



**SEQUIM  
SCHOOL  
DISTRICT**

# **REOPENING GUIDE**

**ENGAGE EMPOWER THRIVE...SAFELY**

# SUPERINTENDENT'S MESSAGE

*"The one constant we can count on, is change. The staff of Sequim School District have been calibrating and recalibrating since last March when the first murmurings of pandemic wafted through our campuses. We have produced many iterations of a plan to return our students to school, and we bravely, excitedly and hopefully welcomed our elementary students back last fall...for a few weeks. But the coronavirus demands to have things its way, so what can we do but acquiesce? The safety of our students and staff is paramount and we are tenacious in our commitment to find a path forward that will allow us to move ahead with in-person delivery of educational services while maintaining the health of our school community. The pages that follow outline our covenant to you. They are our promise to uphold our vision to inspire and prepare each student to thrive, even in the midst of these unprecedented times."*



**Jane S. Pryne, Ed.D.  
Interim Superintendent**

# IN-PERSON INSTRUCTIONAL OVERVIEW

Our goal is to return to in-person instruction as soon as it's safely possible. We continue to work with public health officials to help guide our reopening decisions. Our return will be slow and careful, so we can minimize any health risks to our students and staff.

## PHASED APPROACH TO RE-ENTRY:

### PHASE I: K-5 and SPECIAL EDUCATION

Our K-5 and Special Education students will remain in a fully remote learning model until **January 26, 2021**. However, some small groups of students in grades K-5 have begun to receive onsite supports and services.

### PHASE II: MIDDLE SCHOOL (GRADES 6-8)

Our Middle School students will remain in a fully remote learning model until **February 16, 2021**. However, some small groups of students in grades 6-8 have begun to receive onsite supports and services.

### PHASE III: HIGH SCHOOL (GRADES 9-12)

Our High School students will remain in a fully remote learning model until **March 1, 2021**. However, some small groups of students in grades 9-12 have begun to receive onsite supports and services.

We will bring  
all three  
phases back  
as an **AA/BB**  
**Hybrid**

#### AA-Monday & Tuesday

- 8:15am-9:15am--Engage with students that are remote (Greywolf- 8:30am-9:30am)
- 9:15am-2:45pm--In-person instruction (Greywolf- 9:30am-3pm)

#### BB-Thursday & Friday

- 8:15am-9:15am--Engage with students that are remote (Greywolf- 8:30am-9:30am)
- 9:15am-2:45pm--In-person instruction (Greywolf- 9:30am-3pm)

#### Wednesdays

- 8:15am-2:45pm--Teacher planning & uploading lessons for remote learning

### DEVELOPMENTAL PRESCHOOL

Our Preschool students will continue to meet using the following schedule:

- AA am--8:10am-11am
- AA pm--12pm-2:45pm
- BB pm--12pm-2:45pm

Our Preschool students will start **February 16, 2021** using the following schedule:

- AA am--9:15am-11:45am
- AA pm--12:15pm-2:45pm
- BB pm--12:15pm-2:45pm

All families/students electing to remain 100% remote for the 2020-21 school year, will continue utilizing Sequim School Districts [Remote Learning Platform](#).

# GENERAL GUIDANCE:

The School District will not allow students, staff, vendors, parents and guardians, or guests on-site if they:

1. Are showing Symptoms of Coronavirus

[CDC-COVID-19 Symptoms](#)

2. Have tested positive for COVID-19 in the past 10 days.

[WDOH K-12 Schools 2020-2021 Guidance](#)

3. Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- Starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test) until the time the patient is isolated.

[CDC-COVID-19 Contact Tracing](#)

# STUDENT REGULATIONS & PROCEDURES:

## MITIGATIONS

The Sequim School District will continue to implement multiple mitigation strategies, to the largest extent possible, practical and feasible:

- Consistent and correct use of masks will be required in our schools and on buses.
- Hand washing and sanitizing will be required throughout the day.
- Staff will teach, model and expect social distancing, spacing markers on the ground for indoor areas of possible congestion (ie: bathrooms).
- All students and staff will be required to complete a "Wellness Screening" through Skyward prior to entry each day.
- We will conduct enhanced cleaning, disinfection and sanitization of our schools and buses.

