

# Ocosta School District

## Covid-19 Health and Safety Protocol

All employees and visitors are expected to follow the following protocols when on the Ocosta School District campus or working on school business.

- **Mask/Cloth Face Coverings**

- Face Coverings/Masks are to be worn on school premises, indoors and outdoors, at **ALL** times except when working alone away from others (such as a dedicated room with the door closed) or while eating / drinking. Someone is considered working alone when they're isolated from interaction with people and have little or no expectation of in-person interruption or interaction.
- Appropriate cloth face coverings are made with multi-layered cotton material. They help keep particles you exhale from escaping into the air, but don't effectively filter out particles already in the air from others. Therefore, all staff and students will need to do their part by wearing masks at all times.
- Masks with exhalation valves or vents are NOT to be used on school property. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus.
- Masks/Face Covering must cover both the mouth and the nose.
- Mask/Face coverings should comply with recommendations from the CDC and Washington State Department of Health.
- Employees with a medical reason or disability issue related to wearing a mask must contact the Ocosta School Superintendent Office
- See [Which Mask for Which Task](#) This guidance does not allow the use of gaiters.

- **Face Shields**

- A face shield may be used in conjunction with a mask. This is not adequate by itself but may be used to supplement a mask in order to shield the eyes

- **Physical distancing**

- This is to be adhered to throughout the day - stay 6 feet away from others.
- **Health screening**
  - A daily health screening is required for employees prior to entering a building
  - It includes a check for COVID-19 symptoms and virus exposure.
  - This health screening (attestation) will be available on Skyward and may be completed prior to arrival at the building.
  - Temperature checks are to be taken upon arrival daily.
- **Keep 6 feet apart while waiting to sign in.**
- **Frequent hand washing/sanitizing**
  - If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. [Handwashing](#)
  - Wash hands frequently for at least 20 seconds.
- **Ventilation and Air Filtration**
  - Doors and windows in classrooms shall be open while students are having in-person instruction, and in common areas such as offices and work rooms where groups of people may congregate. (windows without screens are not required to be open)
  - Air purifiers with HEPA filters will be placed in common areas and classrooms with in-person instruction.

### **Common Areas**

- **Break/staff rooms:**
  - Limited use. Adhering to capacity designated to each building.
  - Wash hands before and after using the break room.
  - Keep more than 6 feet apart while sitting at the tables.
  - Masks only come off when eating and 6' distance must be maintained.
  - Disinfect all touched areas (refrigerator, microwave, Keurig, countertops, tables, etc. before leaving the area). There will be disinfectant spray and paper towels in all break rooms.
- **Staff Restrooms:**
  - Limited use. No congregations. Wash hands before leaving.
  - Staff Restrooms will be cleaned throughout the day.
  - Staff shall flush urinals and toilets after using the restroom.

- **Copy rooms:**

- Limited use.
- Staff should practice appropriate social distancing, minimize surface contact, disinfect after use.
- Disinfectant will be available in the copy rooms.

- **Groups**

- Limit in-person gatherings. No more than 10 people gathered together - must comply with 6' physical distancing.
- Wear masks at ALL times. Groups with over 10 people will need to meet over Google Meet or other online source.

- **Food and Coffee**

- No shared food/potlucks.
- No community coffee pots. Keurig- single use pods can be used. Make sure to disinfect Keurig after each use.
- No shared dishes or utensils.

## References

[Coronavirus \(COVID-19\) Common Questions Regarding Worker Face Covering and Mask Requirements](#)

<https://www.weareesd113.org/return-to-work-plan/https://>

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