



# STANDARD OPERATING PROCEDURE

## COVID-19 Response Task Force - Health & Safety

### Transportation Department

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VERSION 1.0 DRAFT – SUBMIT FOR FINAL APPROVAL

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

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<b>APPROVED BY</b>		<b>TITLE</b>		<b>DATE</b>	

# 1. NAME OF PROCEDURE

Transportation Department Health and Safety Plan

## 2. PURPOSE

This procedure is written to provide guidance regarding COVID-19 health and safety protocols for the Transportation Department. These procedures will assist in outlining the districts policies on COVID-19 safety protocols for staff regarding personal safety, district bus/van/vehicle requirements, and for students who utilize transportation services. This procedure is written for school operating hours and (if any) activities held outside of typical operating hours.

This procedure is fluid and can change based on recommendations from state and local health authorities. The Lake Chelan School District ensures operations of district buildings follow the main L&I COVID-19 requirements to protect workers including additional safeguards outlined under Safety and Health Requirements list for Reopening Washington Schools and Washington State Patrol.

**IT IS IMPERATIVE THAT STUDENTS AND STAFF DO NOT COME TO SCHOOL IF THEY ARE FEELING ILL OR SHOWING SIGNS OF COVID-19. THIS DECISION CAN AFFECT THE ENTIRE BUILDING AND WILL REDUCE THE EFFICACY OF PPE AND SOCIAL DISTANCING PROTOCOLS. IT IS IMPORTANT THIS MESSAGING BE REPEATED TO FAMILIES AND OUR SURROUNDING COMMUNITY, OVER AND OVER, UNTIL WE HAVE A SOLUTION OR A UNIVERSAL VACCINE.**

## 3. REFERENCES

1. WA DOH K-12 Schools – Fall 2020-2021 Guidance
2. LCSD Facilities Response Team (COVID-19)
3. Reopening Washington Schools: Worksite Employee Health & Safety Requirements (developed by L&I, DOH and OSPI)
4. School Bus Driver Handbook – Revised March 2019 – OSPI
5. CDC – Considerations for Schools
6. LCSD Response and Communication Plan (attachments)

## 4. SUPPLIES AND EQUIPMENT

1. Vindicator + (Arsenal 6) for cleaning, deodorizing and disinfecting
2. Re-Juv-Nal (Arsenal 16) for cleaning, deodorizing and disinfecting
3. Electrostatic Sprayer (fogger)
4. Staff PPE (face masks – fully covers mouth and nose, gloves)
5. Disposable face masks for students, if needed – driver to provide
6. Soap, paper towels, hand sanitizer in office
7. Other equipment necessary for cleaning and disinfecting school district buses, vans and vehicles.

## 5. PROCEDURE

### 1. STAFF – TRANSPORTATION BUILDINGS

- a. Transportation staff training to include, but not limited to:
  1. How to screen for symptoms; how to self-screen
  2. Maintaining physical distance
  3. Wearing appropriate PPE
  4. Frequent cleaning and handwashing
  5. What to do if someone develops signs of COVID
  6. Review of new protocols for staff safety for Transportation outlined below
- b. Transportation staff to enter through front door of office each day of work wearing a mask; Personal items may be kept in cabinet located in break room.
- c. **Station 1** – Self-Screening - staff are to conduct personal temperature checks and record temps on sheet provided.
- d. **Station 2** – Mandatory handwashing with soap and water; staff puts on gloves if needed.
- e. Social distancing required when utilizing breakroom for breaks, meals, staff meetings and in bus garages and office.
- f. Prior to departure and returning from driving a route, staff can wander throughout building and garages, wearing PPE. If staff leave Transportation area (outside of the gate) for more than 15 minutes, they will be required to re-check temperature and hand-wash again upon return.
- g. All vendors delivering supplies to garage will be required to wear face masks when entering the garage from any door. If they are present for less than 15 minutes, temperature checks will not be necessary.
- h. Communal supplies (pens, pencils) should be kept in one location and spritzed or wiped down with disinfectant 1-2 times daily.
- i. Keep windows open/cracked as much as possible; try to keep fresh air circulating in the buildings.
- j. Custodians to clean and disinfect common areas in the building and rest room each afternoon; and to restock **Station 2** location with paper towels, soap in dispenser and gloves as needed.