- Student cohorts with alternating schedules will minimize exposure for students, teachers, and staff across the school environment.
- Adequate supplies of protective equipment (masks, shields, gloves), soap, hand sanitizer, paper towels, tissues and sanitizing and disinfecting products will be provided throughout the classrooms and schools.
- The use of shared objects will be limited (ie: physical education equipment, art supplies, electronic devices, and learning aids) and any shared classroom items sanitized between users.
- School staff will collaborate with Clallam County Health and Human services to conduct contact tracing.
- Students and staff who are sick will need to stay at home.

Vigilance in keeping multiple mitigation strategies in place will reduce the risk of transmission of SARS-CoV-2 in schools.

# MASKS:

All students, volunteers, or guests must wear cloth face coverings indoors while at school. Masks should be made with at least 2 layers of fabric. It should cover your nose, mouth and chin without large gaps. The mask should have ear loops or ties, so you can adjust it.

- For staff, disposable facial masks must be worn by every individual not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to [The Washington State Department of Health](#) for additional details. Refer to [Mask Guidance for Schools](#).

- All students are expected to wear cloth face coverings during all onsite activities and on district transportation. Even when cloth face coverings are worn, practicing proper physical distancing is required.
- Students may remove cloth face coverings when actively eating, drinking and when they go outdoors.
- For safety, students must be able to remove face coverings on their own.
- Label face coverings with the student's first and last name to avoid mix-ups.
- Please ensure your student brings a clean mask each day, the school district can supply spare masks if needed.

Our School recognizes that wearing cloth face coverings may not be possible in every situation or for some people. If a student cannot wear a mask, exceptions will be made on a case by case basis with the support of a student's medical provider. If a student without a medical exception refuses to wear a mask, the student will not be allowed to be on campus and the school will provide them with another opportunity to learn.

# PHYSICAL DISTANCING:

Staff and students will practice physical distancing (six feet) as much as possible. Space will be created between students and reduce the amount of time they are close with each other. The school's ability to do this will depend on students ages and developmental abilities.

- Cohorting groups (students with dedicated staff who remain together throughout the day) and alternating/staggered schedules will be applied to improve safety. Staggered arrival and release of classes, restroom breaks, recess and other common travel times will help keep students from congregating in shared areas such as hallways and gymnasiums. Mixing of groups of students and staff will be avoided.
- In person field trips, assemblies, activities where multiple classrooms interact, and other gatherings will be restricted and must be approved in advance.

- Students will eat their meals in the classroom or outside (weather permitting). Food served or offered to students will be individually packaged or prepared.
- School library material that has been checked out to students is being held for a one-day period before being available again.
- Drinking fountains have been disabled, only non-touch bottle filling stations are available. Students are encouraged to bring their own re-fillable water bottle.
- Counselors at every school will be accessible to students and families to provide resources that may be helpful to students and their families.
- Signage will be in place to help students gauge appropriate spacing and to direct traffic patterns. Designated entrances and exits minimize face to face contact.
- Recess schedules will limit the number of students in specific areas during outdoor play.
- School buses will reduce occupancy and increase space between students, which may include assigned seating.
- Student desks will be assigned and rearranged to increase the space between students and limit exposure.
- Activities where students are likely to be in close contact will be modified. PE should focus on individual activities and if PE takes place indoors, students will maintain 6 feet of distance between each other and avoid strenuous activity, so they can wear their masks/face coverings.

