

K-12¹ Schools - Summer 2020 Guidance

The governor's Proclamation 20-19 and 20-19.1 closed school facilities from March 17 through June 19 to prevent the spread of the coronavirus, COVID-19. The state of emergency, declared via Proclamation 20-05 on February 19, remains in place statewide. The governor issued Proclamation 20-19.2, effective June 20, to provide for the safe and voluntary opening of many K-12 public and private, tribal compact, and charter schools that want to begin providing some services during the summer.

As Washington state progresses through reopening phases, schools will work to provide many services they typically provide during the summer, and to prepare for the 2020-21 school year. To reduce the risk of virus transmission between children, youth, and staff members, K-12 school districts planning to provide services during summer 2020 must implement and follow this guidance for all educational programs serving groups of children and youth from multiple households. We anticipate that this guidance will be in effect through the summer. **This guidance is specific to K-12 public or private schools regardless of what phase or county they are in. Counties in Phase 1 and modified Phase 1 may need to implement additional precautions.**

Schools may not provide summer school services until they can meet and maintain all the requirements in this document, including providing materials, schedules, and equipment required to comply. Additional considerations may be adopted, as appropriate. If the school building has been shuttered, please follow federal Centers for Disease Control and Prevention (CDC) guidance on safely reopening the buildings: [Reopening Buildings After Shutdown](#).

This guidance focuses on practices for public and private K-12 educational activities that lower the risk for spreading COVID-19. Students should attend K-12 programming in their local geographic area only.

Existing science, policies, and stakeholder input inform the guidance. We expect it to remain in place through summer 2020.

This guidance does not address extracurricular activities, such as youth sports, which are addressed in the [Professional Sports & Other Sporting Activities Phase 2 and 3 COVID-19 Requirements](#).

Program Types Included in this guide:

¹ K-12, as used in this document, also includes preschool programs the school district administers, and school-to-post-school transition programs for students with individualized education programs (IEP) ages 18-21

The guide focuses on activities included as part of K-12 basic education or special education programs in private or public schools during the summer. This summer guidance may differ from our K-12 guidance in the fall.

General guidance

Do not allow students, staff, vendors, parents and guardians, or guests on-site if they:

- Are showing symptoms of COVID-19.
- Have been in close contact* with someone who has confirmed or suspected COVID-19 in the last 14 days.
- *Health care providers, EMS workers, and educational staff associate who wore proper personal protective equipment (PPE) are OK to attend.

Ensure staff are trained in health and safety protocols for your site, including how to screen for symptoms, maintaining physical distance, wearing appropriate PPE, frequent cleaning and handwashing, and what to do if someone develops signs of COVID-19.

Communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing of six feet, and hand hygiene.

All students, staff, volunteers, and guests must wear cloth face coverings in K-12 settings. See below for more information about cloth face coverings guidance. In addition, schools have a general obligation to provide employees a safe and healthy work site in accordance with state and federal law and safety and health rules, including addressing hazards associated with COVID-19. Refer to the Department of [Labor & Industries' COVID-19 Workplace Safety and Health Requirements](#) for more information.

Monitor student and employee attendance and absences, have flexible locally-determined leave policies and practices, and have access to trained substitutes to support employee absences.

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.

Drop-Off and Pick-Up

- Develop a system for drop-off and pick-up that keeps families physically distant from each other and reduces the need for families to enter the program space. This may include

staggering drop-off and pick-up times for various groups, one-way traffic flows, greeting students at their vehicle, or placing distancing markers on walkways.

- Wash hands or use hand gel before and after signing in and out. Place hand gel near sign-in station. Hand gel should be at least 60 percent alcohol, fragrance-free whenever possible, and kept out of the reach of children.
- Monitor student and employee attendance and absences, have flexible leave policies and practices, and have access to trained substitutes to support employee absences.
- Suggest families have the same adult drop off and pick up the student each day, and avoid carpooling when possible.

