



Seattle School Leader Covid Site Supervisor Tool Kit



COVID SUPERVISOR RESPONSIBILITIES

School administrators (principals and assistant principals) are considered essential employees during COVID-19 and at least one administrator must be present (on-site) in each building during the hours of 8:00 a.m. – 4 p.m. Monday through Friday. School administrators are deemed to be the “COVID Site Supervisor”. Responsibilities of this role include monitoring health of employees and enforcing the district’s COVID-19 site safety plan as well as serving as the liaison to the COVID Central Command Center.

COVID-19 Site Supervisors must specifically ensure site operations adhere to the following safety practices:

- Monitoring attestation reports – all staff are to self-screen and attest remotely when coming on-site that day
- Having an Attestation sign-in at the main entry for those who have not attested remotely
- Providing a staff attendance verification area outside the main office to protect office staff
- Making available face coverings and alcohol wipes
- Making available designated containers of sanitized pens for staff/community use as well as used pens to be sanitized throughout the day
- Collecting at the end of day all attestation sheets and maintaining for future reference
- Ensuring expectation signage is posted at entry (face covering, hand hygiene, COVID screening)
- Being aware of individuals who may be present at school site
- Ensuring adherence of safety protocols – remembering to be curious and inquire/monitor in the spirit of empathy and care for one another
- Contacting healthinformation@seattleschools.org with questions or concerns
- Reporting all suspected or confirmed cases of COVID-19 using **HEALTH ALERT** in the subject line and contacting healthinformation@seattleschools.org

On entry all staff must:

- have provided remote attestation or sign an attestation (pen/paper) on-site regarding symptoms as well as documenting time of arrival/phone number or email for tracing
- wash hands/use hand sanitizer
- wear face covering
- maintain 6 feet physical distancing
- move directly to work location
- remain in areas necessary to perform critical tasks
- follow rule of 6-foot physical distancing in work rooms, limit staff congregation

When planning for handing out learning materials/items to students/families:

- arrange for outside distribution, no non-staff access to buildings
- limit number of persons on campus at one time by scheduling students/families
- ensure face coverings are always worn by all staff, students, family members, making available face coverings as needed
- ensure at least 6-feet physical/social distancing be followed
- place table or barrier between staff and families maintaining 6 feet distancing
- prevent lingering, congregating or other associated activities on campus

COVID SUPERVISOR RESPONSIBILITIES

Resources

- Washington State Department of Health
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>
- [Daily Health Screening](#) and [Face Mask](#) posters are to be prominently displayed at each main entrance
- [Handwashing](#) posters should be posted prominently within the building. If more posters are needed, they can be printed (linked).

Coronavirus (COVID-19)

Precautionary Measures

COVID-19 Operations CHECKLIST

As the designated COVID Site Supervisors, building leaders will work to ensure that COVID-19 safety guidelines and procedures are followed. Each site should consider the following: *Items in blue with * are when students are present*

ENTRANCE

- ☐ One entrance at each building for SPS staff with all other doors secured/locked
- ☐ SPS Attestation sign-in sheet
- ☐ Designated containers of pens -one for sanitized pens & one for used pens
- ☐ Face coverings, alcohol wipes, and hand sanitizer available for use
- ☐ File system to keep attestation sheets
- ☐ Designated separate entrance for each program onsite, such as childcare.

BUILDING

- ☐ Staging & movement signage
- ☐ Blocked off drinking fountains
- ☐ Hand sanitizer available at each main entrance
- ☐ Clear hallways
- ☐ Removal of area rugs, soft furniture, etc
- ☐ Handwashing signage
- ☐ Closed common areas (faculty room)
- ☐ Supplies for cleaning equipment
- ☐ Quarantine room with airflow and area

CLASSROOMS & WORK AREAS

- ☐ Hand sanitizer near door
- ☐ Face covering worn always

- ☐ Remove soft fabric furniture, toys, etc.
- ☐ Surfaces clear of all items*
- ☐ 6 ft walking paths*
- ☐ Presentation station has 6 ft accessibility or wired for remote use*
- ☐ Student desk forward facing & 6 ft apart*

APPLY PROCESSES & POLICIES

- ☐ Staff attestation process
- ☐ Social/Physical distancing & face covering
- ☐ Staff onsite schedule for social distance
- ☐ Visitor policy
- ☐ Emergency procedures with social distancing (fire drill, etc.)
- ☐ Response to test+ or suspected case
- ☐ Hand Hygiene
- ☐ Process for turn taking, using & cleaning shared equipment area (copiers,etc)
- ☐ Student attestation process
- ☐ Designated area and plan for outside student cueing
- ☐ Breakfast pick-up process
- ☐ Bathroom use (designate cohort bathroom)
- ☐ Student personal item storage
- ☐ In-class lunch delivery & eating plan
- ☐ Student drop-off/pick-up (family & bus)

FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL SITES:

How do I know that my building's HVAC is providing the needed ventilation for my working conditions?

