

# + AIM High School

## - Building Safety Plan -

**Last Edited: 8.29.21**

### **Purpose Statement:**

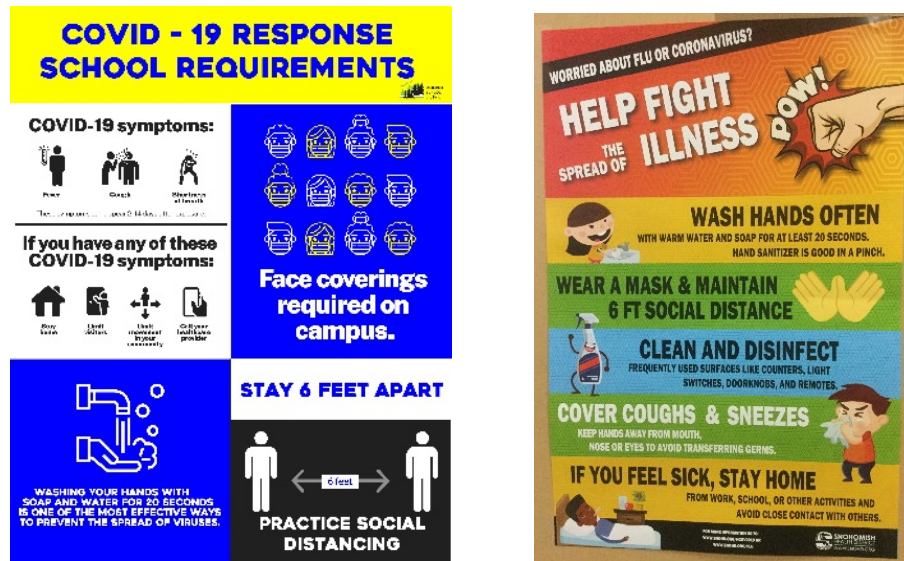
The purpose of this document is to have a detailed guide for school health Safety. It will be used as a centerpiece for training and as a resource document for health and safety protocols. All staff will be trained in this document, all families will have access to this document, and all students returning to campus will receive specific instruction based on the elements outlined in this document.

*This is intended to be a living document and will be revised as necessary throughout our re-opening effort.*

### **General Principles:**

- All staff will be trained through presentation of this document, other required trainings and a work group specific walkthrough of our campus prior to the return of students.
- Buildings will be stocked with PPE (*descriptors and pictures are included at the bottom of this document*) such as masks for adults and children (*face shields as necessary*), hand sanitizer, disposable gloves, gowns, and disinfectant sprays/wipes.
- Minimum 3-foot physical distancing is the goal at all times. We recognize there may be times when students or staff are closer for brief periods of time (*i.e. bus dismissal, hallways, exit/entry of doorways*).
- Students and staff will not be closer than 3-feet for more than 15 minutes at a time.
- Snohomish School District policy for COVID case procedures will be used at all times for the purposes of communicating with Snohomish County Health Department, staff, and community regarding COVID cases and determining close contacts.
- Masks will be worn at all times around campus
- Students will wash hands, or use hand sanitizer, whenever they return to their classroom (*including school arrival, bathroom use*), prepare for lunch, or directed by teacher.
- Appropriate signage is displayed throughout the Parkway campus indicating walking routes (*see maps below*), physical distancing, proper handwashing, and required face coverings.
- Enhanced cleaning, disinfection, and sanitizing of schools and buses will be conducted.
- Air ventilation/circulation and air filter upgrades have been implemented.
- Water fountains have been disabled (Students are to bring their own water bottles that can be refilled at the sink in the main Hallway)
- As recommended by the Center for Disease Control and Snohomish County Health Authorities - Classroom, hallway, and restroom procedures to promote physical distancing have been established.

- School visitors, parents, and volunteers are not permitted on campus at this time (*unless to attend a pre-arranged meeting or invited for a specific purpose*).
- All questions about health/safety protocols can be directed to the COVID Supervisor, Principal, and/or Nurses.