Health Screening at Entry

Check for signs of being sick for all staff and students at entry each day. At drop-off and pick-up times with the student's family, keep at least a six-foot distance.

For more information or options for temperature checking, see the [CDC guidance](#).

Staff and students sick with any illness must stay home. Every day, ask the parents or guardians of students the following questions:

- Does your student have any of the following [symptoms that are not attributable to another condition?](#) [on the first day for a new program or for a new student, please ask about symptoms in the past three days (72 hours)]:
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4°F or higher, or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms that are not attributable to another condition?
- Has your child/youth been in close contact with anyone with suspected or confirmed COVID-19?
- Has your child/youth had any medication to reduce a fever before coming to school?

Do not admit the student if the answer to any of the above questions is “yes.” Refer to “Returning to a site after suspected COVID-19 symptoms” below.

If the answer to all of the above questions is “no,” check the child for signs of being sick, such as flushed cheeks or tiredness. Keep a distance of at least six feet of space or have a physical barrier between you and the child or youth during assessment.

Reducing Transmission

Grouping Students

Keep students in small groups with dedicated staff. Maintain consistency from day to day among groups where possible. Multiple groups of students may use the same facility as long as they are not in contact with other groups. Do not combine groups, including at opening and closing, and keep staffing the same within each group every day. See section below for more information on providing staff members required breaks.

Physical Distancing

To allow physical distancing between people in the small groups, limit each room or space to small groups. Divide large spaces (such as full-size gyms or cafeterias) into separate program areas by creating a barrier with equipment such as cones, chairs, or tables to maintain six feet between groups.

Practice physical distancing (six feet) within each group as much as possible. Create space between students and reduce the amount of time students are close with each other. Your ability to do this will depend on students’ ages, and on their developmental and physical abilities.

Practical tips to maintain physical distancing:

- Limit the number of students in each program space.
- Increase the distance between students during table work and meals.
- Plan activities that do not need close physical contact. All sports-related activities must follow guidance on [youth sports](#).
- Students should have their own set of items to limit sharing of supplies, equipment, etc.
- Remove any items that cannot easily be cleaned and disinfected, including sand or water tables, stuffed animals, and play dough.
- Maintain six feet of distance and reduce time standing in lines where possible.
- Increase fresh air as much as possible – through the ventilation system and/or opening windows where safe.
- Go outside more.
- Do not bring separate groups together for activities or other reasons.

Providing staff members required breaks

Keep small groups consistent. Staff and students in each group should remain the same from day to day to prevent transmission of the virus. It is best if the staff-to-student ratio allows for one staff member to take a break without having to bring another person into the small group space. For example, in a room with seven children and two staff, one staff could take a break and the group would remain in ratio.

If that is not possible because of staff shortages or for financial reasons, and if a float person comes into the room, follow these practices:

- Any adult who is not a normal part of the group must wash hands immediately upon entering and upon leaving the space.
- To minimize close interactions with children, consider timing when bringing in adults who are not normally part of a group. For example, give staff members their lunch break during students' recess so the float staff members can remain six feet away from students while they play; or give 10-minute breaks when the students have just started a new, engaging activity that does not require much adult interaction; or give breaks when the group is having outside time where the risk of transmission is lower.

On their breaks, staff should keep a physical distance of at least six feet from other staff members.

Outside Play

Offer outdoor play in staggered shifts. If two or more groups are outside at the same time, they should have at least six feet of open space between them. Use cones, flags, tape, or other signs to create boundaries between groups. If you can, have equipment such as balls and jump ropes for each group. Always wash hands right after outdoor play time.

Meals and Snack Time

Limit gatherings and potential mixing of classes or groups in the cafeteria or other communal spaces. Consider having students take their meals outside or in the classroom. You may accomplish this through meal delivery to classes, or through grab-and-go services. If using the cafeteria, have students sit with their class or group, and ensure physical distance between students and between groups.

