

SEQUIM SCHOOL DISTRICT

# Reopening Plan 2020-2021 School Year

August 3rd, 2020



## ***OUR VISION***

Our community  
inspires and  
prepares each  
student to thrive.

**Engage  
Empower  
Thrive**

## ***OUR MISSION***

In connection with our  
community, the Sequim School  
District empowers staff to  
inspire hope and provide  
flexible, innovative learning  
opportunities in a safe and  
respectful environment so each  
student thrives.

# REOPENING PRIORITIES

## Health, safety & Wellness

Follow all Department of Health guidelines for physical health. Systems in place to support relationships and emotional well being of all students.

## Equity

Address systemic inequities, and provide additional support to students who need it.

## Communication

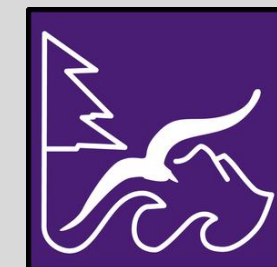
Engage and clearly communicate with all stakeholders.

## Face to Face Instruction

Plan for face to face instruction for as many students as possible under the health guidelines. Prioritize face to face instruction based on needs.

## Academic Progress

Implement high quality instruction for all students. Support students who need to make up for lost learning time.



**SEQUIM  
SCHOOL  
DISTRICT**

# PLANNING TIMELINE

**JUNE 11**

## **OSPI GUIDANCE**

State guidance for the 2020-2021 school year released

**JUNE 16-24**

## **TASK FORCE FORMED**

Includes Teachers, Staff, Parents & Administrators to recommend Reopening Models

**JUNE 26-JULY 6**

## **STAFF & FAMILY SURVEY**

Surveys sent out, data collected and analyzed to cultivate a reopening plan.

**JULY 7-31**

## **REOPENING TASK FORCE PLANNING**

Administrators, Teachers, Para-educators, Transportation, Maintenance, Food Service, Nurse & Technology.

**AUGUST 3**

## **PLAN GOES BEFORE BOARD**

The School Board will be presented the recommendations on starting school

**AUGUST 17**

## **REOPENING PLAN APPROVED**

School begins for all students in the Sequim School District.

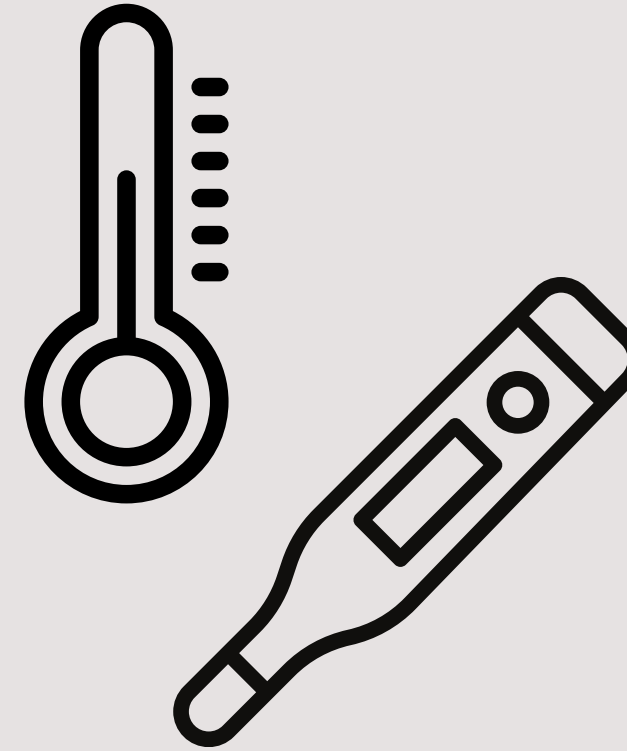


**SEQUIM SCHOOL DISTRICT**



## FACE MASK COVERINGS

All staff, students, and guests must wear a face mask covering at school. Some people cannot wear face coverings due to medical conditions, or other needs.