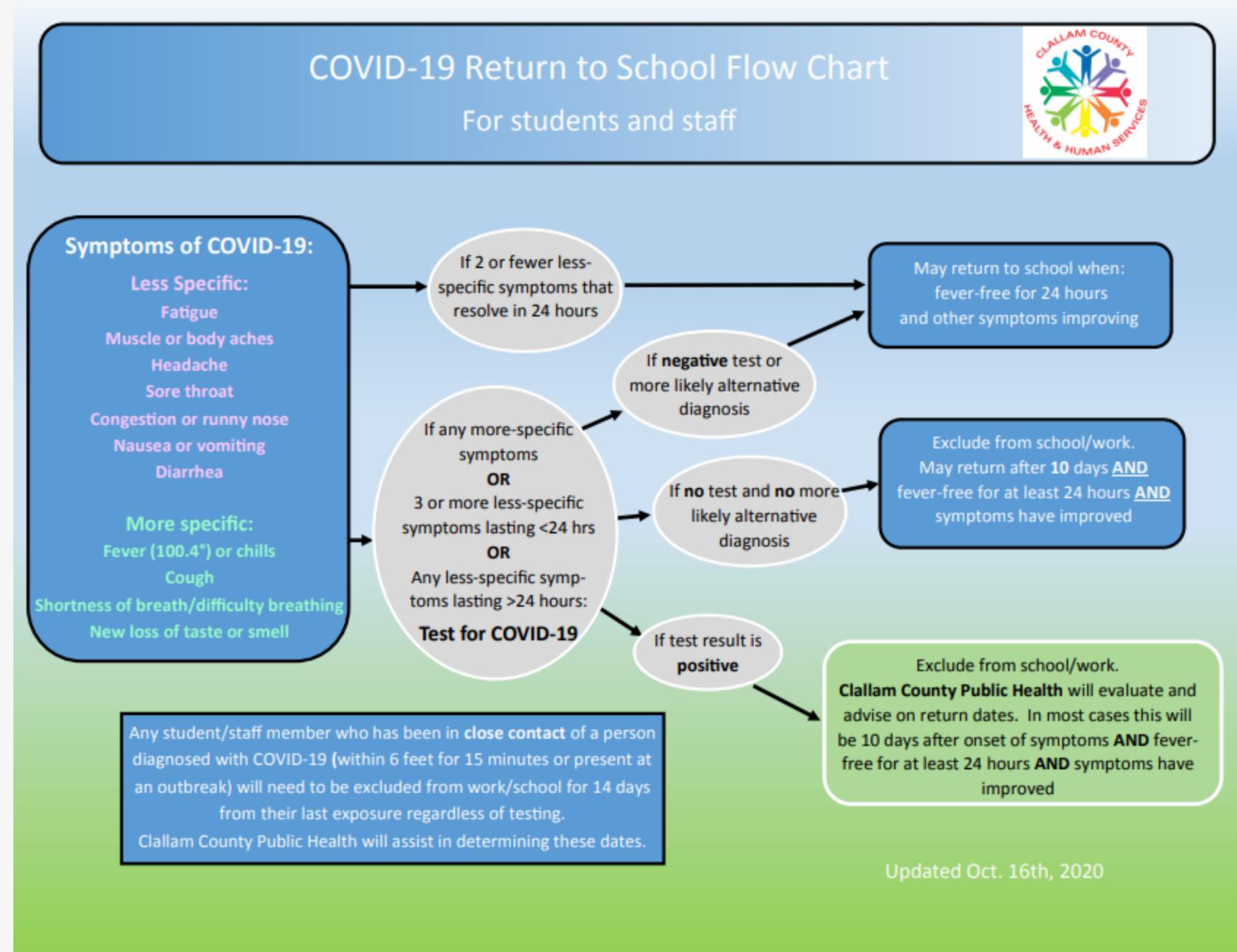
# HYGIENE PRACTICES:

School staff will reinforce student education regarding control of viral infections by emphasizing good health habits whenever possible, especially hand washing hygiene and respiratory etiquette.

Students and staff should wash hands with soap and water for at least 20 seconds:

- when they arrive at school
- before meals or snacks
- after outside activities
- after going to the bathroom
- after sneezing or blowing their nose
- before leaving to go home

\*If washing facilities in any area are limited, hand sanitizer may be used.



## Pre Entry: Wellness Screening

We have all had to make significant behavioral changes to reduce the spread of COVID-19. We will need to continue these practices. As Part of the Sequim School District's, Health and Safety Re-Entry Plan, families must provide a daily "Wellness Screening" through Skyward before a student gets on a bus or arrives at school. This evaluation includes taking temperatures and gauging how students are feeling, as well as answering a question regarding possible exposure to COVID-19. For the instructions on how to do this daily "Wellness Screening" in Skyward please click the link on the District webpage. District employees are expected to follow the same procedures and parents should notify the school if their student is sick. Ensure that students and families are aware of policies that encourage to stay home without fear of reprisal.

**People at High Risk for Serious Health Problems from COVID-19**  
Those at high risk for health problems from COVID-19 should consult with their health care provider when considering whether to provide or participate in K-12 activities. Protections for employees at high risk for health problems remain in place under Proclamation 20-46. Families with a member who is at high risk from COVID-19 should carefully consider risks and benefits of sending their student to school in person.

## Student Entry to School

The guidelines below apply to all parents/guardians at any time, before, during, and after the school day. Other visitors and volunteers are not permitted during the 2020-21 school year (or until restrictions are lifted). Each school will address the following safety procedures to minimize student contact during drop of and pickup each day:

- Students should not be dropped off more than 15 minutes before school starts unless they are enrolled in a before-school program.
- Students must have masks on.
- Drivers to stay in their car and let students off in the drive through lane close to their specific drop off area (no parking).
- Separate areas of drop off for different grades.
- Staff will help direct student to entry areas and classrooms, with an effort to keep cohort groups together.
- One way traffic flows.

