



Ballard High School Return to In Person Learning

Process, Protocols, Information, Contacts

Ballard High School



Purpose and Use of this Guide for Students, Families, and Staff

This In-Person Re-entry Guide (the Guide) has been developed to assist schools in contextualizing their re-entry plans to their school sites, and for schools to share re-entry plans, including site-based details, with staff, students, and families. In the Guide, you will find what to expect as Ballard High School prepares for a return to in-person learning.

The Guide communicates protocols and processes foundational to re-entry: health, safety, operations, instruction, and community-based partnerships. These protocols and processes have been developed in coordination with multiple SPS Central Office Departments and anchored to guidance from OSPI, the CDC, and Washington State. In the Guide you will see internal links for District staff and school leaders to access expanded details related to some protocols or processes. Protocols and processes can be accessed by families and other members of the learning community on [the In-Person Learning Plan](#) site on The Seattle Schools website.

Seattle Public Schools is committed to providing high-quality learning, no matter the circumstances. Throughout the district's response to COVID-19, the health and safety of our community has been our top priority. Following the recommendations of public health experts, most SPS students began the 2020-21 school year remotely. Since then, public health and the global medical community have learned a lot about the transmission of COVID-19. We are confident that while in-person learning will look different than in past years, the strong health and safety protocols we are successfully using have prepared us to return more students to our school buildings this spring.

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In Person Learning:

Health, Safety, and Operations

Procedures, Protocols, Processes, and Information

Cleaning Procedures and Schedules

Daily Cleaning

Seattle Public Schools follows the Washington Department of Health, Public Health, and CDC Cleaning and Disinfecting guidelines.

Daily cleaning schedule:

- High touch surfaces/points cleaning and disinfectant occurs at least three times a day and includes but is not limited to the following: doorknobs, door hardware, drinking fountains, stair rails, common areas, desks, tables, light switches, elevator buttons, and any other touchpoints in high traffic/common spaces.
- All restrooms are serviced and disinfected three times per day, with at least 2 hours between servicing. Common spaces used by childcare (hallways, gyms, cafeterias, etc.) are cleaned and disinfected daily.
- If there is a suspected or confirmed case of COVID-19, Seattle Public Schools will follow the CDC Cleaning and Disinfecting guidelines and communication plan for staff, families, and students.

COVID Legal Agreement and Family Instructions

Prior to beginning in-person services at Ballard High School, we will need to obtain a signed agreement from each student's parent or guardian. Agreements have been translated into the top 5 languages.

Daily Health Screening for Students and Staff

Daily health screening of both students and staff **before arrival / entry to school or work site** is done to reduce the transmission risk of COVID-19 and to confirm that staff and students entering the school/site are not experiencing any COVID-19 symptoms or have had any known exposure to the virus. Students and staff with any symptoms, known exposure, or who are ill must stay home or return home.

Daily Health Screening Process

The Daily Health Screening process is completed electronically:

- BHS Student /staff receive, daily, an initial and follow-up notification (email/text) to complete the screening.
- After completion, instructions are given for *Approved* or *Not Approved* school/site entry.
- An *Approved* message gives a green indicator to proceed and enter.
- A *Not Approved* message gives a red indicator to stop, stay home and if indicated contact a health care provider.
- Note: Daily Health Screening notification is "live" for one time, or 24 hours, when another notification is emailed/texted.

BHS Student Daily Health Screening Process

- BHS students should complete the Daily Health Screening before departure for/arrival to school.
- If *Approved* message is received, students arrive to school with face coverings on and are instructed to line up 6 feet apart from non-household members.
 - School staff will view the health screening dashboard
 - Students *Approved* to enter school will be able to enter the school building.
 - Students with a *Not Approved* message will:
 - Be escorted to the Protected Health Care Room
 - Receive health screening to determine next steps
 - Students without symptoms or having had NO known exposure will be allowed to go to class.
 - Students exhibiting symptoms or having had known exposure will be sent home with notification to family.
 - a. Designated staff will email Health Information noting STUDENT HEALTH ALERT in the subject line.

- Students without a completed screening:
 - Students will complete the health screening on site. If *Approved*, student will proceed to class.
- If during the daily health screening, students are told to stay home, parent/guardian is still expected to contact the schools to notify them that their student will stay home.

