supt. and Deputy) and Public Affairs. School Leader Communicate 100% remote to educator and impacted families. Educators: Provides families/students with Teams links. Distributes technology and hot spots to students/families the day prior to remote or during 2-hour late start. Must provide 70% synchronous learning per OSPI. Required to provide instruction from the classroom unless Coordinated Health recommends otherwise. Educators that test positive but are asymptomatic can teach remotely. Specialists: Coordinate Teams links and communication to families with general classroom teacher. Provides remote learning from school and continues to teach in-person students.	Same as above
40% of secondary students absent – start monitoring at	School leaders, Health Services,	**Consider** shift to remote but recommend monitoring for 2 to 3 consecutive days prior to moving to remote.	6-12	School Leader: Monitors percentage of students absent. When you reach 25% you are alerting your Director of Schools daily.	Same as above

25% looking for a three-day upwards trend	Director of Schools Leads: Pat Sander and Mike Starosky	Transitions to remote for up to 10 calendar days.		You are looking for up ticks in your data and watching for three-day trends. Enters into daily tracking document prior to 12 p.m. Director of Schools: Alerts Mike Starosky and Concie Pedroza if school is approaching 40% absentee rate. Informs school leader if school will shift to 100% remote after receiving approval from Dr. Pedroza. SPS Central Health Services Team: Contact Public Health if absentee rates appear due to illness. Give health directive and communicate to COVID central team (includes Associate Supt. and Deputy) and Public Affairs and recommendation for classroom or school closure. Dr. Pedroza/CAI: Makes decision if school will shift to remote for instructional reasons. Preserve special education services for in-person. Communicates to Director of Schools. Deputy/Associate Supt: Inform Supt. if transitioning to remote for the full school. HR: Line up substitutes for symptomatic teachers to support remote learning. Chief of Staff: Communicate to Board Public Affairs/School Leader: Communicate transition to 100% remote to school staff and families. School Messenger, robocall, TalkingPoints, and alert on the school website. Educators: Provides families/students with Teams links. Supports students that require in-person with another class to join. Distributes technology and hot spots to students/families the day prior to remote or during 2-hour late start. Must provide 70% synchronous learning per OSPI. Required to provide instruction from the classroom	

				unless Coordinated Health recommends otherwise. Educators that test positive but are asymptomatic can teach remotely. Note: At the secondary level because of the master schedule, inability to shift 1 classroom or multiple individual classrooms to remote. We can only shift a school to 100% remote.	
10% of secondary school student population confirmed with COVID-19 (multiple students in a classroom and across multiple classrooms) A COVID-19 outbreak in a school is considered when the following have been met: • Multiple probable or confirmed COVID-19 cases comprising at least 10% of students, teachers, or staff within a specified core group OR • At least 3 cases within a specified core group meeting criteria for a probable or confirmed COVID-19 case; AND • cases have symptom onset or positive test result within 14 days of each other, AND • Cases were not identified as close contacts of each other in another setting (i.e., household) outside of the school setting, AND • Cases were epidemiologically linked in the school setting or a school-sanctioned extracurricular activity.	Health Services Team; School Leader Lead: Carrie Nicholson	**Consider** shift to 100% remote Transitions to remote for up to 10 calendar days. **Please see page 13 of DOH Supplemental Guidance for additional information on why/when a classroom or school would close in response to COVID-19 confirmed cases:** **https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-218-K12SupplementalRecommendations.pdf**	6-12	SPS Central Health Services Team: Contact Public Health. Give health directive and communicate to COVID central team (includes Associate Supt. and Deputy) and Public Affairs. Deputy/Associate Supt: Inform Supt. that school is transitioning to 100% remote. HR: Line up substitutes for symptomatic teachers to support remote learning. Chief of Staff: Communicate to Board Public Affairs/School Leader: Communicate 100% remote shift to school staff and families. Note: At the secondary level because of the master schedule, inability to shift 1 classroom or multiple individual classrooms to remote. We can only shift a school to 100% remote.	Same as above
# of PreK-12 Schools that have transition to 100% remote • 25%	Ops Response Team	**Consider** shift of all schools to 100% remote for a TBD amount of time	All	Ops Response Team: Track and provide recommendation to Deputy/Associate Supt Deputy/Associate Supt/Legal: Provide recommendation to Superintendent.	Logon to provided TEAMs links, Schoology, or SeeSaw.