*Signage indicating procedures to help fight the spread of illness.*

**Communication of the Plan:**

- Safety Plan shared with staff, Tuesday Aug. 31<sup>st</sup> (SharePoint)
- Safety Plan, ZOOM “Table Top” exercise with AIM Staff – September 2<sup>nd</sup>- Building PLD
- Training Focus: Attestation/Screening, Pick Up/Drop Off, Transitions, Breakfast/Lunch, Bathrooms, Mask Policy, Isolation/Health Room, and Classroom procedures.
- The plan will be accessible to parents prior to student arrival
- Guest teachers will be provided a copy of our plan

Attestation/Screening Staff  
 Action Steps – No Attention/Screening is currently required  
 Nurse will be available at the beginning of each session to assist in student arrival.

Pick Up / Drop Off

Action Steps (*Who is Responsible?*)

Self-Driven:

- Students who drive themselves will remain in their vehicle until 7:50 AM
- Students will travel directly to the main entrance to sign in no earlier than 7:50 AM and maintain physical distancing
- At dismissal, students will move directly to their vehicle while maintaining physical distancing and safely exit the parking lot

Parent Driven:

- Masks will be worn as students exit their vehicles
- Parents will be encouraged to not drop off students before 7:50 AM and only in identified drop-zone
- Parents will remain in their vehicles
- Students will travel directly to the main entrance to sign in.
- While students are waiting for parent/guardian pick-up they will be staged in family groups or individually at a minimum of 3-feet apart, supervised by staff.

Walkers/Bike riders:

- Students are encouraged not to arrive before 7:50 AM
- Students will travel directly to the main entrance to sign in no earlier than 7:50 AM and maintain physical distancing
- At dismissal, students will leave campus while maintaining physical distancing and safely exit the parking lot using established walking/bike routes

Supporting Picture(s)	Description
	<ul style="list-style-type: none"><li>• Parking Lot</li></ul>

	<ul style="list-style-type: none"><li>• Aerial view of Parkway</li></ul>
	<ul style="list-style-type: none"><li>• Pick Up / Drop Off Zone</li></ul>
	<ul style="list-style-type: none"><li>• Students will stand a minimum of 3-feet apart in the designated areas if they arrive early or must wait to be picked up late</li></ul>

Lunch

Action Steps (*Who is Responsible?*)

- Lunch at AIM will be “Grab and GO”
  - AM students will receive lunch/next day breakfast to take home in their last class of the day prior to dismissal
  - PM students will receive the next day’s lunch/breakfast in their last class of the day prior to dismissal
- Lunches will be ordered by Dara Darlington based on anticipated attendance

Transitions (Traveling through the school)

Action Steps (*Who is Responsible?*)

- Students will assist teachers during the last 2 minutes in cleaning desks at the end of each class period. Gloves, sanitizing wipes will be provided
- Passing periods will be two minutes.
- Students are expected to travel directly from class to class and to not linger in the hallway.
- Staff will be encouraged to direct all transitions along assigned walking routes while maintaining physical distancing expectations(*staff/students*)
- Students will remain masked during transitions/travel around campus
- Floor markings will be placed down the middle of the hallways to divide and show walking areas.
- Directional arrows will also be placed on the floors to show the traffic pattern
- Students are expected to always walk on the right side of the hallways and stairwells
- As much as possible, students will walk a minimum of 3-feet apart (an arm's length of each student) during transitions in a staggered formation
- Students are not allowed to use the restrooms during transitions between classes
- Parkway campus is equipped with signage, distance markers/dots, directional arrows, assigned lanes in two-way hallways, line locations, staging areas, and entrance points