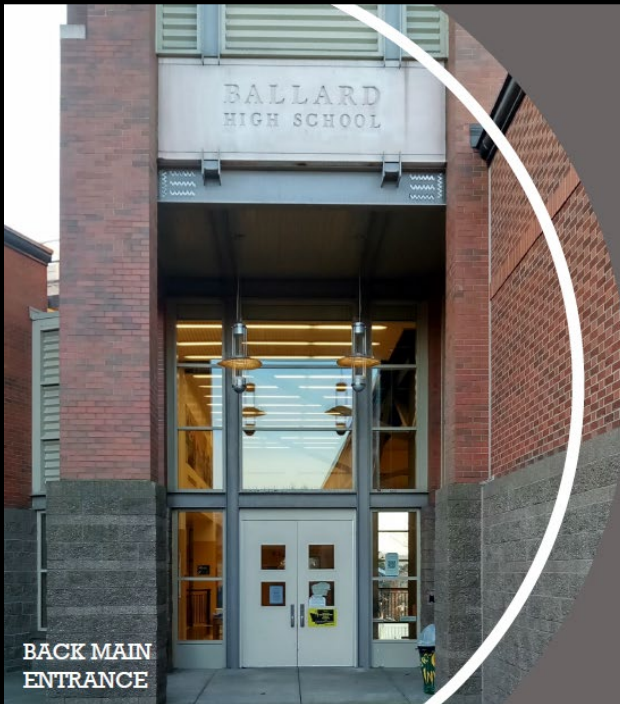
BHS Staff Daily Health Screening Process

- BHS Staff complete the Daily Health Screening before departure for/arrival to school or building site.
- If *Approved* message received, staff travel to/arrive at school/site with mask on, remaining 6 feet apart from others whenever possible from non-household members.
- COVID Site Supervisor will view the health screening dashboard to determine staff approval to enter the worksite.
- COVID Site Supervisor will follow up with staff to determine next steps.
 - Staff who did not complete the screening, will complete it on site before going to work location.
 - Staff exhibiting symptoms or having known exposure to the virus will be asked to go directly home.
 - The staff's Supervisor will email Health Information noting HEALTH ALERT in the subject line.
- If during the daily health screening, staff are told to stay home, they are still expected to contact their direct supervisor and notify them of their absence.

BHS Entrance/Exit Procedures

BHS Entrance/Exit Safety Protocols

- The time and location used for BHS students regarding Entrance/Exit support state and local physical distancing requirements as described in the SPS COVID-19 Health and Safety Protocols.
- BHS Students/family members will receive an e-mail or text message each day with a link to complete the daily health screening. This should be completed prior to arriving at school.
- If a student/family member is unable to use e-mail or text messaging to complete the daily health screening, they may use the kiosk at the school entry with staff member support.



B.H.S. STAFF ENTRANCE AND ATTESTATION

The staff entrance will remain the same.

Staff will receive an email each day at 5 a.m. with a link to complete the attestation process before arriving and entering work locations. This process will begin on Monday, March 29.

Staff will have the option to opt-in to receiving daily text messages with the link to the Daily Health Screening at 6:30 a.m.

The link may be used until 2 a.m. the next morning. If you work earlier than 5 a.m. or on weekends you may use the general screening accessible through the QR Code at the door or on My SPS homepage.


Your manager/supervisor will review the screening responses on their Dashboard daily to ensure only those staff "Approved" are on site.

If you do not receive the Daily Health Screening email on Monday, please check your spam folder.


**BACK MAIN
ENTRANCE**

STUDENT ENTRANCE AND ATTESTATION

- All students will enter in 2 lines in the doors next to the gym.
- All students will need to have a completed health screening before they come into the school.
- The daily health screening link will be sent to each student's e-mail by 5:00 a.m. each school day. They are encouraged to complete screening by 7:00 a.m.
- Students who come to school without a completed screening will not be allowed to attend class until the family is reached and a screening is completed.
- A *COVID Notice for In-Person Learning or Service and Family Instruction* sheet is included in the back to in-person learning/service packet. It must be filled out prior to all student attending BHS.