The HVAC systems of buildings currently meets/exceeds the 25CFM for staff working in their classroom during closure, staffing of offices, and the other designated programs. Buildings identified for special education sites meet or exceed the 25CFM requirements.

Our facility teams are systematically testing the capacity of all the HVAC systems within each building to determine the ability to provide at least 25CFM per individual based on 16 students and staff per classroom. This work is currently in-progress and will guide any future phased reopening decisions, hybrid or full opening.

There is a daycare on my school site. Who oversees making sure that daycares follow safety protocols? What do I need to know and do?

All daycares operate independently from SPS and as our community partner organization 'tenants' operate under a Memorandum of Agreement (MOA). While it is incredibly important that we continue to partner and work together to serve families during this time, we must ensure that our services, systems for COVID monitoring and programming are completely separate for containment and tracing purposes.

Daycare providers must maintain their own screening/attestation system and are fully responsible for following all CDC guidelines and policies. School leaders do not oversee these responsibilities. School leaders should ensure that providers do utilize only their designated entrance; designated space; and designated bathroom(s). Family access and pickup should also be contained to their designated area. High touch/use areas should be contained and are cleaned daily by SPS custodial staff. Any concerns regarding space use and/or the following of safety protocols should be directed to Susan Hall, Coordinated Early Learning. slhall@seattleschools.org

Most staff will have personal face coverings, but I want to make sure that I always have face coverings and other Personal Protection Equipment (PPE) available and I may need some PPE for students. How do I order PPE, and what items are available?

It is a requirement that all work sites have available PPE. Custodial services supplied all buildings with sanitizer and face coverings. Required supplies should be available at the main entry and other supplies distributed throughout the

building as needed. The Central Office warehouse is stocking personal protection equipment (PPE). Currently, the following items are in stock: face coverings, gloves, face shields, and sanitizer. These items may be ordered and charged to the COVID Expense Code through the warehouse. Ordering should be done by the custodian with administrative input.

I have a staff member who is very nervous about coming into the building and is unsure what to do. I am worried about their wellbeing, what should I do?

The COVID-19 pandemic has been stressful for many people. Fear and anxiety about the disease and what could happen has been overwhelming and caused strong emotions in many individuals. Public health actions, such as social distancing, has added to feelings of isolation and loneliness which in turn has increased stress and anxiety for many. Stress during an infectious disease outbreak may be exhibited in many ways:

- Fear and worry about one's own health and the health of loved ones.
- Loss of support services
- Stress about finances
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Feelings of depression and/or loss of joy

To schedule an appointment, call 877-313-4455

Should you notice staff exhibiting any of these signs, encourage them to seek help privately or through SPS and the [Washington State Employee Assistance Program \(EAP\)](#). This free and confidential counseling and referral resource is available to Seattle Public Schools employees and their adult family members. Licensed professionals offer assessment, short-term counseling, referrals, and resources to help resolve personal or work-related problems.

What do I do if a visitor comes to the building?

It is likely that students, families, and visitors may come to the building expecting to enter only to find that the door is locked. As difficult as it is, they **may not** enter. For this reason, it is important that the **office phone number with a direct line that is monitored** (without voicemail) **during office hours** be prominently posted on the door in multiple languages.

Helping families via phone, utilizing a drop box, referring families to

Technology Resource Centers and other district/community resources are all options.

Having safe options for providing packets, forms and other materials without entry or personal contact and that maintains physical/social distancing will be necessary. When approved exceptions to this arise, all visitors must complete the attestation process and follow all physical/social distancing, face covering, and hygiene requirements.

There is a food hub (lunch distribution) site at my school. What is my responsibility?

