



Date: July 9, 2020

Name of Work Group: Facility and Safety

Name of Recorder: Martin Turney, Karen Thies

**Workgroup OBJECTIVE or TOPICS Considered in today's meeting** (You are welcome to attach an agenda if that is easier):

Summer School Visit

Thermal Camera/Walkthrough Infrared Detectors

Continuation of Previous Topics

- Cleaning Protocols/Supplies
- Visitor Access

New Topics

- Signage
- Emergency Drills
- Facility Rentals

**What about your discussion do you feel is ultimately non-negotiable? It either MUST BE or MUST NOT BE part of the plan:**

MUST BE PART	MUST NOT BE PART
<p><b>VISITOR ACCESS</b></p> <ul style="list-style-type: none"> <li>• Clear and concise protocols of how to access buildings</li> <li>• Signage at entrances explaining the visitor protocols and rationale</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>• Clear and concise signage that guide students, staff and others to understand building expectations</li> </ul> <p><b>EMERGENCY DRILLS</b></p> <ul style="list-style-type: none"> <li>• Monthly emergency drills continue in classrooms</li> </ul> <p><b>FACILITY RENTALS</b></p> <ul style="list-style-type: none"> <li>• Safe, clean and secure buildings and facilities around the clock</li> </ul>	<p><b>VISITOR ACCESS</b></p> <ul style="list-style-type: none"> <li>• Do not allow visitor access by anyone other than what is essential</li> </ul>

**What challenges do you foresee that you are taking into consideration or that you do not have an answer to:**

CONSIDERATIONS:	UNANSWERED:
<p><b>VISITOR ACCESS</b></p> <ul style="list-style-type: none"> <li>• Changing culture of how Front Office and Building is accessed</li> <li>• New student registration can require in-person verification of documents</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>• Non-reader students / Non-English speaking students</li> </ul> <p><b>EMERGENCY DRILLS</b></p> <ul style="list-style-type: none"> <li>• All building drills do not allow for social distancing</li> </ul> <p><b>FACILITY RENTALS</b></p> <ul style="list-style-type: none"> <li>• Balancing safety of school buildings with the needs of our community to use facilities</li> </ul>	<p><b>CLEANING PROTOCOL/SUPPLIES</b></p> <ul style="list-style-type: none"> <li>• Who will disinfect desks between periods?</li> </ul>

**What concerns have surfaced regarding today's Objective or Topics?**

<p><b>VISITOR ACCESS</b></p> <ul style="list-style-type: none"> <li>• Non-English speaking families not understanding signage</li> <li>• Buildings where front of building is not visual to office staff</li> <li>• Wait times to access building if staff member not immediately available to allow entrance</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>• Student disregard for signs</li> </ul> <p><b>EMERGENCY DRILLS</b></p> <ul style="list-style-type: none"> <li>• If students don't participate in "full out" drills, they may not understand what to expect in real emergency</li> </ul> <p><b>FACILITY RENTALS</b></p> <ul style="list-style-type: none"> <li>• Not enough staff to support after hours rentals with additional cleaning protocols</li> <li>• Lost revenue from rentals</li> </ul>
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**What questions, input, or feedback must you have from the Steering Committee in order to move forward with your work group discussion to reach a recommendation?**

QUESTIONS	INPUT OR FEEDBACK
	<p><b>CLEANING PROTOCOL/SUPPLIES</b></p> <ul style="list-style-type: none"> <li>• Recommendation to have one dedicated cleaning day for building (Wednesdays) with no students present (exception for Special Needs students as needed)</li> <li>• Recommendation to leave student desks in classrooms but stagger students sitting at one time</li> </ul>

- Example: 1/3/5 periods – even desks, with 2/4/6 periods – odd desks
- Only half or less of desks used in one room at one time – mark with stickers
- Same desk used for students every day they are in school building

#### **VISITOR ACCESS**

- Recommendation to continue to keep buildings from hosting non-essential visitors
  - Essential visitors include badged employees and vendors with entry purpose (ie Maintenance, Student Support, etc)
  - Same screening protocol would be used as with building staff
- Entrance Protocols need to be communicated via ISD website, email, handout, etc
- Explicit signage posted outside of building explaining entrance procedures  
Include in various languages, visuals as needed
- Utilize entrance buzzers and existing cameras where possible
  - Training and camera access needed for staff
  - Idea of adding a “light switch” that could be turned on/off outside building for office staff
- Recommendation to have visitor wait outside until met by staff member for screening
- Recommendation to have students wait outside to meet parent (if pickup unrelated to wellness)