GYM ENTRANCE

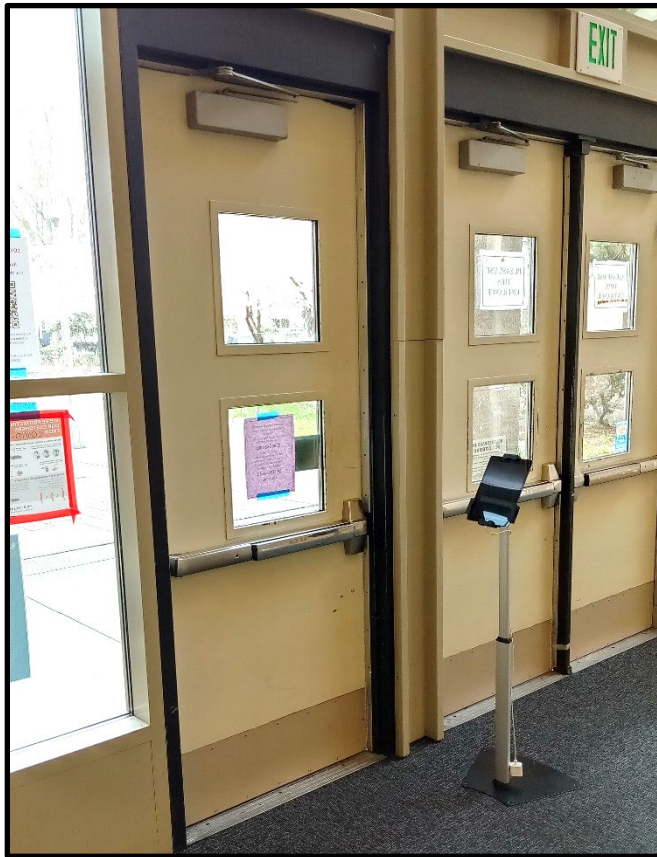


FRONT MAIN ENTRANCE

Student entrance #1

Student entrance #2

BHS Daily Health Screening Kiosk



Daily health screenings are an important element to reducing the transmission of COVID-19 at school. A kiosk will be provided at each school building to provide a back-up method for students and families to complete their daily health screening on site. The BHS kiosk will only be used when a student/family member has been unable to complete their daily health screening prior to arrival to Ballard High School. For staff members, it is recommended that they provide the daily health screening via their phone, laptop and/or district device. If staff are unable to complete using these methods, staff may use the kiosk. Getting daily health screening information prior to arrival on-site and in electronic form helps speed up both the oversight process and, in the event, it is needed, contact tracing.

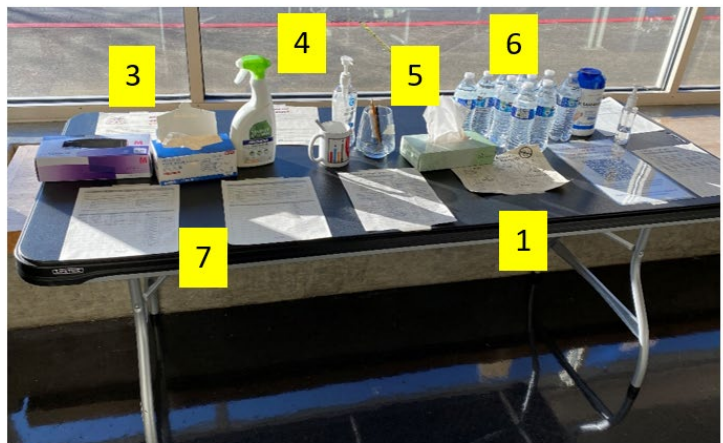
BHS Entry, Exit, Traffic Flow

Maintaining appropriate physical distancing and limiting the exposure to other staff and students throughout the school day, are done to reduce the risk of transmission of COVID-19 in shared areas, including building entry and exit. BHS students that need to use the kiosk will have to enter via the gym doors. Only students that are already cleared will be allowed to enter the main doors in front of the school.

The BHS Building Main Entrance Set-Up

The main entrance of Ballard High School is set up with COVID-19 signage, Daily Health Screening poster, Quick Response (QR) code for BHS staff, and a table with COVID-19 health and safety items. The check-in station provides:

- A location for visitors to sign in and attest to the required daily health screening.
- Health supplies such as masks and hand sanitizer.
- Visual reminders of COVID-19 requirements such as physical distancing, face coverings, and hand washing.
- A location for staff to document their presence in the building, in the event that contact tracing is needed. The method for taking attendance is flexible (does not have to be a sign in sheet).



Key:

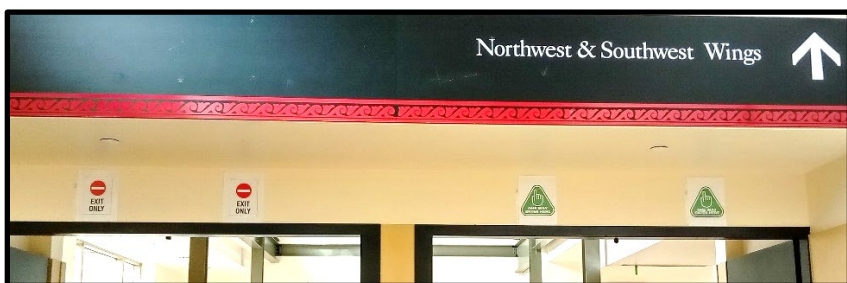
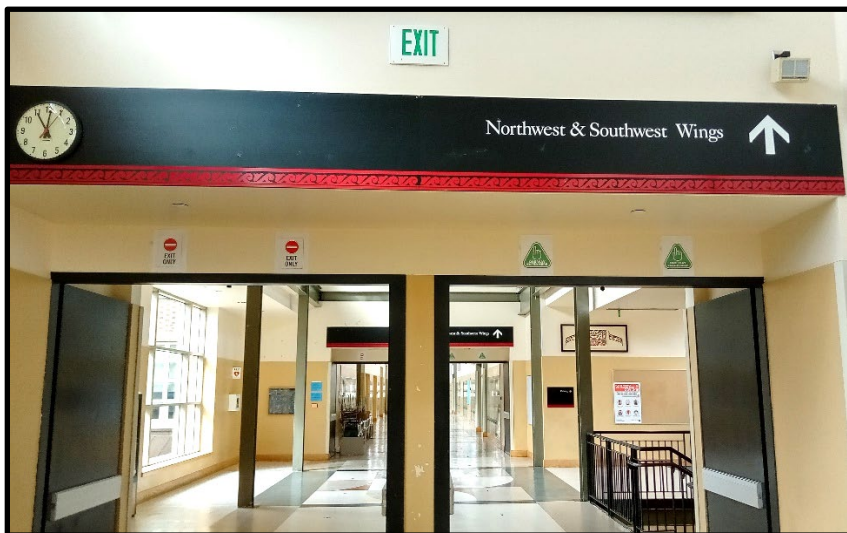
1. COVID-19 signage (Minimize Risk, Face Coverings, Physical Distancing, Hand Washing)
2. Daily Health Screening Poster
3. Masks
4. Hand sanitizer
5. Separate containers for clean and dirty pens
6. Bottled water
7. Health screening sign-in sheet