Stagger meal times in lunchroom or dining hall. Arrange the flow of students to reduce crowding such as at handwashing sinks, food vending areas, etc. Space students as far apart as you can at the table. Make sure tables are at least six feet apart.

Individually plate food for each student. The staff (not students) should handle utensils and

serve food to reduce spread of germs.

Clean and sanitize tables before and after each group eats. Use a washable plastic table cloth for wooden tables.

Hygiene Practices

Wash hands often with soap and water for at least 20 seconds. Children and adults should wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Help young children to make sure they are doing it right.

Teach children (and adults) not to touch their eyes, nose, and mouth with unwashed hands.

If soap and water are not readily available, use an alcohol-based hand gel with at least 60 percent alcohol and preferably fragrance-free. Supervise use of alcohol-based hand gel by young children.

Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water or hand gel.

Cloth Face Coverings

Wearing cloth face coverings may help prevent the spread of COVID-19, and is required for staff and students. See the [Washington State Department of Health Guidance on Cloth Face Coverings](#) and [CDC Recommendation Regarding the Use of Cloth Face Coverings](#) for more information. All students, volunteers, or guests must wear cloth face coverings at school.

For staff, cloth facial coverings 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 [Coronavirus Facial Covering and Mask Requirements](#) for additional details.

- Cloth face coverings should not be worn by:
 - Those with a disability that prevents them from comfortably wearing or removing a face covering.
 - Those with certain respiratory conditions or trouble breathing.
 - Those who are deaf or hard of hearing, and who use facial and mouth movements as part of communication.
 - Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- Students may use face shields can be used as an alternative to a cloth face covering.

- Younger students must be supervised when wearing a cloth face covering or face shield and will need help putting them on, taking them off, and getting used to wearing them.
- Even when cloth face coverings are worn, continue practicing proper physical distancing.

Bus Transportation

Principles for COVID prevention within school transportation are:

- Maximize outside air and keep windows open as much as possible
- Encourage walking, biking, or being driven by caregivers as much as possible
- Riders and staff must wear a cloth face covering
- Clean and disinfect frequently touched surfaces
- Keep riders as far apart as possible

What to do if someone develops signs of COVID-19

To prepare for the potential of student or staff showing symptoms while at the K-12 educational program, programs should have a response and communication plan in place that includes communication with staff, families, and their [local health jurisdiction](#).

If a student or staff member develops signs of COVID-19 (see list under health screenings on page 3), separate the person away from others, with supervision at a distance of 6 feet, until the sick person can leave. While waiting to leave the program, the individual with symptoms should wear a cloth face covering or mask if tolerated. Air out and then clean and disinfect the areas the person was in after they leave.

The person with symptoms should 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](#). Ask the employee or student's parent or caregiver to inform the program right away if the person is diagnosed with COVID-19.

If a student or staff member tests positive for COVID-19, the local health jurisdiction will advise, but it is likely that many of the student's classmates will be close contacts and need to be quarantined for 14 days. Refer to ["What to do if you were potentially exposed to someone with confirmed coronavirus disease \(COVID-19\)?"](#).

Returning to a program after suspected signs of COVID-19

A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications, and improvement in respiratory signs like cough and shortness of breath;

AND

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

OR

It has been at least three days (72 hours) since recovery **AND** a health care provider has certified that the student does not have suspected or confirmed COVID-19.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 [symptoms](#) during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days.

Cleaning and disinfecting procedures

Schools should have infection control plans, updated to reflect what is known about COVID-19. A good resource is [Cleaning for Healthier Schools – Infection Control Handbook 2010](#)

Increase how often you clean.

- *Cleaning* removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
- *Sanitizing* reduces germs on surfaces to levels that are safe.
- *Disinfecting* kills germs on surfaces of a clean object.
- The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. If you sanitize or disinfect without cleaning first, it will reduce how well these chemicals work and may leave more germs on the surface.