**Bathrooms**


*Action Steps (Who is Responsible?)*

- Maximum capacity signage will be posted outside all restrooms
- Dots will be placed on the floor inside the restroom to designate physically distant standing areas
- Dots will be placed on the floor outside restrooms for those waiting; dots will be 6 feet apart
- Students may only use a restroom during class time, not during passing time
- All expectations for restrooms will be posted inside including capacity, handwashing posters.
- All staff and students must wash hands prior to leaving the restrooms
- Only one student at a time permitted from class to use restroom
- Staff restrooms throughout the building are single use restrooms for staff only

Supporting Picture(s)	Description
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	<ul style="list-style-type: none"> <li>• Occupancy signage in each bathroom</li> </ul>
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	<p>Picture of dots on floor inside</p> <p>Picture of dots on floor outside</p> <p>Picture of bagged urinal</p>
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	<ul style="list-style-type: none"> <li>• Signage for washing hands</li> </ul>
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**Mask Policy**

**Action Steps (*Who is Responsible?*)**

- Students will always remain masked indoors and travel while masked on campus.
- Students will wear masks while transitioning to any space on campus.
- If a student loses, soils, damages, or does not arrive with a mask AIM will supply a disposable one.
- Masks must cover the nose and mouth - Conforming with district policy for appropriate attire (i.e., no graphic, violent, inappropriate, alcohol/drug related images/words)
- Students will be expected to wear a mask at any time during an emergency drill or emergency response protocol (even if outside).



- Proper mask placement on face

**Isolation/Health Room**

**Action Steps (*Who is Responsible?*)**

- If a student develops symptoms during the day, the Nurse and/or will be notified and will direct the student to the main conference room for further evaluation.
- Personnel who need to be within 6 feet of a sick colleague or student will wear appropriate PPE and follow standard precautions.
- Teacher to send student down to health room with a pass and a phone call to alert nurse that student with symptoms is coming.
- The Fireside room will become a back-up instructional area if a classroom needs to be closed for disinfection/cleaning
- Isolation staff will document the student's symptoms, intervention, and disposition in Skyward.
- If necessary, isolation staff will enact a plan to send home the student as quickly as possible – Student will be accompanied out of the building by the nurse, health room specialist, or COVID Supervisor.
- Isolation room will be sanitized by the custodial staff after being used.

- The affected student may return to school based on Snohomish Health District Daily COVID-19 Screening Protocol.
- A “Health Check” (triage) station will be in the area outside of the health and isolation room, where student will be assessed and directed to the isolation room if necessary.
- Staff will use updated health room passes.
- Students who are in isolation room will use a designated bathroom across the hall.

Supporting Picture(s)	Description
	<ul style="list-style-type: none"> <li>• Health Room screening area</li> </ul>
	<ul style="list-style-type: none"> <li>• Isolation Room</li> </ul>

Classroom
<i>Action Steps (Who is Responsible?)</i>
<ul style="list-style-type: none"> <li>• Students will enter the classroom and go directly to their assigned seat.</li> <li>• Desks are spaced a minimum 3 feet apart with students facing the same direction</li> <li>• Unnecessary furniture and soft/porous materials have been removed from classrooms</li> <li>• Desks will be sanitized daily by custodial staff after students leave at the end of the day.</li> <li>• Student belongings and materials will remain on the desk or under their chair</li> <li>• Students will not share any materials unless those materials are disinfected between use.</li> </ul>



- Drinking fountains have been disabled and students will be allowed to bring personal water bottles with their name on it
- Students will assist teachers in cleaning desks at the end of each class period. Gloves, sanitizing wipes will be provided
- Throughout the day students will pass by one another, on occasion, (*entering class, down an aisle*) closer than 3-feet for brief periods of time
- Staff will be within 6-feet of students, on occasion, during the day to provide instructional support
- Classroom sinks will be used for student handwashing throughout the day limiting one student at a time (*classroom teacher*)
- Teachers will wear gloves or/and wash hands/sanitize before and after materials are distributed
- Staff will place the collection baskets in an appropriate location minimizing close proximity of students
- Students are required to wear masks on campus at all times