Student Traffic Flow

- BHS will be marked with either tape on the floor or candlesticks to indicate the edge of the cohort.
- To the extent possible, 6 ft of space will be maintained when students walk in the hall.
- Students will follow directional signage. Please see Required Signage section for more information.



BHS students should stay to the right in the hallways during transition times, spaced apart from one another in line.



Full day in person meals

In some circumstances, students will be eating meals onsite including students whose IEP requires in person services all day and/or students who request a meal upon arriving at school. The following guidelines will apply:

- BHS will identify a space and supervision schedule for eating meals onsite for these students only.
- Meal spaces must meet the following criteria:
 - Space must be outside of the classroom; outdoor spaces would be an option when available.
 - Students and staff should remain at least 6 ft apart in areas that can become crowded (eg. Standing in line) and while eating by providing physical guidance such as tape or graphics on the floors or walls
 - Mark 6 ft of distance indicating seating
 - Students seated will face the same direction and not towards each other
 - Dedicated and consistent supervision must be provided by school staff based on building capacity including classroom teachers
 - If possible, create on site meal space on a tile or hard surface (for ease in cleaning).

Physical Distancing Protocols and Classroom Adjustments

Physical distancing is a key principle for reducing the transmission of COVID-19. Physical distancing is defined as creating at least six feet of distance between individuals.

Protocol:

Physical distancing recommendations will be followed in accordance with Washington State Department of Health (DOH) K-12 Schools Fall 2020-21 Guidance.

Strategies that will be used to support at least 6 feet of physical distancing include the following:

- Student desks/tables will be spaced 6 feet apart
- Desks/tables will face the same direction
- Students will have assigned seating
- Teacher workstations will be arranged to provide at least 8-10 feet of distance from the first row of students
- Signage will be posted in classrooms and commonly used areas (hallways, meeting rooms, locker rooms, bathrooms, etc.)
- Additional prevention measures, such as barriers or additional PPE, may be required in certain situations when strict physical distancing is not feasible
- Designated point(s) of entry at each site
- Physical distance markers will be displayed outside to reinforce physical distancing

- Directional signage will mark traffic patterns throughout sites
- Create schedules for use of any shared spaces

Physical Distancing Classroom Checklists

General Education Classrooms

Special Education Classrooms



Students are spaced 6 feet from one another at desks.

PPE: Face Coverings



Wearing a face covering can significantly reduce the transmission of COVID-19. Cloth face coverings act as a barrier to preventing the spread of droplets that are released in the air when we breathe, speak. To work effectively, face coverings must be worn correctly and used in combination with other mitigating measures like physical distancing and staying home when ill.

Face covering requirements follow [Department of Health](#), [Public Health – Seattle & King County](#), and [Labor & Industries](#) recommendations and guidelines.

Protocol:

- BHS staff and students must wear a cloth face covering or an acceptable alternative at school.
 - Specific exceptions may apply based on age, development or disability
- BHS staff must wear a cloth face covering unless working alone in a room with 4 walls and a door when there is no likelihood that another person will enter. Face covering must be kept close by to put on if necessary.
- BHS staff with a disability or other medical issue that prevents from wearing a face covering should contact [Human Resources](#) to discuss accommodations.
- BHS staff performing tasks that require higher levels of protection will be provided personal protective equipment (PPE) in accordance with [Labor & Industries](#) guidelines.
- Cloth face coverings will be provided to students and staff who need them.
- Cloth face coverings must not be worn by:
 - Those under 2 years of age.
 - Those with a disability that prevents them from comfortably wearing or removing a face covering.
 - Those with certain respiratory conditions or trouble breathing.
 - Those who are deaf or hard of hearing, and those who provide instruction to such people, and use facial and mouth movements as part of communication.

- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- In rare circumstances when a cloth face covering cannot be worn, students and staff may use a clear face covering or a face shield with a drape or wrap as an alternative to a cloth face covering. If used, face shields should extend below the chin, to the ears, and have no gap at the forehead.
- Younger students are supervised when wearing a face covering or face shield. These students may need help with their face covering and getting used to wearing them.
- Continue physical distancing when possible while wearing cloth face coverings.
- Students may remove face coverings to eat and drink and when they can be physically distanced outside. If students need a “mask break” they will be escorted outside or to a large, well ventilated room where there is sufficient space to ensure more than six feet of physical distance between people.

Essential Information and Procedure:

A face covering that is correctly worn includes the following:

- Fits snugly against the sides of the face and under the chin
- Fully covers the mouth and nose
- Can easily breath
- Able to wear without continually having to touch and adjust the face covering
- Made of multiple layers



Face coverings may be removed:

- When eating or drinking
- During scheduled times, outdoors, keeping six feet apart, and in their defined cohort zoned area

Care for individual cloth face coverings include:

- Labeling with the student's name
- Storing in a labeled paper bag, or alternately in a sealed bag if paper bag is unavailable, when not in use
- Replacing lost, wet, or damaged face coverings with new face coverings that are readily available at school

Education:

How to remove your face covering for a mask break

- Sanitize hands using hand sanitizer
- Grab face covering by the loops behind your ears to remove from face.
- Do not touch the outside of the face covering
- Hold by the ear loops, place in paper bag if storing
- Sanitize hands after removing

To reapply your mask after a mask break

- Sanitize hands using hand sanitizer
- Grab face covering by the loops
- Place face covering on face ensuring nose and mouth are completely covered and under chin
- Press at nose to make a seal
- Sanitize/wash hands



PPE: Inventory and Ordering

Seattle Public Schools has an internal process for reviewing Personal Protective Equipment (PPE) inventory and re-ordering supplies as needed. PPE supplies are maintained in the warehouse and schools should contact their custodian and request reordering of needed supplies. Central office will support schools to determine what a 30 school-day supply of general PPE would be for their building, and that is the amount of PPE that would be maintained onsite, in a designated location.

Enhanced Personal Protective Equipment: Certain tasks may require higher levels of protection to help mitigate the transmission of COVID-19. Enhanced PPE will be determined following Labor & Industries (L&I) guidelines. Health Services will provide education and training for staff on usage of enhanced PPE.



Enhanced PPE: Evaluation and Training

Certain tasks may require higher levels of protection to help mitigate the transmission of COVID-19. Enhanced PPE will be determined following Labor & Industries (L&I) guidelines. Health Services will provide evaluation, education and training for SPS staff on usage of enhanced PPE.



BHS Protected Health Care Room

BHS has a designated room to temporarily isolate any student or staff with symptoms of COVID-19 until they can be sent home.

BHS Protected Health Care Room Protocol



...These rooms are located in the BHS Library

If a BHS student presents or exhibits COVID-19 symptoms in a school setting,

Staff will:

- Accompany the student to designated protected health care room (not nurse's room)
- Provide/ensure face covering is worn
- Ensure student monitoring and a staff person is within the line of sight of the student
- Should student exhibit breathing difficulty or distress, staff are trained to call 9-1-1 immediately

Teacher or designee will:

- Notify school COVID site supervisor
- Provide parent/guardian contact information

COVID Site Supervisor will:

- Identify student close contacts (any person who was within 6 feet of an infected individual for a total of 15 minutes or more, over a 24-hour period) and inform of their possible exposure to COVID-19 in the school building while maintaining confidentiality.

Cleaning and Disinfecting:

Cleaning and disinfecting protocols will be implemented after departure of ill person. Protocols to cordon off area include using the provided Protected Health Care Room Signage.

Personal Protective Equipment (PPE):

BHS Staff in the roles described above will be provided PPE as outlined by L & I.

Training:

