



June 10, 2020

Everett Public Schools Work Site Reentry Plan

In response to closures due to COVID-19.

Note: This reentry plan indicates when the district will allow staff to return to district work sites, and this plan may be modified over time to comply with guidance provided by Governor Inslee, OSPI and other governmental agencies.

Reentry Schedule

Current status – Snohomish County is in Phase 2

June 15-19 – Certificated staff allowed back into school sites for end-of-year clean-out/pack-up for summer (in staggered shifts)

June 19 – Last day of the 2019-20 school year

June 22 – Work Group A staff allowed to return to all work sites

TBD – Snohomish County enters Phase 3

July 6 – Work Group B staff allowed to return to all work sites

TBD – Begin allowing district and community use of outdoor facilities

TBD – Snohomish County enters Phase 4

July 20 – Work Group C staff allowed to return to all work sites

TBD – Begin allowing district and community use of indoor facilities

Central Office and Support Sites Work Groups*

(See attached list of employees included in each work group)

Work Group A

- Superintendent and cabinet members and their primary support staff (e.g. executive assistants)
- Director level IVs (maintenance, categorical programs and on-time graduation) and their primary support staff
- Selected staff necessary to provide essential services in payroll, accounting, human resources, facilities, LITS, maintenance, grounds and custodians

Work Group B

- Department directors I-III and their primary support staff
- Supervisor of community services

Work Group C

- All remaining staff

*includes staff in all non-school buildings including CRC, M&O, Transportation, Athletics, and Science Resource Center

School Sites Work Groups

(See attached list of employees included in each work group)

Work Group A

- School principals and office managers and their primary support staff
- School assistant principals and their primary support staff
- Custodians and staff supporting community day care and food service programs

Work Group B

- Maximum ten staff per school approved by principal.

Work Group C

- All remaining school staff

Reentry Information for Employees

Everett Public Schools is committed to keeping safe and healthy facilities in accordance with state and federal law, and to complying with the COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25 and subsequent governmental publications and directives.

All employees will be screened at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Employees will be asked if they have taken their temperature at home prior to arriving at work and they have the option to have their temperature taken when they arrive at work. Thermometers used shall be 'no touch' or 'no contact'. Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

Wearing of facial coverings (e.g. scarves, bandanas, niqabs, disposable or reusable masks) is required for staff and visitors in all district facilities except when working alone or in an area with no personal contact. Face coverings are not required if a person has a medical or facial condition or disability that makes wearing a facial covering inappropriate or who is hearing impaired and reliant on facial expressions for communication. Employees are encouraged to provide their own facial coverings but the district will provide each employee up to three reusable cloth masks per year if the employee is unable to provide their own. A limited number of masks will be available for use by staff and visitors if they forget to bring theirs.

Physical Distancing

Gatherings in excess of levels allowed by the Governor's directives must be prevented by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.

Minimize interactions during activities; ensure minimum 6-foot separation by physical barriers. Limit the number of participants based on facility size and activities to allow for 6-foot separation.

To facilitate physical distancing, conference/meeting/staff rooms will have reduced capacities and chair/table configurations will be rearranged. Some open office seating areas will have reduced capacities as well. Installation of plexiglass screens are being evaluated for locations requiring close interactions. Use of “choke points” and “high-risk areas” such as restrooms, elevators, stairways, entryways and hallways should be in conformance with physical distancing requirements.

Social/Emotional Health

Counselling services will be made available for all staff on their initial return to their workplace to provide resources and counseling in support of their social/emotional health and wellbeing.

Custodial Services Week Days 6 a.m. - 4 p.m.

Dumping trash/recycling, cleaning sinks, stocking soap and paper towels while disinfecting dispensers, vacuum and/or moping hard surfaces (tile). Custodians will disinfect door handles, light switches and other touch points. Once a week high dust and as time allows change light bulbs.

Deep cleaning restrooms and locker rooms – which includes disinfecting sinks and fixtures, toilets, urinals, and dispensers – fill soap/toilet paper/paper towels and feminine hygiene dispensers as needed.

Kaivac restrooms once a week which includes walls and toilet partitions. Drinking fountains are disinfected nightly.