# CLEANING FOR HEALTH:

We follow state and federal guidelines for cleaning schools for health and safety. We continue to monitor updates to those guidelines and review them with custodial teams. For additional information, please refer to the Centers for Disease Control and Prevention (CDC) Coronavirus Disease School and Child Care Programs Guidance or the WA State Department of Health K-12 Schools – Fall 2020-21 Guidance.

## Safe & Effective Cleaning Products

All disinfectants used by Sequim School District are approved by and meet the Environmental Protection Agency's (EPA) criteria and Green Seal approval. The Sequim School District uses Alpha-HP, which meets the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. We also use an electrostatic disinfectant sprayer for touchless application. This electrically charged solution wraps surfaces with even coverage, including hard-to-reach areas.

## Frequent Cleaning

Custodians clean and disinfect classrooms and all health areas daily (restrooms, cafeterias, health rooms, and locker rooms). Custodians also will clean touch points throughout the day. Touch points include doorknobs, push plates, handles, crash bars, sneeze guards, counters, faucets, dispensers, phones, stair railings, keyboards, computer mice, the water filling stations etc. We ask that students and staff not touch the computer screens and wash their hands before and after using computers as these are extremely vulnerable to over cleaning with alcohol-based cleaners. Teachers will use Alpha-HP (hydrogen peroxide based) spray with a microfiber cloth or alcohol based wipes to clean and disinfect all desks and chairs where students were seated. They will also clean and disinfect any tables if used during the session.

## Ventilation

Maintenance staff replace filters at least three times per year for our heating and ventilation system. After events such as wildfires, air filters are assessed and replaced as needed. We continually assess HVAC systems to ensure proper outdoor air intake. We follow recommendations for indoor air quality set forth by the CDC and the WA State Department of Health.

# COVID-19 CASE RESPONSE:

## Health Screening

In order to manage student health in light of COVID-19 our resources are:

- Student health information from families or the students themselves.
- Student concerns from any school staff member
- The Daily "Wellness Screening" Skyward (running reports daily). Health room staff call home on all reported health concerns and failed "Wellness Screenings" daily.
- Staff are strongly encouraged to send any student that does not appear completely well to their school Health Room for evaluation.
- For any ill student Health Services staff will ask families questions about symptoms in the past three days (72 hours).
- Families are to notify their student's school if their child is ill or has a suspected or confirmed case of COVID-19. For more information, review DOH's symptom evaluation and management flow chart which outlines recommendations following a positive COVID-19 symptom screen.
- Our schools will respect student health confidentiality and share only information that is operationally necessary.
- If anyone exhibits symptoms concerning for COVID-19 while on site, that person will be separated from others in the school's health room and arrangements made for transport home. While waiting to leave school, the individual with symptoms should wear a mask or face covering. Staff caring for ill persons will use appropriate medical grade PPE and health rooms will be disinfected per protocol.
- Health Services will utilize Illness Logs to manage any student reported to have COVID or restricted from school due to concerning symptoms.

## Notification Process

We will identify possible exposure to COVID-19 as quickly as possible. If a student or staff member tests positive for COVID-19, Clallam County Health and Human Services (CCHHS) will advise and direct the District regarding staff, classroom and family notification. Using these guidelines successfully relies on communication between schools and local public health authorities. Some of this communication may include private information that falls under the Family Educational Rights and Privacy Act. FERPA allows schools to share personally identifiable information with local public health without consent when responding to a health emergency.

## Testing & Positive Results

If a student or staff is tested and the result is positive, please contact the school immediately and report the positive result. Clallam County Public Health is automatically informed and a case manager from the Health Department is then assigned and they advise the family on their return to school/work date. The Sequim School Nurse will also evaluate the time period that person may have been contagious and any "close" contact on campus at our District.

Once a suspected or confirmed case is identified, our district will partner with Clallam Department of Health to reduce workplace and community transmission and protect the health and safety of others in our community.

## WHAT TO DO IF SOMEONE DEVELOPS SIGNS OF COVID-19:

To prepare for the potential of a student/staff showing symptoms while at school, the Sequim School District has set up a response and communication plan that includes communication with District Administration, Clallam County Health and Human Services, and families if directed. If staff or students are confirmed to have a COVID-19 infection, we will follow guidance from local public health and the CDC and the WDOH.

