

Health and Safety Guidelines for Capital Projects and Packing Classrooms

May 2020



General Guidelines

- For your health and safety and the safety of others, the protocols outlined in this document will be put into place where we are working on, or packing classrooms in preparation for Capital projects or closing out the end of the school year.
- As a general rule, all school buildings remain closed with the exception of essential services being provided to our community, such as childcare, the distribution of food, technology and curriculum.
- School leaders will be working with their staff to create schedules that allow staff to access classrooms on designated times/days. Staff are only allowed to enter on the days where they are scheduled.
- Packing schedules should be created for Monday through Thursday. Please avoid Friday packing schedules.
- For staff who are unable to pack up their individual classrooms , or need additional time on the schedule, please notify your principal. Arrangements for packing will be made.

Entering Buildings

- Following Public Health Guidelines, including staying home with any symptoms of illness; all staff will follow the following protocol upon entrance:
- Read posters at the main entrance. Ask yourself the five health related questions.
- Upon entry there will be a sign in sheet. When you sign in, you are affirming that you do not have any symptoms and are healthy and safe to enter.
- Staff will not reuse pens at the sign-in station. A box of “clean” pens will be separated out from a box of “contaminated” pens.
- Disposable gloves will be available for use and provided at the front entrance.
- Please bring/wear your own mask. Limited masks will be available at the entrance should you forget.
- Do not congregate in common areas (staff lounge, office etc.). Please enter your classrooms and remain separated from peers as much as possible.

Personal Protective Equipment

- All staff will be required to wear masks, unless a disability or health impairment prevents you from being able to communicate or perform your role. Use masks in the presence of others.
- Gloves and hand sanitizer will be readily available at the entrance. Please wash hands frequently for a minimum of 20 seconds.
- Social distancing guidelines will be in place at all times (at least 6 feet apart from one another).
- For general questions please inquire with your school admin team. Reporting of questions, issues or concerns go to:
healthinformation@seattleschools.org

Packing Schedules

- Principals will be working with educators to access classrooms on designated times and days. The schedule will provide alternating schedules so that Public Health and social distancing guidelines can be met at all times.
- Only staff who are scheduled will be allowed to pack up classrooms. This will ensure social distancing guidelines can be followed. Coordinate with your school admin team for all issues related to schedules.
- For Capital projects extra pay – classroom packing should be done outside of the regular workday.