Food hubs are critical community contact points for students/families. Though they are staffed by Nutrition Specialists, School Administrator oversight is important. A school administrator or designee should be assigned and present at the distribution site for the distribution period daily. Duties include greeting students/families and ensuring a safe and welcoming environment while assisting in monitoring physical/social distancing protocols, wearing of face coverings, and general health and safety requirements. Food distribution locations vary by site. Questions or concerns about food hubs should be directed to Arron Smith, Director of Nutrition Services aasmith@seattleschools.org.

Do I need to physically 'watch' each person sign the attestation sheet?

The attestation process asks that each employee 'attest' to making true and honest responses to each question every day. School leaders are not required to physically sit, watch, and checkoff each person as they walk through the door but should make every *reasonable* effort to ensure that the daily process of attestation is being followed and be aware of **who is present** at the school site. This includes ensuring that staff utilize designated main entry and that all are following expected health and safety requirements. (Wearing of face coverings, physical/social distancing, hygiene practices).

Prior to coming on-site staff should provide advance notification to the COVID Site Supervisor. Please develop a clear and consistent process where staff can inform you of their on-site schedule so accurate monitoring of attestations can happen daily.



RESPONSE TO SUSPECTED/CONFIRMED COVID-19

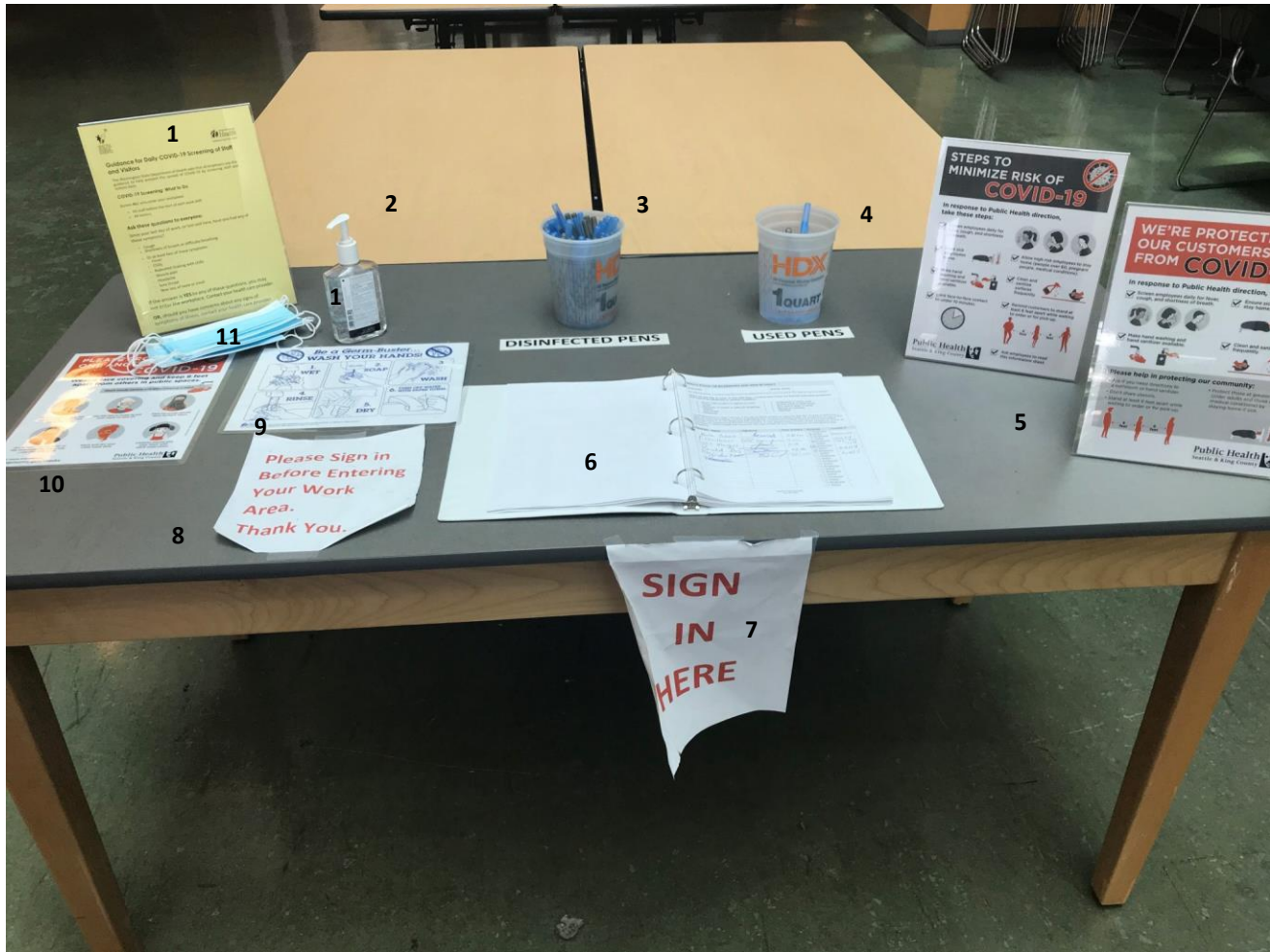
The COVID-19 Central Command Center Team is responsible for answering and managing COVID-19 related concerns. Central office and building leaders report suspected and/or confirmed cases of COVID-19 to the healthinformation@seattleschools.org, using **HEALTH ALERT** in the subject line. Central Team member initiates contact tracing to determine the extent of exposure. Employees identified as a close contact are notified and provided instructions about quarantining and information about testing. Public Health – Seattle & King County notification is in accordance to the Governor’s Safe Start Proclamation.