## HEALTH SCREENING

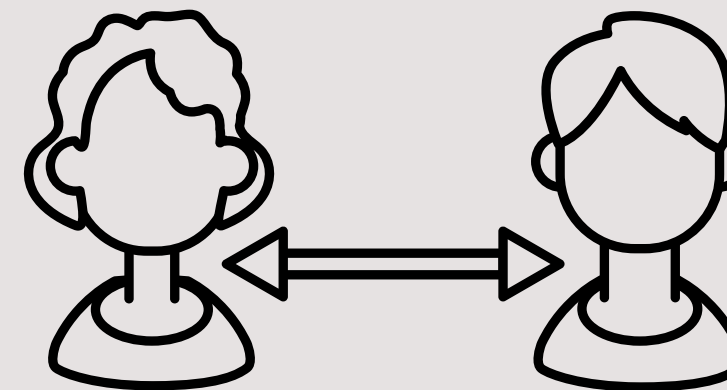
All staff and students will be checked for signs of illness at entry each day. People who do not pass the health screening will be sent home.

# Health & Safety Requirements



## STAY HOME IF SICK OR EXPOSED TO COVID-19

Students, staff, vendors, parents and guardians will be asked to stay home if they have symptoms of COVID-19 or have been in close contact with someone who has tested positive in the past 14 days



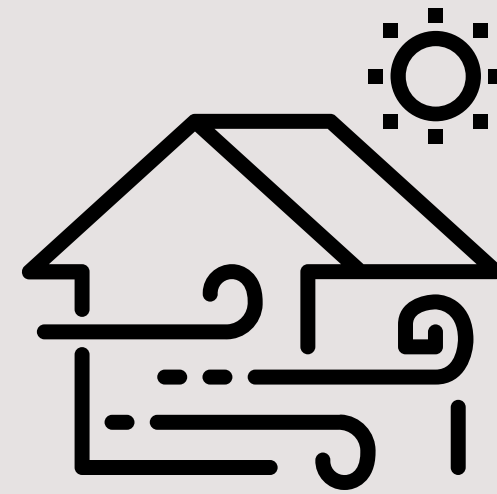
## PHYSICAL DISTANCING

As much as possible students and staff will maintain six feet between each other.



## SEPARATE THOSE WITH SYMPTOMS

If someone develops symptoms while at school they will be separated from others, asked to keep a mask on and sent home.



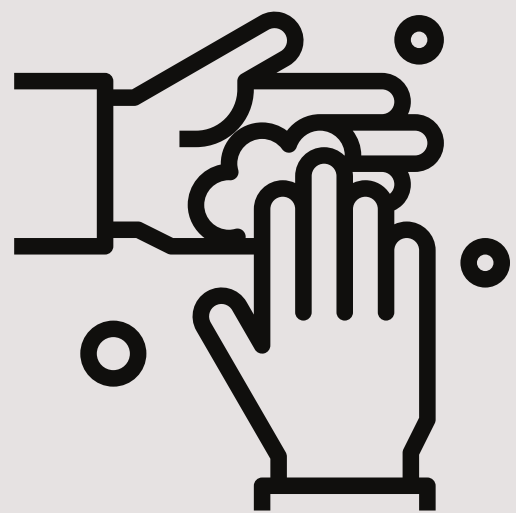
## VENTILATION & OUTDOORS

Ventilation including windows, fans, and HVAC settings will be used to maximize the amount of outside air entering program areas. Outside learning & outside activities will be encouraged as possible

# Health & Safety Requirements

## HYGIENE PRACTICES, CLEANING & DISINFECTING

Students and adults will wash hands when they arrive at school, before meals, after outside time, and bathroom use, after nose blowing or sneezing, and before leaving to go home. If soap and water are not readily available alcohol-based hand gel with at least 60% alcohol will be used. Increased cleaning, sanitizing & disinfecting of school buildings follow CDC guidelines.



## COMMUNICATION

Communication plan in place that includes: staff, families, and the local health jurisdiction

## Returning to School After Having Suspected signs of COVID-19

A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:

- **At least three days (72 hours) have passed since recovery-defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; and**
- **At least 10 days have passed since signs first showed up. Or**
- **It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19.**

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school or public places for 14 days.