Any known “exposure” (as per CDC guidelines) at school will be reported to the Clallam County Health nurse (CCHHS RN). If directed by CCHHS RN to ask anyone to “stay home” due to potential exposure, the School District will supply the CCHHS RN with name lists of students/staff with possible exposure, and call Emergency Operations Manager to coordinate any communication to district families.

## RETURNING TO SCHOOL AFTER HAVING SUSPECTED SIGNS OF COVID-19:

- For ill persons **without** known exposure to a confirmed COVID-19 case, follow [DOH guidance](#) for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19 and the [COVID-19 Return to School](#) flow chart.
- People who are ill **and had** known exposure to COVID-19 should be encouraged to be tested for COVID-19. They should stay out of school until at least 10 days after symptom onset, and at least 24 hours after their fever has resolved and symptoms have improved.

# CONTACT TRACING:

Contact tracing is a critical tool in our community's effort to stop the spread of COVID-19. Contact tracing stops the chain of transmission through rapid isolation of positive cases and identification and quarantine of those in "close contact" with a positive case during the infectious period.

Schools can play an important role to identify close contacts and communicate with parents and guardians. When a school learns of a confirmed case of COVID-19 on the school premises, they should:

1. Identify and interview people with concerning symptoms for COVID-19 or a positive diagnosis of COVID-19.
2. Share COVID-19 symptom or diagnosis information with Clallam County Department of Health and the Emergency Operations Center (This includes contacts around the person from 2 days before symptoms started or date of positive test if asymptomatic) until the time the person was no longer in school. Close contacts are defined as a person who were within 6 feet of the confirmed positive case for at least 15 cumulative minutes over a 24-hour period, and would include siblings at the same school and those sitting close to the student on the bus.
3. Linking those with symptoms to testing and care.
4. Warn contacts of their exposure, assess their symptoms and risk, and provide instructions for next steps. Schools may use the following DOH guidance: **What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)?**
5. Supporting isolation of those who are infected.

## Returning to school after being in close contact to someone with COVID-19:

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should still quarantine and monitor their health for COVID-19 symptoms. They should not go to work, childcare, school, or public places while in quarantine. Stay in quarantine for 14 days after your last close contact. This is the safest option. Monitor your symptoms during this time, and if you have any COVID-19 symptoms during the 14 days, get tested.

## Returning to school after testing positive for COVID-19:

A staff member or student who had confirmed COVID-19 can return to the program after at least 24 hours have passed since recovery. A person is recovered when they have no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath. Additionally, at least:

- 10 days since symptom onset.
- 24 hours after fever resolves without use of fever-reducing medications and symptoms have improved.
- Or as condition diagnosed by health care provider (whichever is longer).

## Potential School Closure:

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community. During this time, students, would move to remote-only learning. The District will Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

# ACADEMIC SUPPORT:

We recognize that some students may need additional academic support at the start of the school year. This fall, we assessed students' skills and provided them with extra help as needed to get back on track.

Support included special instruction to meet a student's needs, small virtual groups, or other activities assigned by teachers. Please be sure to share your concerns and stay connected with your child's teacher or counselor.

**Students with Special Needs:**

We have been actively planning for the enhanced remote education for all students, including those receiving special education services. Our case managers contacted each family this fall, in order to discuss their child's services.

Here's what you can expect:

- You and your child's case manager will be discussing the remote learning model and the way in which remote learning will be delivered, the goals, individualized remote learning services and supports, and scheduled times for you and your child's case manager to discuss progress or areas of concern.
- Understand, given the unique circumstances resulting from COVID-19, the services will look different than your child's services that were received at the school setting in order to maintain the health and safety of everyone involved in their lives; yet, still being able to provide your child with a free and appropriate education (FAPE).
- Our special education webpage will be updated to contain the most recent information regarding learning and special education in the district.

If you have questions or concerns, please reach out to your case manager, your school principal, or Special Services at 360-582-3405.

# WELLNESS:

Adults and children across our community are experiencing high levels of stress. This stress directly impacts people's ability to listen, learn and respond. Our schools are sharing tips and strategies to help students increase hope and support their ability to bounce back when faced with life's challenges. Tips focus on three areas:

1. First, regulating and calming the emotions in our lower brains and bodies.
2. Then, relating and connect to others in our midbrain.
3. Finally, reasoning with our upper brain allowing us to learn, critically think and respond.