Please note that Public Health is currently updating a school toolkit for aligned COVID-19 response protocols. SPS is working closely with Public Health and will publish updated student response protocols prior to the start of school.

I. Steps for handling employees who are sick or possibly sick with COVID-19

- A. Staff member should stay home, isolate themselves from others, and immediately notify their supervisor (within 24 hours) if:
 1. Diagnosed with COVID-19
 2. Develop symptoms of COVID-19
 3. Had close contact (6 ft for 15 minutes or more) with a person confirmed with COVID-19 even if that person does not have symptoms
- B. Staff member who presents with symptoms at work will be immediately isolated, required to wear a face covering, and arrangements made for staff member to go home or receive medical attention for severe symptoms.
- C. Supervisor will immediately notify COVID Central Command Center using **HEALTH ALERT** in the subject line and contacting healthinformation@seattleschools.org
- D. A Central Point of Contact (POC) within the COVID Central Command Center will be identified. The POC will receive information about all suspected or confirmed COVID-19 cases and follow up as needed. The POC will serve as the liaison with Public Health and ensure centralized tracking. POC will perform the following:
 1. Contact employee to discuss COVID-19 related illness/exposure and determine exposure at work.
 2. Provide health-related recommendations (testing, resources, etc.) and discuss quarantine/isolation protocols.
 3. Identify close contacts (any person who was within 6 feet of a contagious COVID-19 case for 15 minutes or longer).
 4. Inform exposed employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the American Disabilities Act (ADA).
 5. Instruct close contacts about health guidelines for symptom monitoring, testing, quarantining, and isolation. Public Health– Seattle & King County (PHSKC) recommends testing of persons with mild symptoms or who have had close contact with someone confirmed with COVID-19 (employees should be tested 48 hours or later from last exposure).
 6. Consult with PHSKC as needed.
 7. Notify PHSKC within 24 hours if there are two or more confirmed or suspected cases among employees in 14-day period or if they suspect COVID-19 is spreading in the workplace.
 8. Coordinate with Facilities to schedule any needed cleaning and/or disinfecting.
 9. Coordinate with Communications as needed regarding employee communication.

Coronavirus Table Set-Up for Entrance



Items to have for your designated sign in table:

1. Attestation sign - (needs to be updated)
2. Hand sanitizer
3. Disinfected pen container
4. Used pen container
5. COVID signs
6. Sign-In sheet
7. Sign—showing where to sign in
8. Sign—Please sign in here before entering work place
9. Hand-washing sign
10. Mask wearing sign
11. Face Masks

SPS COVID-19 Attestation and Sign-In Sheet

DAILY COVID-19 SCREENING AND SIGN IN SHEET

BUILDING		ENTRY DATE	
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By signing below, I confirm that the following statement is true and correct to the best of my knowledge:

Since my last day of work, or last visit here, I confirm that I have not had the following symptoms that cannot be attributed to another condition:

• <i>Fever (100.4 F/38 C or higher) or chills</i>	• <i>Congestion or runny nose</i>
• <i>Cough</i>	• <i>Muscle aches or body aches</i>
• <i>Shortness of breath or difficulty breathing</i>	• <i>New loss of taste or smell</i>
• <i>Fatigue</i>	• <i>Nausea or vomiting</i>
• <i>Sore throat</i>	• <i>Diarrhea</i>
• <i>Headache</i>	

I understand that if I have had any of the above listed symptoms since my last day of work or visit here, I must not enter the building. I further understand that I must immediately notify my supervisor for any of the following reasons: if I am diagnosed with COVID-19, a healthcare provider instructs me to self-isolate because I am experiencing COVID-19 symptoms, if I am experiencing COVID-19 like symptoms, and/or if I have been in close contact with someone who has COVID-19 even if that person is not experiencing symptoms.

