RETURN TO IN-PERSON MOU REQUIREMENTS

10 WORK DAYS IN ADVANCE

☐ Announcements of any stage or phase for in-person instruction shall be no less than ten (10) work days in advance to all affected staff

5 WORK DAYS IN ADVANCE

☐ The following individuals have been assigned as leads by building administrators and/or building safety teams no fewer than five (5) work days prior to a return to in-person instruction:

Screening Lead: _____

Infection Control Lead: _____

COVID-19 Isolation Coordinator: _____

COVID-19 Coordinator: _____

Verification Lead (Representing the BEA): _____

☐ Survey classroom facilities and assign each staff member to a classroom or workspace adequate to meeting the physical distancing requirements dictated by the class enrollment.

Any classrooms requiring multiple adults (ex: co-teachers, GSAs, paraprofessionals, etc.) shall include these individuals in the calculation of the total number of individuals present to meet safe physical distancing guidelines.

3 WORK DAYS IN ADVANCE

☐ Entrances for Entry and Exit signage

☐ Appropriate signage for designated bathrooms for use by other BSD employees, including bus drivers, closest to designated entrances

☐ Set up common spaces to meet physical distancing and health safety requirements including but not limited to:

> Staff lounges
>
> Shared offices
>
> Copy rooms

☐ Secure BSD provided safety materials including but not limited to:

> No-touch thermometers
>
> Disposable gowns
>
> Cleaning supplies
>
> Masks
>
> Face-shields
>
> Safety signage templates

Clearly communicate to affected staff where these materials are located

☐ Determine and communicate an appropriate system for **entry screening** (building entrance or classroom entrance)

Determine and communicate schedule of staff assignments for screening that has the least possible infringement upon learning time and does not infringe upon guaranteed educator preparation time

☐ Develop and communicate an appropriate plan for **student arrival and dismissal** procedures

Needed staffing

Routes

Physically distanced designated waiting areas

Staggered times

Etc.

☐ Develop and communicate procedures to facilitate **pick up and drop off of emergency items** (medication, food due to dietary restrictions, personal hygiene needs, etc.) from parent(s)/guardian(s) to students should those items be deemed emergent

☐ Ensure that each classroom and common space for staff is equipped with adequate cleaning and sanitizing supplies for shared touchable surfaces

2 WORK DAYS IN ADVANCE

☐ The two (2) work days prior to a return to in-person instruction will be entirely asynchronous time for affected staff and students

☐ At least one (1) hour of developmentally appropriate **student training**, developed by the District, will be made available to students and families to help familiarize them with procedures necessary to returning to in-person instruction.

☐ Time for required training provided through additional independent asynchronous time for all certificated staff

Safe Schools COVID-19 Training

Site specific training related to safety and procedures prior to the employee returning to in-person work

Role specific training regarding physical distancing and other safety measures prior to returning to in-person work. Such role-specific training shall include positions that may have greater risk of exposure, including but not limited to, Nurses, OT, PT, SLP, Special Education or other roles

All training shall be in accordance to the **most recent** safety guidelines as determined by OSHA and L&I.

☐ To the extent needed, one (1) of these days preceding the commencement of broad in-person instruction will be used to allow interested staff to go through building safety practices and procedures in person so they are familiar with them prior to students returning.

1 WORK DAY PRIOR

☐ Set up all school entrances that will be used with:

Handwashing or hand-sanitizing stations

Extra disposable masks

Attestation collection materials

Visitor procedure signage

☐ Ensure all waiting areas for screening, including school entrances, have clearly marked six (6) foot separations for physical distancing while in screening lines

- ☐ Mark hallways and stairwells with directional arrows to ensure "one way," single file transition from doors to classrooms
- ☐ Identify an Isolation Room designated for students who show symptoms
- ☐ A physical or virtual site walk through shall be provided to any interested staff prior to the return to in-person services

FIRST WEEK OPEN

- ☐ Students will be provided age and culturally appropriate instruction on:

  Face coverings

  Hygiene

  Physical distancing

- ☐ The previous student training, developed by the District, will be reinforced and clarified to students and families to help familiarize them with procedures necessary to returning to in-person instruction.

ONCE OPEN

- ☐ All close contacts of someone with a confirmed case of COVID-19 will be sent home to quarantine for 14 days.

  If two or more positive COVID-19 cases are confirmed in individuals within any in-person program within a 14-day period, all individuals within that program will be sent home to quarantine and resume remote learning for 14 days.

- ☐ Students shall be required to follow all special safety protocols developed by school buildings and the district in response to COVID-19 and in-person schooling

- ☐ In the event a student willfully and knowingly violates safety protocols towards an employee in a manner that may cause harm (for example, purposefully removing a mask and coughing or sneezing on the employee), the administrator or designee will take appropriate disciplinary action treating such an offense as high-risk behavior. Such an incident shall be deemed assault behavior.

  The District shall pay for any out-of-pocket costs for COVID-19 testing for any potentially affected employee.

- ☐ Three weeks after the initial commencement of any Targeted In-Person program at a school site, all affected staff will convene to conduct a programmatic review including assessment of conditions, effectiveness, successes, and challenges of the program

NOTES

MOU Link