We will continue to assess students' needs and provide varying levels of support based on those needs. All students in the Remote + In-person model will take part in wellness and relationship building activities with counselors and teachers.

# TECHNOLOGY:

The District Tech Support Team is here to help troubleshoot our students' and their families'/guardians' remote learning technology needs.

Please note that support for personal equipment for non-educational use from our staff is not permitted. If a student's router, cell phone, or other variety of personal computing device is having a non-educational software or any type of hardware issue, please contact a local technology support service provider such as the Internet Service Provider (ISP) for the internet connection being used or a computer repair/support business.

To request technology support on a district-provided device or with accessing district-provided educational curriculum/software, please enter a request for assistance from the District Tech Support Team by emailing us at [distancelearning@sequimschools.org](mailto:distancelearning@sequimschools.org). There are also computers and hot-spots available for students to use, while supplies last for eligible students. Please submit a request for these resources through the District Tech-Support Team email address above. Our team does our best to answer all technology support requests in the order in which they are received and look forward to helping you.

If a student or their family/guardian is unable to email the address above, they must contact the student's teacher to submit the support request on their behalf. The student or family/guardian contact information must be provided to the teacher, including the name of the person(s) with whom we should ask to speak, best phone number at which they can be reached, and days + times (between 7 AM and 4 PM, Monday-Friday) for our District Tech Support Team to contact the student or family/guardian.

**We want to remind our families and staff that Washington recording law stipulates that it is a two-party consent state. If a parent wants to record the teacher teaching, both parties must agree. If you have any concerns regarding your student please email the teacher and set up a time to talk about your concerns.**

**All families/students electing to remain 100% remote for the 2020-21 school year, will continue utilizing Sequim School Districts [Remote Learning Platform](#).**

# FOOD SERVICE:

All children in our community are eligible to receive a free sack breakfast and lunch every school day at one of several pick-up or meal route locations. These free meals are available through the remainder of the 2020-21 school year. Visit [sequimschools.org](http://sequimschools.org) or call 360-582-3260 for pickup times and locations.

If your child needs meals and you are not able to visit one of our pick-up sites or meal route stops, we can help! Visit [sequimschools.org](http://sequimschools.org) or call 360-582-3260, and we will work with your family to make other arrangements.

Although meals are free to all children during this school year, we highly encourage families to apply for free or reduced price meals. Doing so can qualify you for other state and federal support programs.

While the 2020-21 school year may look and feel different in many ways, we are committed to helping our students learn and grow.

# SPORTS:

On January 5, 2021, Governor Inslee announced the new COVID-19 phased recovery plan, “Healthy Washington-Roadmap to Recovery”.

The new plan commences, January 11, 2021. Instead of moving through the phases by county, the new plan divides Washington into eight regions based on their available emergency medical and health care services. Counties will no longer have to apply to move to a new phase. The WA Department of Health will establish whether a region moves forward or back a phase using specific metrics. The metrics for each region will be posted under reports on the DOH Risk Assessment Dashboard each Friday, with implementation of the updated phase beginning the following Monday. On Friday, January 8, the Department of Health issued the first week report for each region and announced that all regions will remain in phase 1 until at least Monday, January 18, 2021, when each region’s metrics will be re-evaluated.

Washington Interscholastic Activities Association (WIAA) has each sport classified as low, moderate, or high in the Return-to-Play Guidance. Those are:

## LOW-RISK SPORTING ACTIVITIES:

- Cross Country
- Golf
- Sideline/no-contact cheerleading and dance
- Swimming and Diving
- Tennis
- Track and Field

## MODERATE-RISK SPORTING ACTIVITIES:

- Baseball
- Bowling
- Gymnastics
- Soccer
- Softball
- Volleyball

## HIGH-RISK SPORTING ACTIVITIES:

- Basketball
- Cheerleading with contact
- Dance with contact
- Football
- Wrestling

While most of the new recovery plan does not affect schools, it does impact school and youth sports.

- Phase One Indoor Sports: Low-risk sports are permitted for practice and training only in stable groups of no more than five athletes.
- Phase One Outdoor Sports: Low and moderate-risk sports are permitted for practice and training only (no tournaments).
- Phase Two Indoor Sports: Low and moderate-risk sports competitions permitted (no tournaments).
- Phase Two Outdoor Sports: Low, moderate, and high-risk sports competitions allowed (no tournaments).