PRINTED Name	Signature	Time of Entry	Purpose	Contact #
			<input type="checkbox"/> Employee <input type="checkbox"/> Visitor	
			<input type="checkbox"/> Employee <input type="checkbox"/> Visitor	
			<input type="checkbox"/> Employee <input type="checkbox"/> Visitor	
			<input type="checkbox"/> Employee <input type="checkbox"/> Visitor	
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Approved Public Health Signs for COVID-19

STEPS TO MINIMIZE RISK OF COVID-19



**In response to Public Health direction,
take these steps:**

- ☒ Screen employees and children daily for any of these symptoms:

fever OR shortness of breath OR cough



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- ☒ Send sick employees and children home.



- ☒ Allow high risk employees to stay home (people over 60, pregnant people, medical conditions).



- ☒ Ensure frequent handwashing by everyone.



- ☒ Regularly clean and disinfect frequently touched surfaces (e.g. doorknobs, toys, etc.).



KCIT DCE 2005_10087L childcare

Public Health
Seattle & King County



- ☒ Ask employees to read this information sheet.

WE'RE PROTECTING OUR CUSTOMERS FROM COVID-19

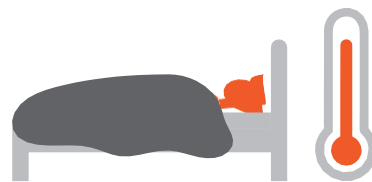


In response to Public Health direction, we:

- ✓ Screen employees daily for fever, cough, and shortness of breath.



- ✓ Ensure sick employees stay home.



- ✓ Make hand washing and hand sanitizer available.



- ✓ Clean and sanitize surfaces frequently.



Please help in protecting our community:

- Ask if you need directions to a bathroom or hand sanitizer.
- Don't share utensils.
- Stand at least 6 feet apart while waiting to order or for pick-up.
- Protect those at greater risk (older adults and those with medical conditions) by staying home if sick.



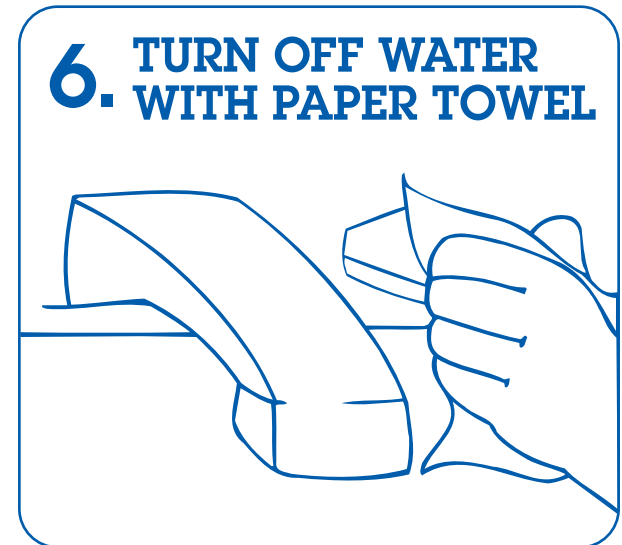
KCIT DCE 10081 restaurants





Be a Germ-Buster...

WASH YOUR HANDS!



PLEASE PROTECT ONE ANOTHER FROM COVID-19



**Wear a face covering and keep 6 feet
apart from others in public spaces.**

Wash hands before and after wearing a mask



Fit coverings snugly but
comfortably against the
side of the face



Use the ties or loops to put
your mask on and off



Face coverings should
have multiple layers



Avoid touching the front of
the face covering, especially
when you take it off



Wash and dry your
cloth mask daily



Children should only
wear them with
adult supervision

For more information:
kingcounty.gov/masks

Public Health
Seattle & King County