## When Someone Develops COVID-19 Symptoms at School

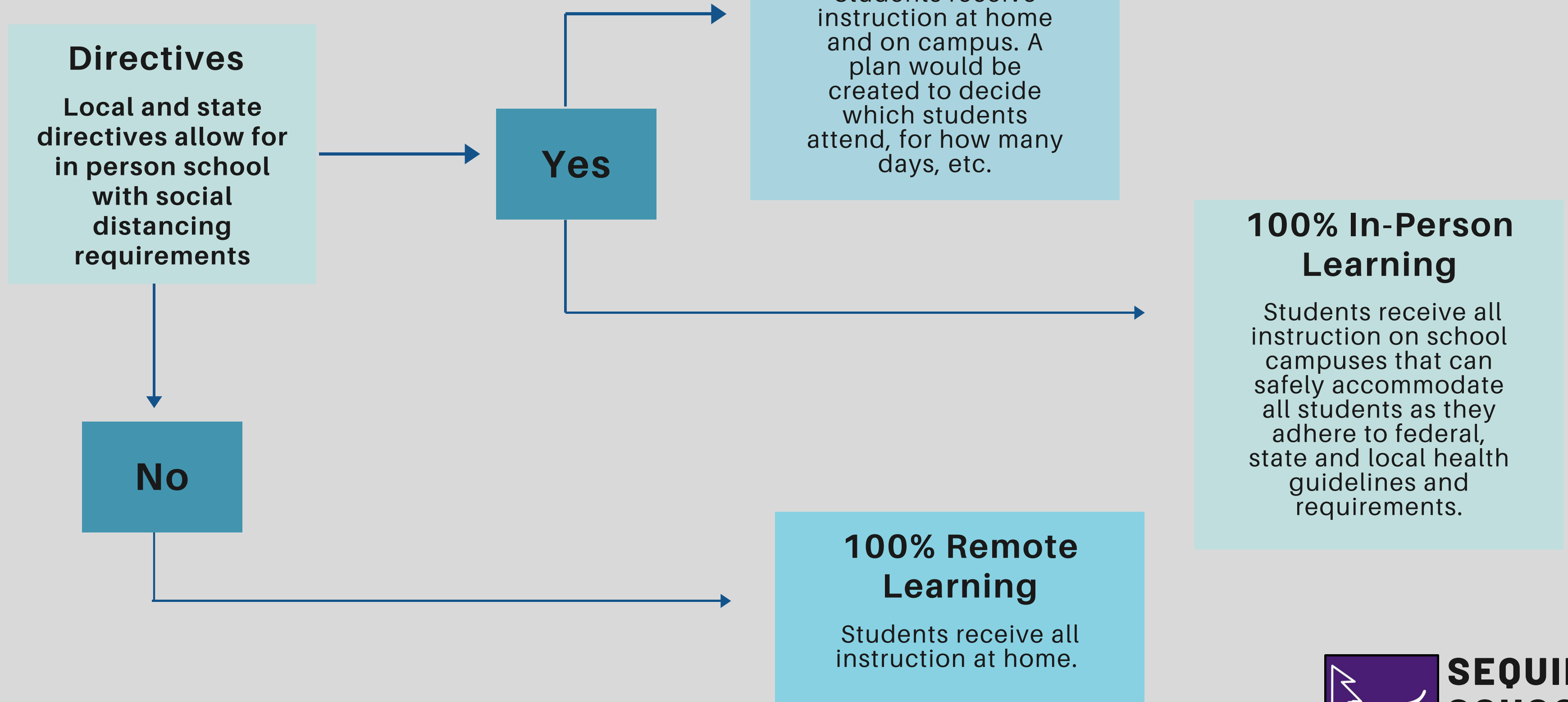
If a student or staff member develops signs of COVID-19 at school, they will be separated away from others, with supervision at a distance of six feet, until the sick person can leave. While waiting to leave school, the individual with symptoms should wear a face mask. The area where the symptomatic person waited will be aired out, cleaned and disinfected after they leave.

Each school will have a designated area where sick students can be separated until they can be picked up by an authorized person

The person with Symptoms should follow DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19. If a student or staff member is diagnosed with COVID-19, their family should notify the school.

The local health authority will advise the district on next steps, and it is likely that many of the other students or staff who were in close contact with the infected individual will need to self quarantine for 14 days.