Current [guidance for cleaning and disinfection for COVID-19](#) from the CDC states that disinfectants should be registered by the EPA for use against the COVID-19. See [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#). Disinfectants based on hydrogen peroxide or alcohol are safer. The University of Washington has a handout with options for [safer cleaning and disinfecting products](#) that work well against COVID-19.

If you use a bleach and water mixture for disinfection, mix it at a concentration of four teaspoons of 6 percent bleach per quart of cool water or five tablespoons of 6 percent bleach (one-third cup) per gallon of cool water (1,000 parts per million). Thoroughly clean surfaces with soap and water and remove the soap with water before applying the bleach solution. Keep the surface wet for at least one minute. An emergency eye wash station is required where bleach is mixed from concentrate.

More information about cleaning, disinfecting, and choosing safer products is on the [DOH COVID-19 website](#). If your program is in a public school building, coordinate the use of

chemical products with the school maintenance staff. Clean and sanitize toys, equipment, and surfaces in the program space. Clean and disinfect high-touch surfaces like doorknobs, faucet handles, check-in counters, and restrooms. Use alcohol wipes or 70% isopropyl alcohol to clean keyboards and electronics. Outdoor areas generally require normal routine cleaning and do not require disinfection. Wash hands after you clean.

If groups of students are moving from one area to another in shifts, finish cleaning before the new group enters the area. Clean and disinfect high-touch surfaces each night after students leave.

Always follow the disinfectant instructions on the label:

- **Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when children are not present and the facility should air out before children return.**
- Use the proper concentration of disinfectant.
- Keep the disinfectant on the surface for the required wet contact time.
- Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.
- Keep all chemicals out of reach of children.
- Facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.
- Parents, teachers, and staff should not supply disinfectants and sanitizers.

Carpets

If possible, vacuum daily (when children are not present). Use a vacuum with a HEPA (high efficiency particulate air) filter – or use HEPA vacuum bags. Having both is even better.

Outdoor Areas

Outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds—it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Ventilation

Ventilation is important to have good indoor air quality. Offer more outside time, open windows often, and adjust the HVAC system to allow the maximum amount of outside air to enter the program space. Use of fans for cooling is acceptable. They should blow away from

people. There is no special cleaning or disinfection for heating, ventilation, and air conditioning (HVAC) systems.

Hands-On Materials and Equipment

Clean and sanitize hands-on materials often and after each use. Limit shared teaching materials to those you can easily clean and sanitize or disinfect. Children's books and other paper-based materials are not high-risk for spreading the virus.

COVID-19 Resources for Summer K-12 Activities

- DOH: [K-12 School Nurse and Administrator Resources & Recommendations](#)
- DOH: [Handwashing to Prevent Illness at School](#)
- DOH: [Classroom Cleaning - Tips for Teachers](#)
- DOH: [Cleaning and Disinfection for Asthma Safe Schools](#)
- DOH: [Recommend or Order Closure of Child Care Facilities](#)
- L&I: [Workplace Safety and Health Requirements for Employers](#)
- L&I: [Which Mask for the Task?](#)
- CDC: [Interim guidance for Schools and Child Cares](#)
- CDC: [Supplemental Guidance for Childcare Programs that Remain Open](#)
- CDC: [Considerations for Youth and Summer Camps](#)
- [Just For Kids: A Comic Exploring the New Coronavirus](#)
- [Public Health Seattle-King County Child Care Recommendations](#)
- [Snohomish Health District COVID-19 Information for Schools and Child Cares](#)

More COVID-19 Information and Resources

Stay up to date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [frequently asked questions](#) for more information.

The risk of COVID-19 is not connected to race, ethnicity or nationality. [Stigma will not help to fight the illness](#). Share accurate information with others to keep rumors and misinformation from spreading.

- [Washington State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [Washington State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions about COVID-19? Call our hotline: **1-800-525-0127**. For interpretative services, **press #** when they answer and **say your language**. (Open from 6 a.m. to 10 p.m.) For

questions about your own health, COVID-19 testing, or testing results, please contact your health care provider.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.