This Playbook is designed to highlight many of the ways we are modifying operational practices as we reopen schools to keep staff and students as safe as possible.
ADAPTATION STRATEGIES

- **Masks Required**: Masks are required on all campuses and buses.
- **Self-Serve Hand Sanitizer**: Hand sanitizer is available throughout all school buildings.
- **Personal Hygiene**: Hand-washing and sanitizing will be required throughout the day.
- **Health Screening**: All staff, students and visitors are required to complete a digital health screening with attestation protocol before entering any school district facility. Alternatives to the digital screening process will be available. School staff will be trained to identify symptoms of illness as students come to school and throughout the day.
- **Physical/Social Distancing**: Physical distancing will be required while on school district property.
- **Movement Logistics**: Protocols will be implemented to manage movement and limit transmission opportunities within the school building.
- **Signage**: Appropriate signage will be displayed prominently throughout buildings.
- **Cleaning & Sanitization**: Enhanced cleaning, disinfection, and sanitization of schools and buses will be conducted.
- **Environmental Modifications**: Changes to the physical learning environment will be implemented, inclusive of ventilation improvements, restricted use of water fountains, and adjusted classroom design and setup.
HOW WE ARE ADAPTING OUR SCHOOLS

Face Coverings & Personal Hygiene
- Masks are required on all PSD buses and campuses.
- Hand sanitizer will be required upon entrance to the building and classrooms.

School Logistics
- Signage to direct traffic flow, support distancing, and required face coverings.
- Visitors are welcome to our schools by appointment only.
- Field trips are not permitted.

Cleaning and Increased Sanitization
- Conduct additional disinfecting and cleaning, utilizing Environmental Protection Agency-rated cleaners.
- Ensure sanitization of frequently touched surfaces, such as door handles and light switches.
- Classrooms, offices, and restrooms will be cleaned throughout the day and as needed.
- Disinfectant machines will be used for quick and efficient nightly cleaning of classrooms, offices, and restrooms.

Environmental Modifications & Enhancements
- Restrict/limit use of water fountains and promote use of individual (non-shared) refillable water bottles.
- Increase the frequency of ventilation maintenance, including the changing of air filters and cleansing of system coils.
HOW WE ARE ADAPTING OUR CLASSROOMS

Classroom sizes and spaces will be modified as appropriate to promote distancing and support each student’s understanding of their role in maintaining a healthy classroom environment.

**Physical/Social Distancing**
- Require students to physically distance.
- Separate supplies and manipulatives to limit sharing of items.
- Assigned seating in each classroom.

**Personal Hygiene**
- Introduce strategies & guidelines for students on hand washing and hygiene practices.
- Post signage on infection & transmission prevention best practice within classrooms.
- Encourage frequent hand washing.

**Cleaning & Increased Sanitization**
- Disinfect and clean tabletops, desks, and chairs with Environmental Protection Agency-rated cleaners.
- Provide sanitizing wipes to teachers for intermittent use on frequently touched surfaces.
Face coverings are required for students and staff when in common spaces. School leaders will modify building activities to limit large groups. Signage is posted to require personal hygiene, face coverings, and other infection or transmission prevention practices.

**Cafeterias/Commons**
- Meals will not be provided at schools. Students will need to bring their own lunch; Meals will be available for families to pick up at school sites on Mondays.
- Students will eat in their classroom, at their own desk.
- Desks and tables will be wiped down before and after eating.
- Students will be required to wash/sanitize hands before and after meals.
- No sharing of lunches between students.
- Students will need to bring their own lunch to school.
- Encourage use of EZSchoolPay system to limit physical contact through money exchange.

**Gyms**
- Elementary: PE will be held in regular classrooms with modified activities.
- Secondary: Gymnasiums will be utilized in a modified fashion to accommodate PE classes and will be cleaned & disinfected regularly.

**Playgrounds & Outside Open Spaces**
- Masks will not be required at recess, but students will be required to socially distance while staying with class groups.
- Balls, jump ropes and tetherballs will be available for use with class groups.
- Play structures will be cleaned regularly between each recess.
- After recess, students will be required to use hand sanitizer upon entry.
HOW WE ARE ADAPTING OUR TRANSPORTATION

Modifications to bus operations will occur and enhanced cleaning practices will support bus safety. We expect some of our families to choose a distance learning option or to transport their children in a personal vehicle which will reduce total ridership. This will help support recommended social distancing of bus riders.

