ADDENDUM ......No. 01

SUBJECT ............Pre-Bid Conference and other questions

- Questions and Answers
- Updated Pricing Form/Specifications
- Pre-Bid Attendee List

DATE ISSUED .....October 30, 2020

Important Note to Bidders:
Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of ITB ESD 112-17-20 shall remain the same.

Instructions to Bidders:
Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials.

Name of Company__________________________________________________________

Name of Authorized Representative (Please print)_______________________________

Signature of Authorized Representative _________________________________________

Date Signed__________________________________________________________________

____________________________________________________________________________
Questions and Answers
Please see numbered questions with bolded answers below.

1. How many samples are required for the masks and gloves? An entire box or just one or two items of each?
   ➢ Just a few, a whole box is not necessary.
2. Are we able to deliver sooner than 1/4 and invoice accordingly?
   ➢ Yes, we will accept deliveries as soon as possible.
3. You need the samples by Nov 5th, correct?
   ➢ Yes, with the bid package.
4. Surgical mask meaning Level 3?
   ➢ Please see new description on the updated pricing form (link above). (link above).
5. Can the final sealed bid proposal be sent via Fedex or must it be delivered by hand?
   ➢ Yes, you may use any provider it does not have to be hand delivered.
6. Are the quantities listed for the initial order that would be placed?
   ➢ Yes, those listed are our estimate for the initial order. Additional order quantities are yet to be determined.
7. Details regarding BFE or PFE on the disposable masks would be helpful to provide as well.
   ➢ Please use the specification on the updated pricing form (link above). Please also provide your BFE and/or PFE testing results showing your product rated at > 95%.
8. How are the bids judged/ranked - price only?
   ➢ They will be based on price, assuming the products meet the quality standards.
9. Hand Sanitizer – we don’t have 70% denatured alcohol in our Purely Hand Sanitizer, but we can manufacture it to 70% ethyl alcohol. Typically, it’s 65% ethyl alcohol. Is that sufficient?
   ➢ Our districts do want denatured for the liquid type of sanitizer.
10. We do not use denatured alcohol because of the dangers associated with accidental ingestion, especially if being used by children. Since the sanitizer would need to be manufactured at 70%, could we submit a sample of the 65%?
    ➢ Yes, just note that it would be manufactured to the higher level if awarded.
11. Will a list of attendees of webinar be distributed?
    ➢ Attached
12. Should pricing be FOB your destination?
    ➢ Yes
13. Is it a single destination?
    ➢ Yes
14. The first hand sanitizer 16oz - does not indicate gel. Is that a liquid?
    ➢ Yes
15. Do documents have to be notarized? I think you said that, but with people working from home it’s harder to do that.
    ➢ We will need notarized version before we can make an award. However, if it is an issue completing this before the due date then just submit your bid without notarization and we will work on that should you receive an award.
16. Because it is liquid would prefer a spray pump for the liquid? Less spillage, running, etc.
    ➢ Yes, we want pumps with all of the hand sanitizer products.
17. Will you accept gallon sized containers of hand sanitizer gel?
    ➢ No, only the sizes specified.
18. Also please clarify if you need a pump head on the 8oz as well or just the 16oz units.
    ➢ All sizes require pumps.
19. For the submission on 11/5, you are requesting a hard copy to be delivered as well as a digital copy. Would you like a USB drive submitted with the hard copy or can it be emailed?
   - A hard copy is required on that date by 3:00 PT and an email copy should be sent that day as well. You can submit a USB drive with your bid if you prefer.

20. For the disinfecting wipes, are you looking for 85,000 containers or 85,000 wipes?
   - 85,000 packages (we are specifying packages of 100 wipes so please make a note if your quantity differs)

21. Did you mean that we can email instead of sending hard copy? Or should we send both hard copy and electronic?
   - No, we must have a hard copy and an email or some form of digital version is also necessary.

22. So if our packaging is different, do we change UOM and quantity? (for the disinfecting wipes)
   - Yes, please be sure to note any change in UOM for any product.

23. On the wipes, are we able to submit a package of 75?
   - Yes, just be sure to note any change in UOM for any product.

24. Regarding the Nitrile Gloves - will the brand name carry any weight on making buying decisions (ex: Kimberly Clark)? Or will you be making the decision based off pricing alone?
   - Name brand is not a deciding factor. Low price will be the main factor assuming the product meets the quality standard.

25. Would you look at wipes in a package of 85 wipes?
   - Yes, just be sure to note any change in UOM for any product.

   - Yes

27. The additional specs stated EPA Registered disinfectant wipes, but the price sheet says 75% alcohol. Will either type work, or do you have a preference?
   - Use the description on the updated pricing form (link above). We do want the 75% alcohol content.