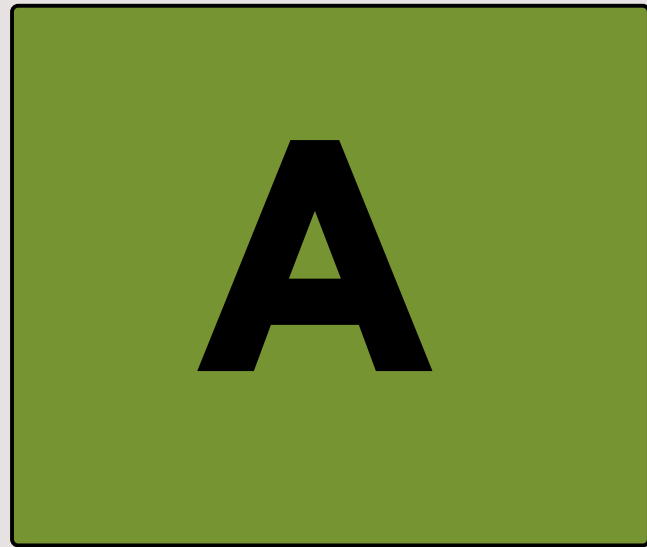
# Learning Reentry Plan



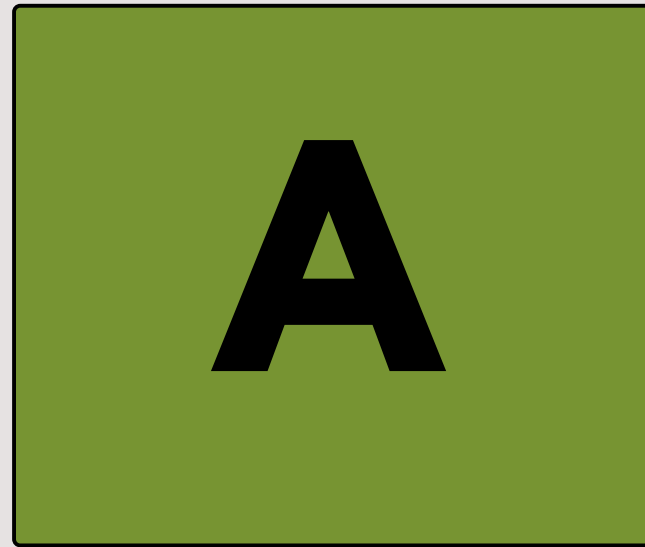


# AA/BB Model

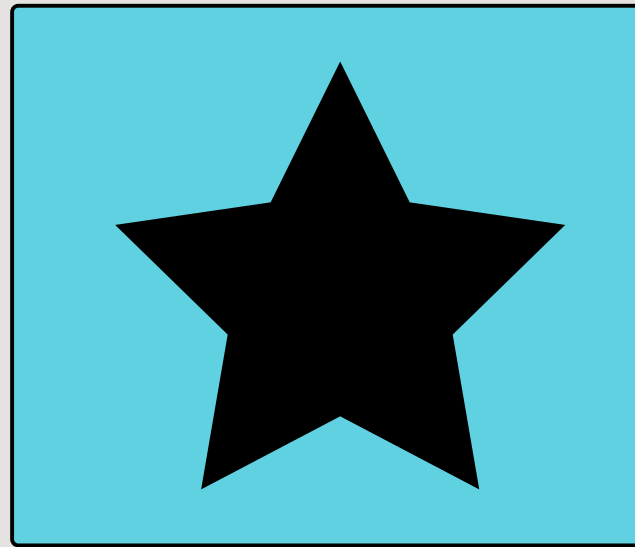
MONDAY



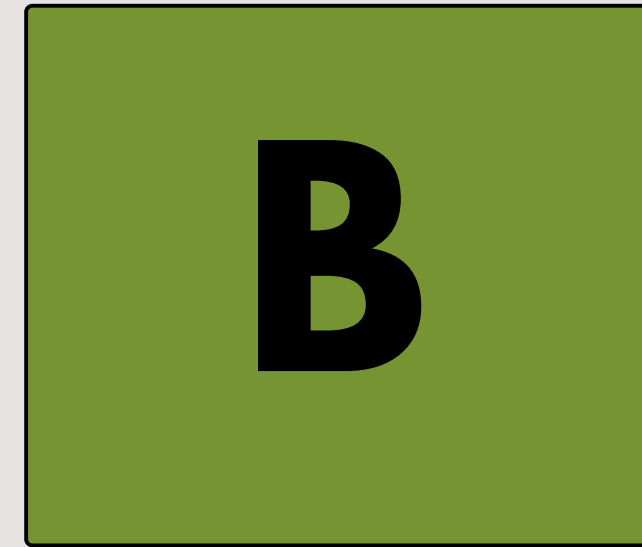
TUESDAY



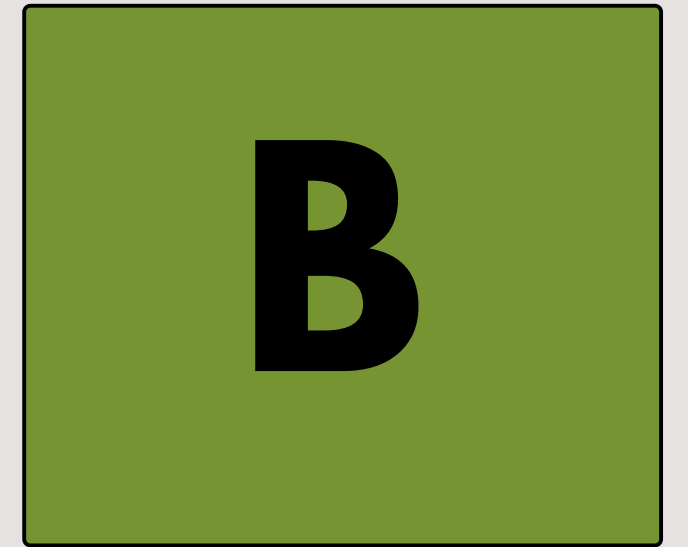
WEDNESDAY



THURSDAY



FRIDAY



- **Two groups, "A" group attends on Monday/Tuesday and "B" group attends on Thursday/Friday. Wednesday is for teacher planning and professional development.**

## POSITIVES

- Some in person instruction.
- Allows children to see teacher and peers.
- Allows for a consistent schedule for staff and students.
- Allows for consistent PD.
- Allows flexibility for families that want their kids in school and those who prefer packets.
- Reduces pressure on families to “teach” new content.
- Allows for all students to receive Tier 2&3 services.