25% would mean broad community spread					Chief of Staff: Communicate to Board Public Affairs/School Leader: Communicate transition to school staff and families, media, all staff, etc.	
Staffing and Service Scenarios			**Potential Response**	**Grade Level**	**What Staff Will Do**	**What Families Should Do**
Teachers' absenteeism/unfilled sub positions • % and/or mix of unfilled positions in a school creates unmanageable operational and/or safety risks	HR Reports, School Leader Input, Director of Schools recommendation Leads: Noel Treat and Mike Starosky		Response will depend on central capacity to address shortages. Evening **decisions must be made by 7 p.m. and communicated by 8 p.m.** If decision needs to be made in the morning, by 5:30 a.m. for elementary and 6:30 a.m. for secondary. The morning 411 will be called by Mike Starosky and the applicable Director of Schools. IF AN ACTION NEEDS TO BE TAKEN IN THE MORNING THE SCHOOL WILL CLOSE NOT MOVE TO REMOTE. **Initial school response:** Determine if school-based staff emergency plan can be successfully implemented. Where possible collapse classes or integrate other students into classes. Rotation of spaces with supervision if needed. If NOT POSSIBLE, contact director of schools. HR Business Partners go through unfilled position list with school leader and get staff from central lined up in spots with support from HR. SPS can support max 3 to 4 schools this way and with a plan for combining classrooms. Implement on-call central office list.	All	**School-Based:** a. School leader calls Director to alert of issue; Director alerts Mike Starosky. b. All school issues reviewed at the 3 p.m. Ops Meeting including risk assessment and plan. c. Hold 6 p.m. 411 if issues are not resolved. Cross divisional team is pulled together (Comms, HR, Director of Schools, School Leader, Dr. Pedroza, Mike Starosky, Fred Podesta). Decision must be made by 7 p.m. and communicated by 8 p.m. **d. Analysis of staffing shortages and recommendation from lead team (open, transition to 100% remote, or close) prepared and presented to Dr. Pedroza/Deputy Supt.** e. Dr. Pedroza or Deputy Supt. makes decision in response to recommendation f. Direct call to school leader and Director with decision. NOTE: If shortage is due to an orchestrated sick out. The school will close and not go remote. The day will be made up at the end of the year. We will not request a waiver from OSPI. g. Facilities coordination – Buses stopped, nutrition, etc. h. Communications supports pre-written/translated robocalls and emails to impacted school(s) i. EPE calls all school partners (childcare etc.)	**100% remote:** Have students logon on to Teams, Schoology, SeeSaw **Closure:** Check school calendar for make-up day. All closure related to organized school staffing shortages will be added to the end of the year.

				j. Depending on extent of closure: Determine meal distribution or supplies/backpacks, technology. **Note:** Employers with more than 50 employees at a workplace or worksite are required to report to L&I within 24 hours of confirming 10 or more of their employees at the workplace or worksite have tested positive for COVID-19 (SB 5115).	
School leader absenteeism/unfilled sub positions • 100% of COVID site supervisor positions unfilled by a trained substitute • 50 to 100% of school leaders out due to COVID or other issue	HR sub fill report, Director of Schools Lead: Mike Starosky/Dr. Pedroza	Response will depend on central capacity to address school leadership shortages and the ability to maintain a COVID site supervisor. Evening **decisions must be made by 7 p.m. and communicated by 8 p.m.** **Initial school response:** Determine if school-based school leader emergency plan can be successfully implemented. This includes having the school leader work remotely while in isolation. Director of Schools will go through unfilled position list with school leader and get staff from central lined up to support. Implement on-call central office list.	All	**School-Based:** a. School leader (if available) calls Director to alert of issue; Director alerts the central team. b. Cross divisional team is pulled together (Comms, HR, Director of Schools, School Leader, Dr. Pedroza, Mike Starosky, Fred Podesta) c. Analysis of school leadership shortages and **recommendation from lead team (open, temporarily move admin sub into role or Director of Schools, go remote, close).** d. **If there is no COVID-site supervisor and no admin subs, Dr. Pedroza must decide if school will close or move to remote.** e. Direct call to school leader admin team and Director with decision IF SCHOOL CLOSES or MOVES TO REMOTE: f. Facilities coordination – Buses stopped, nutrition, etc. g. Communications supports pre-written/translated robocalls and emails to impacted school(s) h. EPE calls all school partners (childcare etc). i. Depending on extent of closure or remote: Meal distribution or supplies/backpacks, technology. Note: Employers with more than 50 employees at a workplace or worksite are required to report to L&I within 24 hours of	Unless the school goes remote or closes, families/students don't need to do anything additional.