#### **SIGNAGE**

- Recommendation of additional signage to include:
  - Water Fountains
  - Front Door / Front of Building
  - Social Distancing Floor Dots / X's
  - A-Frame / Sandwich Boards for use at Recess, Hallways, Staircases, etc
  - Sanitizer Stations and Temperature Stations
  - One Way / Directional Hall Signs
    - Entrance / Exit Signs if hallways reconfigured
    - Concern of using rope stanchions due to student safety (horseplay)
  - Reminder Signs:

	<ul style="list-style-type: none"> <li>▪ Mask Wearing, Hand Washing, No Sharing Items, No Touching, Social Distancing</li> <li>• Make signs “pop out” / standout whenever possible to make more visible</li> <li>• Recommendation to include visuals when possible <ul style="list-style-type: none"> <li>○ Are different languages needed on signage for students?</li> </ul> </li> <li>• Hang from ceilings and high on walls to prevent sign breakdown when possible</li> </ul> <p><b>EMERGENCY DRILLS</b></p> <ul style="list-style-type: none"> <li>• Recommendation to walk evacuation paths for drills during “mask breaks” <ul style="list-style-type: none"> <li>○ Each classroom would hold drill at different time throughout month</li> </ul> </li> <li>• Show video of what to expect if all building drill would be held</li> <li>• Tabletop / mockup drills with each classroom <ul style="list-style-type: none"> <li>○ Use intercom to direct classrooms if needed</li> </ul> </li> <li>• Continue to follow all previous emergency protocols if alarm is pulled – ie evacuation, shelter in place, etc</li> <li>• First Responders exempt from temp screening protocol IF arriving to assist with emergency</li> <li>• Information on drills / emergencies will be noted as part of Staff training provided by Health Services</li> </ul> <p><b>FACILITY RENTALS</b></p> <ul style="list-style-type: none"> <li>• Recommendation to not open facilities up for rental / usage with Phase 3 <ul style="list-style-type: none"> <li>○ What message are we sending if limiting our school building during day but not taking same measures after hours? (Dollars vs Safety)</li> </ul> </li> <li>• Can’t enforce social distancing measures with outside groups if staff not present</li> </ul>
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**What are general questions or considerations that arose as part of the work group discussion that may not be part of your task, but that the group felt should be considered by the Steering Committee?**

**PARKING LOT QUESTIONS or CONSIDERATIONS:**

**VISITOR ACCESS**

- Vendors who make deliveries to buildings – UPS, Food Service, etc
  - Could some deliveries be made to Warehouse?

**SIGNAGE**

- Staff monitoring student behavior during passing periods in adherence to signage / protocols

### **EMERGENCY DRILLS**

Protocols for other agencies entering building (ie CPS) – tied into Visitor Access

**Other:** Please use this space to capture notes and other ideas not easily categorized in the above. If you are taking notes and are categorizing later, please attach the notes to this document and include them in your email.

### **Screening**

District recommendation - temp check to occur at building

CDC will NOT be updating guidelines on reopening school buildings

App technology will continue to be looked into – other options (School Pass, etc)

### **Summer School:**

**ES** – students stayed in car while parent answered attestation questions and took temp in car

First Day: 60 Students = 20 Min processing time, Second Day down to 12 Min

**HS** – student temps taken as they walked up to bldg. and answering own attestation questions

Approx. 150 students, attending in two periods / shifts

One student registered high temp, was immediately put into isolation room, and parents called for pickup

**SafeCheck:** Recommendation to purchase as option to screen temps outside buildings - \$3K/unit; fast delivery time, low maintenance, quick screening capability, ease of use

**Concern:** Bus ridership and carpooling will most likely be down, resulting in more walkers and parent drop-offs

### **Fall Enrollment**

Other Districts have already started reaching out to family regarding willingness to attend in person vs remote next year

Recommendation: ISD send out communication soon to help establish in-building enrollment numbers

### **Parking Lot**

HVAC: Air Circulation in Portables / Front Office Cold Air Concerns – Facilities & Vendors working through bldgs to address

Custodial Support – enhanced cleaning protocols with reduced staff - ties into MOU agreements to be addressed across all bargaining

*Please email the completed form and any accordant notes to your Work Group Lead(s); Superintendent Ron Thiele at [thieler@issaquah.wednet.edu](mailto:thieler@issaquah.wednet.edu) with a copy to Assistant Superintendent Lisa Hechtman at [hechtmanl@issaquah.wednet.edu](mailto:hechtmanl@issaquah.wednet.edu).*