# AA/BB Model

## CHALLENGES

- Balance for time in class.
- Students are building relationships with only half of their classmates.
- Not full days/weeks of school.
- Five Monday holidays.
- Greater daycare needs.
- Meal distribution.
- Higher risk for COVID-19 transmission than remote learning.

# Reopening Plan

## Section Overview



### Physical Wellness



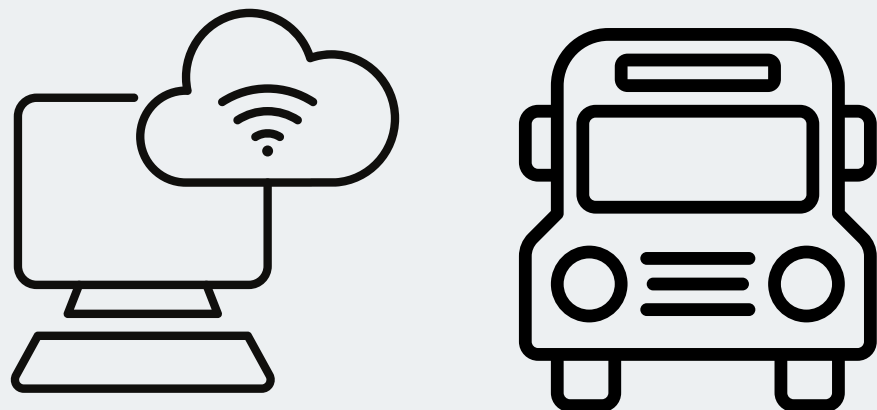
### Social Emotional Wellness



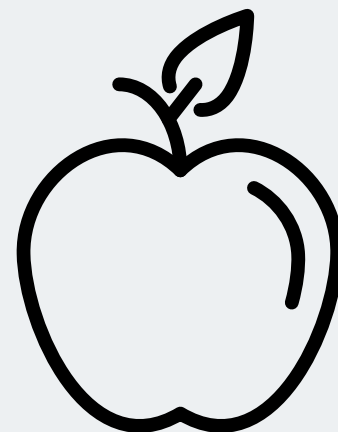
### Facilities & Operations



### Technology & Transportation



### Food Service



### Family/School Communication



# Reopening Plan Details: Physical Wellness

**Our district will provide safe, sustainable, and adaptable facilities that support all staff, students and community partners and foster positive relationships for all stakeholders. Here are the suggestions from our health and safety team:**