Bus Transportation Modifications

- Reduced ridership expected.
- Riders will be kept as far apart as possible. No more than two elementary students per seat and one secondary student per seat.
- Siblings/household members can sit together.
- Students and bus drivers will be required to wear face coverings while being transported on the bus.
- High-touch areas cleansed after each completed route.
- Lowering windows and allowing fresh air in during routes as weather permits.
- No field trips permitted.
HOW WE ARE ADAPTING SCHOOL ATTENDANCE

Health Check
- Parents/Guardians should ensure students do not have a fever or flu-like symptoms, and have not knowingly been around anyone with a COVID-19 positive test.
- Any student suspected or showing COVID-19 symptoms will be sent to the isolation room for screening and parent/guardian will be contacted for pick-up.
- Staff showing COVID-19 symptoms will be sent home immediately and directed to work with Human Resources and their healthcare provider.

Face Coverings & Personal Hygiene
- Masks are required on all PSD buses and campuses.
- Students are responsible for supplying their own face coverings (face masks will be available to those in need).
- Staff should work with Human Resources regarding alternative face shield accommodations.

Participation & Engagement
- Attendance policy applies and will be monitored.
- A set instructional schedule will be provided that students will be expected to follow.
- If students must be absent, parents should contact the school office explaining the reason for the absence on the first day of return.
KEEPING EACH OTHER SAFE

Creating safe and healthy schools and district facilities for students and employees; and what happens when there is a COVID-19 diagnosis, exposure, or when someone is experiencing symptoms.

Puyallup School District partners with the Tacoma-Pierce County Health Department to make a range of decisions for our school community. This partnership includes close communication and consultation to ensure the health and safety of students, families, and staff.

Stay Well
- Wash your hands (regularly for 20 seconds).
- Watch your distance (maintain social/physical distancing).
- Wear your mask.
- Stay home if you are sick.

Daily Health Monitoring
- Employees should monitor themselves and their families prior to coming to work.
- Families should monitor their students and other family members before coming to schools.
- If there is any concern that you or someone in your immediate household is sick or exhibiting COVID possible symptoms – STAY HOME.

Responsible Reporting
- If you, or someone in your immediate family, has tested positive for COVID-19, is awaiting a COVID-19 test result, or has had direct contact with a positive case of COVID-19, REPORT IT.
- Employees should report a positive result to their supervisor and Human Resources immediately.
- Families and students should report to the school nurse or school administrator immediately.
COVID-19 POSITIVE GUIDANCE

The Department of Public Health recognizes that some individuals who test positive for COVID-19 may not exhibit any symptoms.

A staff member or student with confirmed COVID-19 can return to work or school when:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed since the fever has resolved (without the use of medications) and symptoms have improved.

Asymptomatic staff or students with confirmed COVID-19 can return to work or school when:

- 10 days have passed since the date of the COVID-19 test.

If you are concerned about your health, notify your healthcare provider, supervisor (staff) or school nurse (students), and do not come to work or school.
COVID-19 EXPOSURE GUIDANCE

The following is public health guidance on what to do if you've been exposed to someone with a COVID-19 diagnosis or positive test.

Close contact includes the following circumstances:
- Living in the same household with a confirmed case of COVID-19.
- Being within six feet of a sick person with COVID-19 for 15 minutes or more.
- Being in direct contact with secretions from a person with a confirmed case of COVID-19 (e.g., being coughed on, sharing utensils, etc.).

Staff or students who have been exposed to COVID-19 can return to work or school after:
- 14 days have passed since the last day they were in close contact with the person diagnosed with COVID-19.

If a staff or student develops symptoms during their 14 days quarantine period they should consult with their Healthcare Provider and seek testing for COVID-19.

If testing is sought and you test positive for COVID-19, follow the COVID-19 Positive Guidance.

- A negative test does not shorten the 14 day quarantine period.
- If you are out of work or school due to exposure and end up testing positive for COVID-19, please notify the school right away.
- If you are concerned about your health, notify your healthcare provider, supervisor (staff) or school nurse (student) and do not come to work or school.

For detailed information on PSD response, link to the [Department of Health's COVID-19 Guidance for Schools](#).
COVID-19 EXPERIENCING SYMPTOMS GUIDANCE

The most common symptoms per Washington State Department of Health:

- Fever (100.4) or chills
- Cough
- Shortness of breath or
- Difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For ill persons **without** known exposure to a confirmed COVID-19 case who are experiencing COVID-19 symptoms:

- **If PCR testing for COVID-19 is not performed**, stay home for 24 hours after the fever has resolved (without the use of medications) and symptoms have improved AND 10 days have passed since symptoms first showed up.

- **If PCR testing for COVID-19 is negative**, stay home until 24 hours after the fever has resolved (without the use of medications) and symptoms improve.

  Parents/Guardians and Students: Provide a copy of the negative test from your healthcare provider to the school nurse.
  Staff: Work with your building administrator to submit your negative test documentation to Human Resources.