Supporting Picture(s)	Description
	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Desks 6 feet apart</li> </ul>




### EMERGENCY PROCEDURES



#### *Action Steps (Who is responsible?)*



- In case of an emergency that requires evacuation, students and staff will follow the normal evacuation routes and procedures that are established in the AIM Emergency Response Plan
- When reporting to their designated reunification spots with staff during an evacuation, students will be physically distant apart at least 6 feet.
- Students and staff are expected to wear masks outside during evacuations
- Safety committee teams will meet monthly to review Emergency Response Plan and Building Safety Plans as it relates to COVID-19


**Descriptors and Pictures of PPE:**

<b>Item</b>	<b>Category/Categories</b>	<b>Info</b>
<p style="text-align: center;"><b>Cloth Face Mask</b></p> 	<ul style="list-style-type: none"> <li>• <b>Negligible Risk</b></li> <li>• <b>Low Risk</b></li> <li>• <b>Medium Risk</b> - If worn with a Face Shield</li> </ul>	<p>Reusable cloth face mask must fully cover the mouth and nose.</p> <p>Cloth face coverings should be routinely washed depending on the frequency of use. SSD recommends that cloth face coverings be washed after every day of use.</p> <p>Masks should not be placed in pockets for later use. To store or transport, carefully fold the mask so the contaminated outside is folded inward and against itself. Place in clean or new paper bag and perform hand hygiene.</p> <p>Machine washing or hand washing should suffice to properly wash a cloth face covering with regular laundry detergent. When removing a cloth face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removing.</p>
<p style="text-align: center;"><b>3Ply Procedural/Surgical Mask</b></p> 	<ul style="list-style-type: none"> <li>• <b>Negligible Risk</b></li> <li>• <b>Low Risk</b></li> <li>• <b>Medium Risk</b> - If worn with a Face Shield</li> <li>• <b>High Risk</b> -Acceptable ONLY if a KN95 &amp; or N95 are not available. Must be worn with a face shield</li> <li>• <b>Extremely High Risk</b></li> </ul>	<p>Disposable face masks can be worn up to 8hr and then thrown in the trash. You should remove and replace masks when they become moist or soiled. They cannot be cleaned with disinfectants.</p> <p>Masks should not be placed in pockets for later use. To store or transport, place in a clean</p>

	<p>-acceptable ONLY if a KN95 &amp; or N95 are not available. Must be worn with a face shield</p>	<p>or new paper bag and perform hand hygiene.</p> <p>Label with name, and date and note how many hours it was used. When removing a face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removing.</p>
<p style="text-align: center;"><b>KN95 &amp; N95 Mask</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>N95</p> </div> <div style="text-align: center;">  <p>KN95</p> </div> </div>	<ul style="list-style-type: none"> <li>• <b>High Risk</b></li> <li>• <b>Extremely High Risk</b></li> </ul> <p style="text-align: center;"><i>The CDC does not recommend layering a cloth or 3ply mask over an N-95, unless a crisis policy to extend the use of N-95's is implemented.</i></p>	<p>Filtering facepiece masks are disposable and should not be reused beyond the period of time the manufacturers recommends or beyond an accumulation of 8 hours of being worn, which ever ends first.</p> <p>They cannot be cleaned with disinfectants. Do not use mask if they become wet or soiled. They cannot be shared with other employees.</p> <p>To store or transport, place in a clean or new paper bag and perform hand hygiene. Label with name, and date and note how many hours it was used. When removing a face covering, be careful not to touch your eyes, nose or mouth, and perform hand hygiene immediately after removal.</p>
<p><b>Item</b></p>	<p><b>Category/Categories</b></p>	<p><b>Info</b></p>
<p style="text-align: center;"><b>Face Shields</b></p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>• <b>Medium Risk</b> - worn with a face mask</li> <li>• <b>High Risk</b> - worn with a KN95 or N95 face mask. Surgical mask acceptable if a KN95 &amp; or N95 are NOT available.</li> <li>• <b>Extremely High Risk</b> - worn with a KN95 or N95 face mask. Surgical mask acceptable if a KN95 &amp; or N95 are NOT available.</li> </ul>	<p>Face shields protect eyes, keeps people from touching their face and keep masks clean. It is encouraged to wear face shields together with a properly fitted mask.</p> <p>Disposable and reusable face shields should be labeled with the staff members name. Disposable face shields can be worn until the elastic headband loses its elasticity</p>