## **Screening**

**Upon arrival, wash your hands and put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.**

- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.**
- Take the child's temperature.**
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.**
- If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.**
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.**
- After each screening, remove and discard PPE, and wash hands.**
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.**
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.**
- The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility. (This information was included in the OSHA BBP Annual Training.)**



# Reopening Plan Details: Physical Wellness, Cont.

Our district will provide safe, sustainable, and adaptable facilities that support all staff, students and community partners and foster positive relationships for all stakeholders. Here are the suggestions from our health and safety team:

## General Guidance

- Practice physical distancing (six feet) within each group of students as much as possible.
- Create space between students and reduce the amount of time they are close with each other.
- Increase the space between desks to maximize the space between students.
- Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Limit nonessential visitors.
- Limit the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities.
- Teach staff, students, and their families to maintain distance from each other in the school.
- Educate staff, students, and their families at the same time and explain why this is important.
- Keep students outside more, as weather and space permits.

- Teach students (and adults) not to touch their eyes, nose, and mouth with unwashed hands.
- Wash hands often with soap and water for at least 20 seconds.

## Shared Hands-On Teaching Materials

- Clean and sanitize hands-on materials often and after each use.
- Limit shared teaching materials to those you can easily clean and sanitize or disinfect. Children's books and other paper-based materials are not high risk for spreading the virus.

## Students and adults should wash hands:

- When they arrive at school.
- Before meals or snacks.
- After outside time.
- After going to the bathroom.
- After nose blowing or sneezing.
- Before leaving to go home.



# Reopening Plan Details: Physical Wellness, Cont.

Our district will provide safe, sustainable, and adaptable facilities that support all staff, students and community partners and foster positive relationships for all stakeholders. Suggestions from our health and safety team:

- District wide process of documenting of student check-ins/temperature.
- Keeping Illness Logs - Developed for Health Services to “case manage” fevers.
- Health Services Dept. overview for responding to (possible) COVID-19 at school, so all are aware of how students will be managed/case managed.
- Consider bagged meals/lunches or individual servings, not in a group setting.
- Consider food delivery to classrooms and eating there or outside as social distancing and weather permits
- Stagger bus arrival times.
- Stagger student departure times from the classrooms.
- Consider taping the Annual Back to School Orientation.
- Consider all students have their own headphones and as many “tools” as possible.
- Staff with “Screening Duty” in the am may need extra time to “clean up” before moving on to other duties.
- Communicate to all: Symptoms of concern for COVID-19, When to stay home, What PPEs to wear and when, All preventative measures to use, and being taken.
- Consider the discrepancies and try to adhere to the WSDOH guidelines that wearing a mask is not optional.
- Masks- Outreach this summer with assistance of community agencies to increase knowledge or include a lot of Mask “information” in family communications before coming back to school.
- Trainings for staff and students.



# Cloth Face Coverings

**All Students, Staff, and Guests must wear cloth face coverings at school when indoors.**



Tighten the loops or ties so it's snug around your face, without gaps.



Mask should cover from just under the bridge of your nose to under your chin.

**For staff, cloth facial coverings must be worn by every individual not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to Corona virus Facial Covering and Mask Requirements for additional details. Cloth face coverings are a critical preventive measure and are most essential in times when social distancing is difficult.**

**If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.**

# Reopening Plan Details: Social Emotional Wellness

The Sequim School District recognizes the importance of social-emotional learning and supporting the social-emotional needs of our students. Here are some activities that will support students as they return to school:

- Provide certificated and classified staff professional development about understanding, identifying, and responding to childhood trauma.
- Hold back-to-school conferences to connect with families and determine student needs.
- Conduct universal screening to identify students in need of more intensive support, including academic and social-emotional.
- The first several weeks of school should prioritize relationship building and social-emotional learning at all grade levels.
- Quality learning will not occur until experiences are processed and social-emotional needs are acknowledged.
- Teachers should ask students how the remote learning experience went in their homes (What worked? What didn't work?) to plan for the possibility of a return to full-time remote learning.
- Any behavioral difficulties should be viewed with a trauma-responsive lens.
- Intentionally connect with each student and learn about their unique strengths and areas of need.
- Teach and practice school-wide expectations often during the first few weeks of school.
- Have class meetings to allow students to share their feelings during this unprecedented time.
- Provide structure and routine to build feelings of safety.
- Refer students to the certificated building counselor or psychologist if they are showing signs of distress or withdrawal.
- Teach self-regulation skills and integrate into each school day (Zones of Regulation, Self-Care Plan).
- Provide an in-class break space for students needing extra time to self-regulate.