			confirming 10 or more of their employees at the workplace or worksite have test positive for COVID-19 (SB 5115).	
Inadequate **custodial staffing** to maintain cleaning schedule More schools/classrooms to clean than possible with current staffing		**Consider** shift of schools or classrooms to 100% remote to perform cleaning. Duration of remote model will depend on staffing to clean.	All	Facilities: Monitor required cleaning in response to COVID. If cleaning can't take place prior to school opening, communicate risks to Chief Podesta and Deputy Gannon. Create emergency cleaning schedule. Final cleaning schedule for impacted schools/classrooms will determine length of quarantine. Chief of Staff/Deputy: Communicate to impacted board directors. Public Affairs/School Leader: Communicate transition to remote to school staff, site-based community partners, and families.	Families logon to provided Teams link, Schoology, or SeeSaw.
Inadequate **central kitchen staffing** to prepare meals Up to 50% absenteeism More than 50% of central kitchen staff is absent		If up to 50% of central kitchen is absent central office culinary staff will cover More than 50% pre-packaged food will be distributed.	All	Staging more pre-packed food on site; or moving central prep to larger kitchen sites.	NA
Inadequate **warehouse or truck driver staffing** to deliver food or critical supplies (12 staff) Up to 75% of staff absent More than 75% absent		**Shift** delivery to support only food if up to 9 staff are absent; food will be delivered but delayed Move schools to remote if more than 9 people are absent. Without the warehouse/drivers food can't be delivered. **Note: Possible backfill with other drivers and other district vehicles**	All	Operations: Monitor absences in partnership with Contact Tracing Team. Communicate risks to Chief Podesta and Deputy Gannon. As needed collapse routes. Communicate delivery changes beyond 2 days to all school leaders. Determine if/when schools will need to shift to remote because food can't be delivered. Note: Looking at emergency contracts & external logistics provider. Chief of Staff/Deputy: If schools or the district need to transition communicate with board directors. Public Affairs/School Leader: Communicate remote shift to school staff and families	Students participate in 100% remote model. Families/students logon to Teams provide links, Schoology, and SeeSaw.

Other School Facility/JSCEE Emergency Scenarios		Response	Grade Level	What Staff Will Do	What Families Should Do
Extended Power Outage in School or Area		Pivot to 100% remote or close school if HVAC is impacted and outdoor learning/increased air flow is not an option. Note: Mid-day closure is a closure not 100% remote.	All	Director of Schools contact Safety & Security Emergency Management 206-252-0707 and Facilities Operations Center 206-252-0550 when they learn of a school outage. The 411 team will be convened including representation from School Operations, Directors of Schools, Facility Operations, DoTs, and Transportation to determine the scale and projected duration of the outage and develop a recommendation for building operations or dismissal. Resources to be consulted are listed below: **Seattle Public Schools System Status Page** at Seattle Public Schools>Departments>Technology Services>System Status or http://www.seattleschools.org/systemstatus. **Seattle City Light** https://www.seattle.gov/city-light/outages **Facilities Operations Center** at 206-252-0550. FOC is most helpful for power outages, but can sometimes be helpful with technology issues, as well. **TechLine** at 206-252-0333 for a recorded message on known outages. **Outlook Inbox**. Information on power outages will be in messages from Facilities Analysts Michael Ames, Daniel Belts, or Kayla Cole. Information on technology outages will be from TechLine. **After obtaining sufficient information and approved recommendation, the Director of Schools will direct the school with the outage on what adjustments to the school day are appropriate for the situation in question.** A school will move to remote if the outage is localized and the HVAC is not	If school moves to 100% remote, students will logon to provided to Teams meetings, Schoology, and SeeSaw. If the power outage is broad and impacts families' homes, school will close with the understanding that the day would need to be made up per OSPI required school days.

| | | | | available, and learning can't be moved outdoors/air flow increased. School will be closed if the outage is broad and family internet access is impacted.

Communication will be sent to families, school-based partners and CBOs, transportation and facility operations departments.

If 2 or more schools are being affected by outages, the Director of School Operations will reach out to Safety and Security Emergency Management about possibly coordinating a district level response to the incident. | |