		<p>and or becomes warped, damaged or cracked. You can use a non-disposable face shield repeatedly as long as it's not warped, damaged or cracked.</p> <p><u>To clean a face shield:</u> Carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with a neutral detergent solution or a cleaning wipe.</p> <p>If needed rinse the of face shield clean with a wet towel or use an alcohol wipe to remove any residue. Fully dry (air dry or a use clean absorbent towel)</p>
<p><b>Face Shields w/Extension</b></p> 	<ul style="list-style-type: none"> <li>• <b>Negligible Risk</b></li> <li>• <b>Low Risk</b></li> <li>• <b>Medium Risk</b></li> <li>• <b>High Risk</b></li> <li>• <b>Extremely High Risk</b></li> </ul>	<p>Face shields protect eyes, keeps people from touching their face and keep masks clean.</p> <p>Disposable face shields should be labeled with the staff member's name.</p> <p>Disposable face shields can be worn until the elastic headband loses its elasticity and or becomes warped, damaged or cracked. You should also remove and replace disposable face shields when they become soiled or wet.</p> <p><u>To clean a face shield:</u> Carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with a neutral detergent solution or a cleaning wipe. If needed rinse the of face shield clean with a wet towel or use an alcohol wipe to remove any residue.</p>

		Fully dry (air dry or a use clean absorbent towel)
<b>Item</b>	<b>Category/Categories</b>	<b>Info</b>
<p><b>Disposable Gowns</b></p> 	<ul style="list-style-type: none"> <li>• <b>High Risk</b></li> <li>• <b>Extremely High Risk</b></li> </ul>	<p>When working in close proximity with someone who may not be able to consistently wear at least a cloth face covering.</p> <p>Preform hand hygiene before donning and doffing gowns.</p> <p>Gowns should be worn by staff changing diapers or assisting students in the restroom.</p> <p>Isolation room attendants providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must wear a gown in addition to a face shield, N95 &amp; gloves.</p>
<p><b>Disposable Gloves</b></p> 	<ul style="list-style-type: none"> <li>• <b>Negligible Risk</b></li> <li>• <b>Low Risk</b></li> <li>• <b>Medium Risk</b></li> <li>• <b>High Risk</b></li> <li>• <b>Extremely High Risk</b></li> </ul>	<p>To be worn when cleaning after students and other staff member.</p> <p>Always, perform hand hygiene before donning and doffing gloves.</p> <p>Gloves should be worn by staff changing diapers or assisting students in the restroom and when working in close proximity with someone who may not be able to wear at least a cloth face covering.</p> <p>Isolation room attendant providing care for anyone with suspected or confirmed SARS-CoV-2 infection,</p>

		<p>personnel who need to be within 6 feet of a sick colleague or student must wear gloves in addition to a face shield or safety glasses, N95 &amp; gown.</p>
<p><b>Safety Glasses/Goggles</b></p>  <p><i>Reusable</i></p>	<ul style="list-style-type: none"> <li>• <b>High Risk</b></li> <li>• <b>Extremely High Risk</b></li> </ul>	<p>Always, perform hand hygiene before donning and doffing safety glasses or goggles.</p> <p>Isolation room attendant providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must wear eye protection in the form of safety glasses/goggles or a face shield.</p> <p>Can be cleaned with soap and water or wiped down with an alcohol wipe</p>