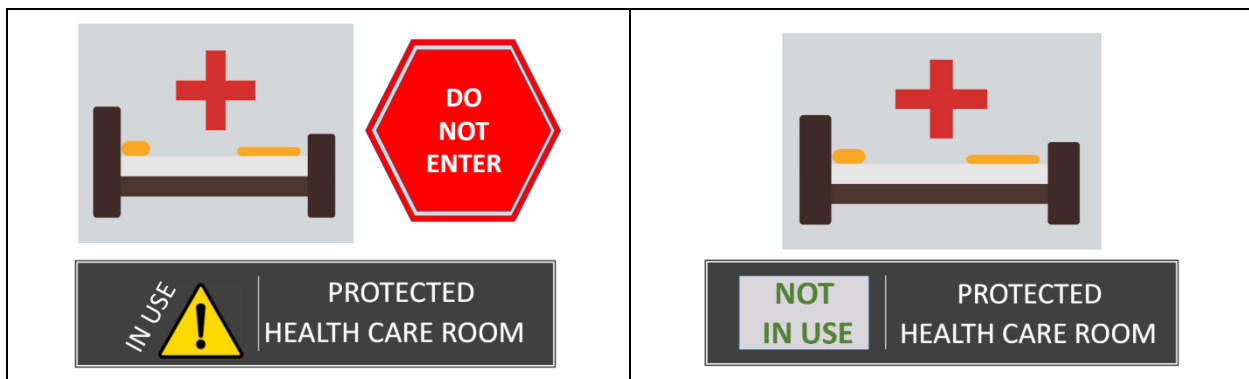
BHS Staff in the roles described above will complete the mandated health & safety trainings.

- SPS COVID-19 Health & Safety training
- Health Services training on proper use and fitting of PPE

Other Resources:

- Department of Health (DOH) K-12 2020-21 Guidance
- Public Health – Seattle & King County Toolkit

Signage for BHS Protected Health Care Room:



Restrooms



Procedure:

- BHS Restrooms will have maximum occupancy signage.
- Alternate sinks and stalls for student use, when possible.
- Create standing points 6 ft apart for students waiting outside the restroom.
- Ensure handwashing after restroom use
- Restrooms will be cleaned three times daily.



Students separated by 6 ft or more while washing hands, during handwashing breaks and after using the restroom.



Students are separated by 6 feet or more when using restroom.

Signage

BHS will use signage to support the implementation of health, safety, and operations protocols. The following places will have signage indicating processes, procedures, and movement of staff and students:

- At Main Entry
- Hallways
- Front office
- Entry/exit
- Bus load zones
- Pick up and drop off zones
- Staff shared spaces (copy rooms, kitchens etc.)
- Restrooms
- Classroom sinks
- Kitchen
- Signage to indicate rooms that are closed
- Signage to block off closed seating
- Signage to indicate dedicated space for the Protected Health Care Room
- Offices
- Shared work and common spaces (gyms, cafeteria, locker rooms, library, labs)
- General health room

Access to Approved Signage and Ordering

A walk through of each school will be completed by facilities to identify what floor markers and initial signage is required for maintaining safety protocols and to indicate the Protected Health Care Room. These will be delivered to each building.

Other approved signage may be found in the [Health, Wellness and Safety Section of the playbook](#). Schools may print replacement or additional signage for buildings.

Required Signage
Examples



Student/Staff Health Alert and Contact Tracing

COVID-19 Case at School

The DOH guidance for a COVID-19 outbreak in schools when grouping or cohorting students is, to dismiss the entire classroom for home quarantined for 14 days if two or more laboratory positive COVID-19 cases occur within the group or cohort within a 14-day period.

Prior to entering any school facility, employees and students self-screen for COVID-19 in accordance with Public Health – Seattle & King County (PHSKC) health guidelines. Health screening includes attestation, when to stay home/seek medical attention, and temperature.

If a student presents or exhibits COVID-19 symptoms in a school setting:

Staff will:

- Accompany the student to designated protected health care room (not nurse's room)
- Provide/ensure face covering is worn
- Ensure student monitoring and a staff person is within the line of sight of the student
- Should student exhibit breathing difficulty or distress, staff are trained to call 9-1-1 immediately

Teacher or designee will:

- Notify school COVID site supervisor

- Provide parent/guardian contact information

COVID Site Supervisor will:

- Identify student close contacts (any person who was within 6 feet of an infected individual for a total of 15 minutes or more, over a 24-hour period) and inform of their possible exposure to COVID-19 in the school building while maintaining confidentiality.
- Notify Health Information using STUDENT HEALTH ALERT in the subject line and await further instructions.

Contact Tracing

If a parent or guardian suspects or needs to confirm a COVID-19 illness with the school, they will follow the absence notification process by calling or emailing the school. Front office staff will note any calls or emails related to suspected or confirmed COVID-19 symptoms/illness and will notify the COVID Response Team, who will do contact tracing. Please see the [Seattle Public Schools COVID-19 Health and Safety Protocols](#) for additional details.

Cleaning and Disinfection

If there is a suspected or confirmed case of COVID-19, Seattle Public Schools will follow the Department of Health (DOH), Public Health, and CDC cleaning and disinfecting guidelines and communication plan for staff, families, and students.

If room or building closure is required, the Facilities Operation Center (FOC) will:

- Notify the COVID ALERT distribution group and school leader, if applicable
- Confirm area(s) of exposure to Determine HVAC programming shutdown/return to service
- Post room/building closure signage *Continued on Next Page*
- Disinfecting of high frequency touch areas in the building will be performed 3 times a day by custodial and classrooms will be cleaned once per day.
- In alignment with the guidance from the Department of Health; custodial staff will be cleaning high touch point surfaces (i.e. railings, grab bars) on plastic and metal play structures once per day using a green-certified neutral cleaner. This once per day cleaning will take place after the school day has ended.