- If you have not had known exposure AND have a clear, non-respiratory alternative diagnosis from a healthcare provider you may return to work or school by following the guidance specific to your diagnosis.

  Parents/Guardians and Students: Provide a copy of the healthcare provider alternative diagnosis to the school nurse.
  Staff: Work with your building administrator to submit your alternative diagnosis documentation to Human Resources.
COVID-19 EXPERIENCING SYMPTOMS GUIDANCE

The most common symptoms per Washington State Department of Health:

- Fever (100.4) or chills
- Cough
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For ill persons with known exposure to a confirmed COVID-19 case who are experiencing COVID-19 symptoms:

- Stay home until 14 days after being in contact with a confirmed COVID-19 case, AND
- 24 hours after the fever has resolved and symptoms have improved, AND
- 10 days have passed since symptoms first showed up.
- People who are ill AND had known exposure to COVID-19 should contact their healthcare provider and seek testing.

If you are sick, please stay home.
- If you have questions, please contact the school.

Parents/Guardians and Students: Work with your school nurse on any questions.

Staff: Work with your building administrator on any questions.

- When in doubt, remain home until you have been cleared to return to work or school.
- If you are out of work or school sick and end up testing positive for COVID-19, please notify the school right away.
COVID-19 RESPONSE PROTOCOL

The following is the Puyallup School District Response Protocol when there is a COVID-19 positive test in a school or district facility

PSD will activate a protocol for any staff member or student who has been on campus that reports a positive COVID-19 test. Close contact to an individual who reports a positive diagnosis will result in DPH-required quarantine. Students impacted by this will transition to distance learning. Employees impacted will work with their supervisor and Human Resources to determine work assignment and/or leave.

**Staff and Student Protocol**

1. Positive results are reported to the school nurse (students) or supervisor and Human Resources (staff).
2. For students: School nurse reports to Health Services Coordinator to coordinate with the health department.
3. For staff: Supervisor reports to Human Resources to coordinate with the Health Services Coordinator and health department.
4. Close contact investigation conducted in partnership with health department.
5. All persons found to have been in close contact with positive case will be notified by phone and letter in order to begin quarantine.
6. All persons found to have been in close contact with a positive case will be contacted by Tacoma-Pierce County Health Department to review quarantine instructions and answer any questions.

Close contact is defined as being within six feet for 15 minutes or longer.
COMMUNICATION OF COVID-19 POSITIVE CASES

Public Health Notification
Puyallup School District will notify local public health officials in all circumstances in which we receive notification of a positive test, or in other circumstances that require further consultation.

Student, Family, and Staff Communication
It is the goal of PSD to keep staff and families informed of COVID positive cases impacting school and district facilities while respecting the privacy of individuals.

- For each positive COVID case, close contacts will be notified by the phone (PSD and health department) and letter (PSD).
- After the confidential, private notification to close contacts, additional communication will be provided as directed by the Tacoma-Pierce County Health Department.

For detailed information on PSD response, link to the Department of Health’s COVID-19 Guidance for Schools.
Puyallup School District has implemented a coordinated preventative disinfecting protocol in each building and office space. If there is a scenario in which a positive COVID-19 case is identified and there has been contact with local work space, consideration for additional actions will be taken, to include:

- Continue implementation of preventative practices
- Targeted closure – close off affected areas until disinfecting protocols can be completed
- Short- or long-term closure – decision made in consultation with public health officials in rare cases
QUARANTINE IMPACT

**Quarantined Students should:**
- Monitor your personal health, and if you do not feel well, contact your family doctor.
- As long as you stay well, continue to access distance learning options.

**Quarantined Employees should:**
- Monitor your personal health, and if you do not feel well, contact your health care provider.
- Use appropriate leave or request an accommodation through Human Resources.

Puyallup School District will follow required health department contact tracing and quarantine measures in the event of a positive COVID-19 diagnosis. This could result in students and some staff moving in and out of on-campus and distance learning environments as we are directed by the health department.

**School Classrooms:** As required by the health department, when a student receives a positive COVID-19 diagnosis, a close contact investigation will be initiated. Parents of students determined to be in close contact will be notified by phone and students will be required to quarantine for 14 days.

Total school closure will occur if advised by the health department.
Puyallup School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator: Char Krause, krauseca@puyallup.k12.wa.us, (253) 435-6295
504/ADA Coordinator: Char Krause, krauseca@puyallup.k12.wa.us, (253) 435-6295
Title IX Coordinator Staff: Amie Brandmire, brandmah@puyallup.k12.wa.us, (253) 841-8666
Title IX Coordinator Students: Char Krause, krauseca@puyallup.k12.wa.us, (253) 435-6295