

Safe School Reopening Task Force  
Safety and Operations Committee

August 5, 2020 from 1:00 – 2:00 p.m.

Attendees: Mark Anderson, Jennifer Keck, Shawn Jordan, Matt Truitt, Marybeth Smith, Salliejo Evers, Andee Atwood, Lisa White, Daniel Robertson, Brad Cass, Garratt Berdan, Alex Navarrete, Nancy Williams, Becky Doughty, Phil Wright, John O'Dell, Amber Juliano, Walter Long, and Tom Bowers.

Dr. Anderson opened the meeting at 1:02 p.m.

**Signage with Covid-19 safety reminders:** Mark opened the meeting by introducing Tom Bowers, Graphic Artist with SPS Print Shop. He is creating signage with artwork related to Covid-19 safety protocols to place in all buildings for reopening. Custodians will remove the existing “wear a mask” sign and replace them with the new multi-content front door sign. The new signs will be durable, portable, and placed in high usage areas such as bus drop-off areas, parent drop-off areas, hallways, cafeterias, drinking fountains, etc.

The top phrases for the sign are:

- Masks must be worn at all times
- Keep Social Distancing - use the dots as guides
- Keep Moving (directional)
- Wash your hands frequently
- If you are sick, do not enter

Some areas such as restrooms and elevators will have signs stating the “maximum occupancy” and the building administrators will write the appropriate count as directed by Facilities and Maintenance. Staff and students will need to self-monitor the occupancy.

Locker rooms will have signs stating - closed.

Nancy mentioned that some staff with health risks may want to use MS Teams for meetings instead of having other staff come to their classroom. They could post a sign outside their room asking others to communicate that way accommodate for their health concerns.

Tom, Phil and Mark will draft up signs for the committee’s final review.

**Protocol Reports:** Mark asked the team leaders to continue working on their Protocol reports and get them to him by next week. Staff will be returning to buildings soon and the protocols must be available to ensure universal practices. There will also be a link for staff on the District Website with the appropriate protocols to follow for each area of concern.

There was discussion around the appropriate timing to train all staff in each protocol as required. The consensus was to utilize the first day teachers are contracted to return and have principals include these things with their other training and updates on that day. Principals can also encourage staff to do their “Safe Schools” training in advance. Brian Murray, Human Resources Professional Development Manager, has created materials to cover these topics. It was noted that many staff are already going to their buildings to prepare and need to be informed of and reminded of proper protocols like wearing a mask and social distancing.

**Day Care for Children of Families and Staff.** There are a few thoughts being considered:

- **Option 1:** We provide full day childcare thru the Express Program which is already licensed by the State. It would become like a “learning lab” during the day where students use their laptop

to participate in their on-line “classroom” and Express Staff can assist when students have questions. Express ran this model in May and June when they were caring for children of essential emergency workers and parents were very pleased with the program. They use large rooms in schools so there is proper spacing between students. Mark asked principals to consider the need in their schools for this type of childcare while we are in full distance-learning mode. One of the advantages of this option is having staff available to keep students accountable to be present and active for on-line instruction. The fee would be determined once we know the need and availability of space/locations. Brian Coddington, with the City of Spokane, said it’s possible that some costs might be subsidized by CARES funding for Covid-19. The maximum enrollment at each site would be 44 students.

- **Option 2:** Provide just a 7 hour “learning lab” model, similar to Option 1, but fewer hours per day.
- **Option 3:** We could partner with other drop-in agencies like community centers or the boy’s and girl’s clubs. They would be a clean, safe place with WiFi, supervision, and support. This would help some families that might otherwise depend on older children supervising their younger siblings at home.

Mark asked Lisa White to continue working with her team to develop this further and to include some principals, Phil from Facilities and Maintenance, and Doug from Nutrition Services in the planning.

#### **Safety & Operation Task Force Reports/Discussions:**

- **Health and Safety:** The custodial and maintenance staff have worked to install plexiglass barriers in school offices and reception areas. They are suspended from the ceiling and have clips that attach the bottom portion to a desk or countertop, so they don’t move or swing if children hit them or bump into them.
- **Classroom Spacing/Layouts:** A suggestion was made for managing usage of “work rooms” in buildings. They are often small and historically have had many people there at the same time.
  - Staff could schedule a time to use the work room to ensure proper occupancy.
  - If staff are displaced from their normal position, it’s possible they could take on the tasks in the workroom, i.e. photo copying, cutting and folding papers, etc. which would limit the number of people accessing the workroom.
  - Another suggestion is to temporarily move photo copiers from the workroom to a larger space (Library, etc.) Each building would determine if it is feasible for them.
- **Transportation:** Salliejo continues to work with Durham and will find out if they will have signs on the bus for wearing masks, etc.

#### **Miscellaneous Topics:**

- A protocol needs to be developed at the secondary level to find time for students to take breaks from wearing a mask. Marybeth from L.C. and John O’Dell from Chase M.S. will network with their colleagues to brainstorm ideas and consult Becky Doughty for input.
- Andee Attwood from Accounting asked when the office staff will return to their buildings so she can arrange for Fall accounting procedures like bank deposit supplies, etc. Mark said the current plan is to stay with the normal school calendar schedule with regular school office hours.
- There was discussion about the need for teachers to remove their personal furniture from their classrooms so the space is ready to set-up for proper distancing once in-person school resumes. It is estimated it will take 2 to 3 weeks to set-up classrooms for proper distancing because it entails getting enough of the right furniture out of storage and from other buildings.

**Next Steps:** Mark reminded teams to submit their protocols to him as soon as possible.

Mark adjourned the meeting at 1:56.