## **2. STAFF – TRANSPORTATION BUSESSES**

- a. Pre-trip and Post-trip inspections are required. Inspections will now include making sure driver has adequate supply of extra disposable masks for riders that board with no mask; disposable masks should be placed at arm's length from driver to distribute; notify nursing staff to replace disposable masks for riders as needed.
- b. Maximize outside air by keeping windows open as much as possible.
- c. Drivers and riders are always required to wear a mask on school buses and vans.
- d. Due to the potential of blocking peripheral vision – goggles or shields are not allowed while driving a school bus or van; hand sanitizer will not be available for students; Plexi glass will not be installed on buses.
- e. Driver will be responsible for keeping their bus/van swept clean of all debris; windows kept clean and clear; high touch surfaces to be disinfected frequently.
- f. Keep riders as far apart as possible.
- g. Load back to front; unload front to back if possible.
- h. Staff are required to check for signs of illness among students throughout the day; visual symptoms should be reported to the supervisor immediately; supervisor to report information immediately to the building principal.

## **3. IMPORTANT NOTES/CHANGES**

- a. Transportation Supervisor will provide in-service training for drivers to include:
  - Added cleaning requirements before and after routes for buses and vans which include windowsills, chair fronts, backs, tops and seats, emergency handles, front dash and inside of glass door of bus; wiping down all hard surfaces.
  - How to use Electrostatic Sprayers or foggers on busses; Fogging will be required once a day.
- b. Food will not be allowed on buses or vans. This includes sports and field trips, if approved.
- c. Bus garage and office will be closed to all visitors. District staff checking out vehicles will meet Supervisor outside for keys, signature, etc.
- d. Duct tape markers on roof to separate grade levels; Keeping Kinder and 1<sup>st</sup> grades up front to monitor masks.
- e. Students sit 1 per seat if possible; 2 when full; 3 if no other option and as a last resort; households may sit together.

## 6. TROUBLESHOOTING

1. Drivers should train kids how they want seating in the first week; possible additional staff member to ride with bus and explain.
2. Send home translated pamphlets during the first week of school outlining bus rules and changes.
3. Clarify walking school bus zones with families.
4. Get information regarding bus services, rules, expectations, pick-up/drop-off schedules, etc. on district website as soon as information is known.
5. Coordinate bus drop times with new buildings schedules.
6. An isolation room should be designated should staff show signs of COVID-19 while at work; district administration should be notified immediately; *Please follow Response and Communication Plan attached.*

## 7. DISTRIBUTION

Lake Chelan School District Office  
Transportation Department



## Response and Communication Plan

### What To Do if Student or Staff Develops Signs of COVID-19 While at School

**Step 1.**

Individual immediately separates from others, making sure to wear PPE (mask, shield, etc).

**Step 2.**

Call building nurse x\_\_\_\_\_ or administration x\_\_\_\_\_ to escort individual to isolation room; advise not to touch anyone or anything along the way.

**Step 3.**

Individual leaves school or gets picked up.  
Individual should follow DOH guidelines 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 "What to do if you were potentially exposed to someone with COVID-19". \*

**\*See Attachments**

**Step 4.**

Student or staff member to report test result to school.

**Step 5.**

Follow protocol after test results are received.

**DRAFT**

Jul 27, 2020

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**Step 5.**

Follow protocol after test results are received.

**If the test result is:**

*Negative*

*Positive*

1.

Individual can return after **at least 3 days (72 hours)** have passed since recovery: no fever without the use of medications and improvement in respiratory symptoms like cough or shortness of breath.

**AND**

**At least 10 days** have passed since signs first showed up.

**OR**

2.

Individual can return after **at least 3 days (72 hours)** since recovery **AND** a health care provider has certified that student/staff does not have suspected or confirmed COVID-19.

1.

Family must notify school immediately.

School must notify local Health Authority.

Students and Staff in close contact must self-quarantine for **14 days**. Individuals are advised to follow DOH guidelines for "What to do if you have confirmed or suspected COVID-19". \*

**THEN**

2.

Health Authority to advise District on next steps.

Contact tracing strategies implemented.

Is the virus spreading within the school?

Superintendent and Local Health Authority to decide school closure.