Transportation

The following guidelines are designed to mitigate risk factors associated with the transmission of COVID-19 and will apply to all transportation providers, staff, students and their families.

- Staff: This includes the Driver, Bus Monitor, and District Employees
- All Vehicles: This includes all district arranged transportation by school bus, alternative service provider (ZUM, Hop, Skip, Drive & ALC), or district employees.

Procedures

On All Vehicles

- All staff will complete a daily health screening to confirm they are symptom free prior to each service.
- Staff will wear appropriate PPE.
- Disinfecting procedures will be completed after each service. (Practices may vary from carrier to carrier).

- A Health and Safety checklist will be filled out after each service.
- All riders will wear an appropriate mask.
- All rider(s) remain seated until a school representative comes to the load/unload zone to receive rider(s).

On Alternative Service Providers or District Vehicles

- Plexiglass or a clear plastic barrier will be placed between the front and back seats.
- Students will be seated in the back seat only, to allow as much distancing as possible between the rider and the driver.
- Students who reside in the same household, attending the same school, may be allowed to ride together.

On Yellow School Bus

- Seating assignments will conform to social distancing guidelines. Seating will be assigned by load order; coming into school, riders getting on first will be seated farthest from the front of the bus.
- One rider per seat with the exception of family units from the same household. Type A Buses: 10 Riders; Type C Buses: 24 riders.
- Rider(s) are required to disembark vehicle in an orderly manner, one at a time, from the front of the bus working backwards, while maintaining proper social distance.

Additional Protocols for Special Education Transportation

- Curb-to-curb service will be provided for Special Education riders, even those who would normally require a less restrictive level of service, as a health precaution. (No community pick up locations).
- Students are required to use a face mask.
 - *If a rider is unable to wear a face mask, appropriate accommodations will be made.*
- At schools, rider(s) will be escorted to the load/unload zone by a school representative following proper social distance guidelines.
- Bus routes with assigned bus monitors will assist rider(s) boarding the bus, one at a time, by stop order; the last stop gets on first and the first stop gets on last.

School Staff Expectations

- School staff should be available to meet all vehicles at the designated load/unload zone at their scheduled arrival time. Students may arrive/depart by either bus, van or car. Buses will load/unload in the designated bus zone. All other vehicles will load/unload in the parent zone.
- School staff should be available to assist with the unloading/loading of all students.

Parent/Guardian Expectations

- Ensure their student wears appropriate PPE.
- Daily health screening completed before their student heads to school.

BHS Student Drop off and pick-up locations

Student drop off and pick-up locations are in the front and back of the school building.