# Reopening Plan Details: Facilities & Operations

Our district will provide safe, sustainable, and adaptable facilities that support all staff, students and community partners and foster positive relationships for all stakeholders. Here are the suggestions from the Facilities team:

- **Cleaning required whenever a new group uses an area.**
- **Consider not using the B&G gym at all.**
- **Portable H-VAC units for better air quality in classrooms/portables.**
- **Recommendation that choir (and/or other similar classes) be allowed with students spaced out in a large area such as the gym or the auditorium.**
- **Reader boards outside each school entrance with COVID-19 information (two languages)**
- **Cleaning Schedule for: High Risk Areas; Athletic Dept., Kitchens and lunch room, Nurses offices, developmental preschool and living skills rooms, school buses and staff lounges (handles on refrigerators, coffee pots, microwaves and vending machines).**
- **Consider taping the Annual Back to School Orientation.**
- **Consider all students have their own headphones and as many "tools" as possible.**
- **Create a cleaning schedule specific to bathrooms.**
- **Use Plexiglas dividers to reduce risk in all high traffic areas.**
- **Consider floor "spots" in higher use areas like bathrooms to encourage social distancing.**
- **Consider "directional arrows" on walkways to help traffic flow move together in open areas.**
- **Trainings for staff.**



# Reopening Plan Details: Food Service

Our district will develop and implement an annual budget aligned with the Strategic Plan that ensures the equitable and efficient distribution of resources to support district goals.

## **Breakfast All Grades:**

### **Bagged Breakfast**

- Grab and go.
- Various menu options based on location of consumption.
- Hot option.
- Cold option.

## **Lunch Elementary Delivery to each class:**

Items to consider before level of service can be determined:

- Pre-order only (Reduced menu options).
- At the beginning of class, the teacher will pre-order menu items based on student's choice and return the roster to the kitchen.
- Determine lunch times to schedule delivery of each class.
- Capital Expenditure for additional equipment.
- Would need review by school and develop list based on expected service level, locations, and times/type of service.
- Additional Labor would be needed to prep and deliver the lunches.
- Power/electrical requirements in hallway for equipment to maintain proper food temps.
- Oversight/Supervision.
- Garbage/Recycle.

## **Lunch Secondary Schools:**

More information is needed on what the school day looks like, however the following can be determined:

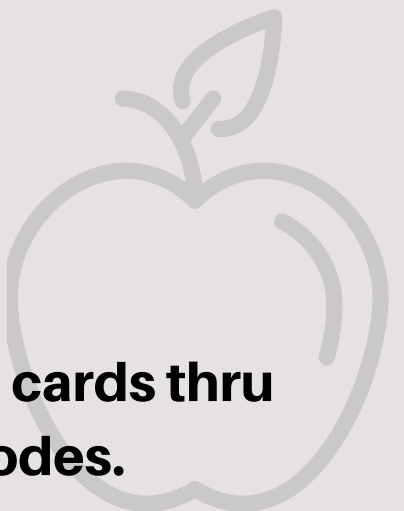
- Potential for reduced menu/concepts.
- Definitely will need/have pre-order option of meals.
- Pre-order pick up station to be contained at Ala carte areas or tables in the Cafeteria.
- No self serve Ala Carte.

### **Regular Cafeteria**

- No Self Service.
- All items "served" in a self contained packaging pre portioned.
- No Garden Bar or self service finishing bars.
- Stations needed for line flow.
- Floor markers/stickers for proper distancing.
- Ala Carte/beverage options (including milk) online or in. "Garden Bar" by cashier station.

### **Cashier**

- No pin pads touch-less point of sale.
- Student to have their own cards with barcode.
- Self Scanned at cashier station.
- This would be Ideal as long as we can create barcode cards thru Skyward. There could be additional cost for the barcodes.



# Reopening Plan Details: Food Service, Cont.

Our district will develop and implement an annual budget aligned with the Strategic Plan that ensures the equitable and efficient distribution of resources to support district goals.

## AA/BB Model Food Service for families:

Food sent home on days student is not in class physically

- Student picks up meal before boarding the bus home or heading home.
- Student receives 1 breakfast & 1 lunch per day with a total of 3 breakfasts & 3 lunches.
- Additional storage many need to be provided to keep food at proper temperatures until students pick up the items.
- Additional labor needed.
- Parent order online and student takes home.
- Potential food temp issues if student does not go directly home.
- Parent orders online and pick up food at designated location.
- Possibly the Central Kitchen, Middle School or Greywolf for ease of pick up.

## Remote Learning Model Food Service for families:

Similar to Spring 2020

- Food distribution locations possibly Middle School and Greywolf.
- Parent orders online.
- Student receives 1 breakfast & 1 lunch per day.
- Additional labor needed.



# Reopening Plan Details: Technology & Transportation

In our district technology will be used to support and fulfill the needs of teachers, learners, and support staff in accomplishing district and community goals. Innovation, communication and media literacy will be hallmarks of technology use in Sequim School District, as the district prepares future citizens for their lives in a digitally connected world.

- New devices for staff to accommodate online learning (laptops with cameras for all teachers)
- Continued to provide free desktops for all families when requested.
- Standardizing learning management platforms for k-5 and 6-12 to improve efficiency for students and families.
- Connection with families of students to provide technical support (Skyward, email, phone and website)
- Expand online digital WiFi map.
- Initial steps for system upgrades are being put in place for technology infrastructure.



- Work with parents to prepare students for a safe bus ride - revise bus rule contract.
- Create an assigned seating system to cut down on stadium lot congestion.
- Only drop at one location (multiple drop points create routing chaos).
- Cancel GWE transfer.
- Discuss safety/liability of taking temperature at bus stop.
- Training for drivers on PPE and sanitizing protocol.
- Procedure for seating students as recommended by OSPI.
- Possible additional buses for larger populated stops. (Elk Creek, Sea Breeze, Mt View, Ridge View).



# Reopening Plan Details: Communication

Our district will engage in a multi-level approach to improve equitable methods of communication and information practices to enhance awareness, engagement, and empowerment in all stakeholders.

**P**

## **PREDICTABLE**

*We know when & how to expect it*

Consistent day & time for publishing information

**Staff**

Stay

current on weekly plan

**Students & Families**

**A**

## **ACCURATE**

*No mixed messages*

Avoid educational jargon & acronyms

Seek clarification

**I**

## **INCLUSIVE**

*Meets the needs of each family*

Proactively assess needs & differentiate

Advocate for your needs

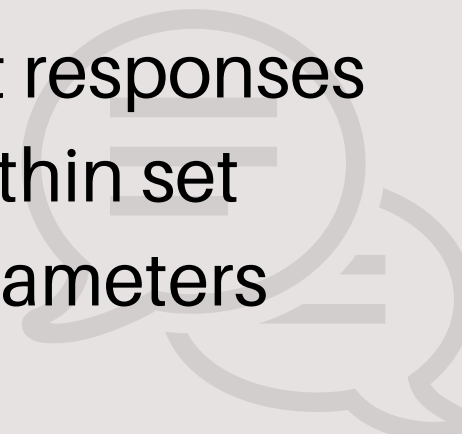
**R**

## **REASONABLE**

*Clear & concise information*

Set guidelines for response times

Expect responses within set parameters



# Reopening Plan Details: Communication, Cont.

Our district will engage in a multi-level approach to improve equitable methods of communication and information practices to enhance awareness, engagement, and empowerment in all stakeholders.

## Tri-Fold Communication Approach:

### PRINT

Weekly Communication

- Newspaper, Skyward, Website, School Newsletters & Social Media

### AUDIBLE

Bi-Monthly for each station

- Multiple Radio stations

### VISUAL

Once Monthly or as needed

- YouTube Videos

## School Communication Newsletter:

- Uniform district wide format
- Sent out weekly (Fridays)
- With complete & accurate information
- Allows for school personalization
- One page of the MOST important information

## Community Partners

- City of Sequim
- Health Department
- Neighboring Districts
- Boys and Girls Club
- Food Bank
- YMCA
- NOLS
- Sequim Chamber



**THANK YOU  
BACK TO SCHOOL  
TASK FORCE FOR ALL YOUR  
TIME!**