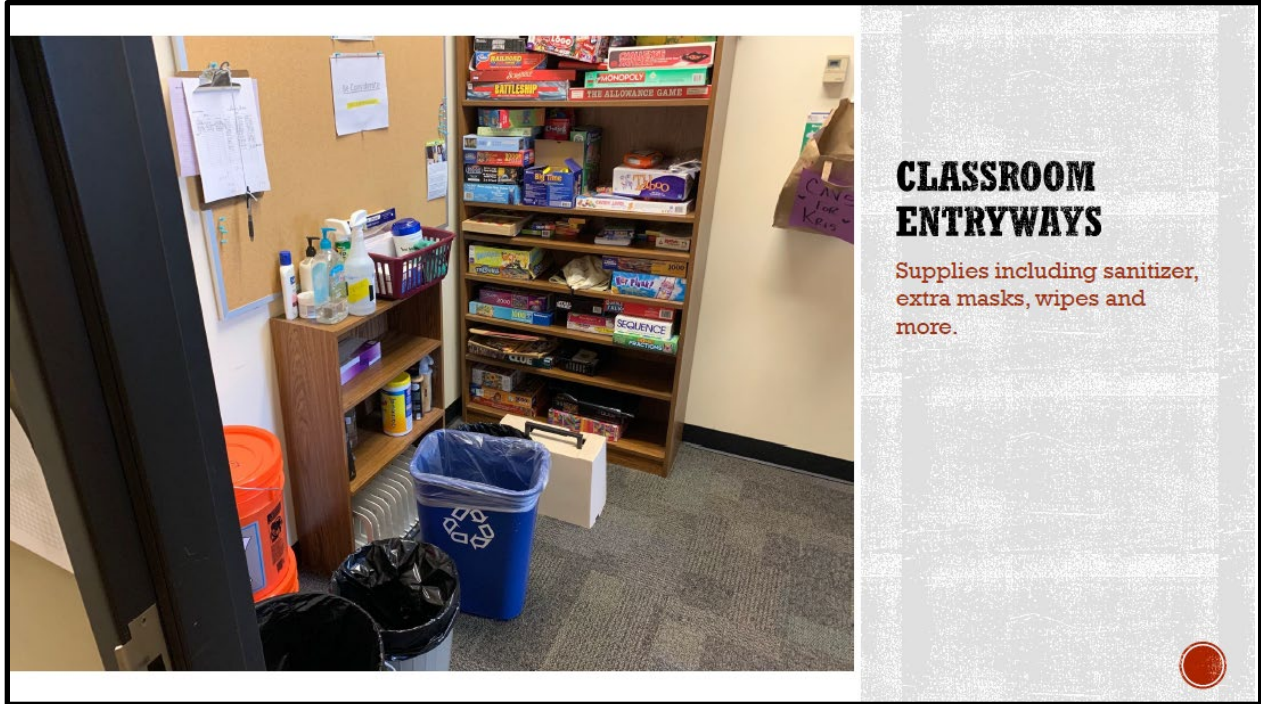
Water Fountains

In an abundance of caution, all water fountains are to remain blocked off for use by students and staff. Bottle filling stations may be used.

- Students and staff may bring bottles of water to school for their own personal use but cannot refill water bottles at the water fountains. Bottle filling stations may be used, however.
- The district will continue to supply each building with disposable bottles of water as needed.
- Packages of disposable bottles of water will be delivered to buildings weekly by nutrition services.
- Additional packages can be ordered through the warehouse by the custodian.



Classroom Instruction and Spacing



Classroom instruction will be different when students return to in-person learning. To comply with health protocols and social distancing, access to student learning materials will need to be adapted.

Procedures

- Some student materials were sent home to support remote learning needs, remote teachers and in-person teachers will collaborate to determine how to best allocate these resources.
- Appropriate health protocols for disinfection will be followed for all materials returning to schools. BHS students will have a designated area at their desk or elsewhere in their classroom to keep their individual learning materials, such as writing tools, school supplies, textbooks, consumables, and technology devices.
- BHS Teachers will adapt instructional practices and leverage available classroom technology (document cameras, presentation stations, etc.) to follow health protocols in lieu of standard practices around in-class student material use.

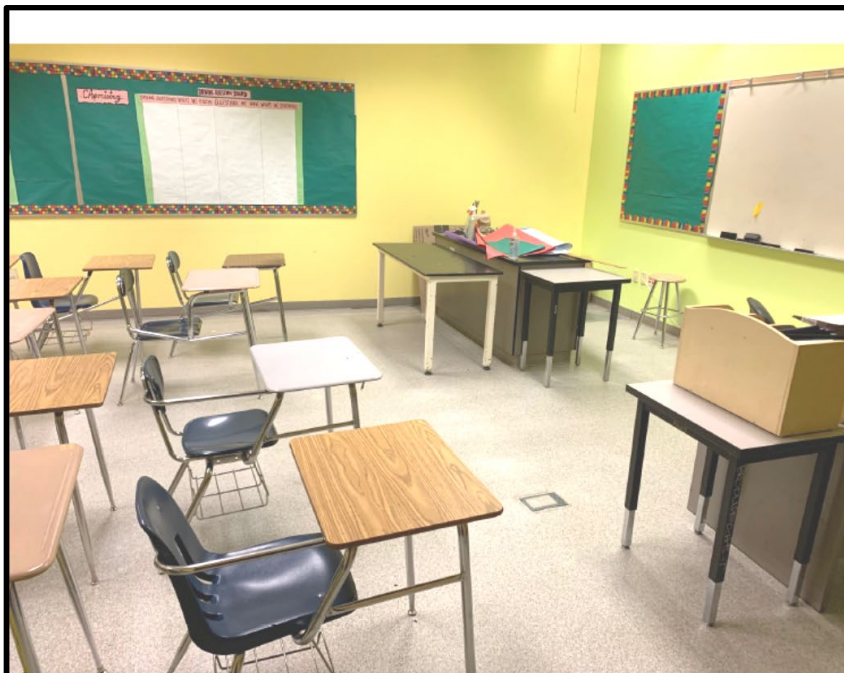


DESK/TABLE SPACING

Must be six feet in all directions and students must not face each other.



- Students will need to bring their devices and necessary learning materials to and from school daily. Health protocols may prohibit the use of a classroom charging carts for devices. It is expected that students bring their devices to school fully charged and bring with them the necessary charging equipment every day when possible. This will allow for students who may not have the ability to charge their device away from school to access the limited classroom charging points.



TEACHER SPACING

Eight feet between the primary teaching space and students



Re-entry Guide

Process, Protocols, Information, Contacts

Appendices and Resources

[SPS COVID Health and Safety Protocols](#)

[2020 – 2021 Health and Safety Training](#)