28. On the cloth reusable masks, you have a sample link with a Bella Canvas mask. Does it have to be that brand or can it be something similar?
   - Name brand is not necessary, these links are merely to establish a level of quality for the product.

29. I will warn you that 4 mil nitrile gloves are hard to find but 3 mil is more available.
   - Understood. We have also specified a vinyl glove product but wanted to offer nitrile as well.

30. Are you still looking for 100,000 non-medical KN95s?
   - Yes

31. If we are actively working and shipping the State of Washington, would that help us in being awarded for those same items on this bid? Asking because we have product available right now and would be willing to ship right away if needed. We would ship at the same price and quality as the State.
   - While we may access State contracts for purchases not relating to this bid, we will make the purchases in the quantities listed on the product sheet to awards made as part of this solicitation.

32. Would you consider 1/2 mask with respirator cartridges for the KN95 masks?
   - No

33. If the specifications in price sheet differ from addition specification document, which one should we use.
   - Please use the specifications listed the price sheet.

34. Re: sample requirement - what is the quantity that we need to submit for each item?
   - Just one assuming the products you ship matches the sample.

35. Is this a 1 award or by line item?
   - We will award by line item and possibly to multiple vendors by line item.
36. How strict is your team on the wipes being list N approved?
   ➢ **Please use the specifications listed in the price sheet.**

37. I had a few questions regarding the ITB ESD112-17-20 contract. We work with third party suppliers and warehousing companies, so we are not technically the supplier. What is the approval process for a third-party supplier?
   ➢ **We will be contracting with the bidding company not suppliers. We will issue POs to the awarded company and expect those to be filled and match the samples provided regardless of supplier(s).**

38. It says that there needs to be FDA approval, but I just wanted to clarify if that approval is necessary for the non-medical grade products as well.
   ➢ **Not for non-medical grade**

39. We have access to large quantities of level 2 gowns, but they are not universal fit like you had requested. They come in all sizes, so I can list each size with pricing and specifications, but not for a universal fit. Does that work?
   ➢ **You may list sizes with pricing, but our preference is for universal fit.**

40. Obviously, the bid is due on the 5th of November, but is there a deadline for when you need to receive the samples?
   ➢ **Samples should come with the bid or before.**

41. We would like to check if the Affidavit specified on your posting are to be provided by the proposer? Where can we get the copies of these affidavits?
   ➢ **Those are now updated on our website.**

42. On the pricing form, there are two line items for KN95 with one specifying EUA authorized. Does the KN95 for line item #8 need to be EUA authorized since it is non-medical? If indeed they do not be EUA authorized, they just need to be certified to GB2626-2006?
   ➢ **The non EUA can be regular KN95 masks.**

43. My question is in regard to disposable face masks. We currently have both adult and kids masks in stock at our warehouse in Southern California. Our adult masks are available in blue, black, or white. Our kids masks are packaged in assorted colors (blue and black). Does the district have any preference on the color? Please advise at your earliest convenience.
   ➢ **We do not have a preference in color but would like the youth and adult to be distinguishable. For instance is you provide us blue masks for youth we would want white or black for adult, etc.**

44. On the bid sheet, you ask for Level 2 gowns. There aren't any specifications indicated. Are you requesting pricing on reusable or disposable products?
   ➢ **Disposable**

45. I also looked back at the previous award and don't see that those were awarded to anyone in the initial bid. Were these not fulfilled previously?
   ➢ **We did not request gowns on the previous bid.**

46. You mentioned, that the 3 Ply Disposable Masks you are requesting are now "Medical Grade" and not "Civilian Grade", can you please let me know the Level and any other specs that you are requiring for those?
   ➢ **Please see updated description on pricing form (link above).**

47. When the ITB mentions samples, are samples required for each item on the pricing form or just for those that would be considered substitutes?
   ➢ **We need samples for any items you plan to bid on.**

48. Should the pricing excel sheet be printed and sent along with the hard copy bid submission form?
   ➢ **Yes**

49. Would you accept a 10 oz or 33 oz bottle instead of the 8 and 16 oz for hand sanitizer? We would keep the volume the same.
50. What is the difference between the 16 oz hand sanitizer and the 16 oz hand sanitizer gel? Can we bid gel hand sanitizer on both?
   ➢ Some of our districts prefer the more liquid type hand sanitizer rather than the gel so we do see this as two separate items. You may bid on as many items as you like.

51. The additional specifications document below the pricing sheet talks about a 24 oz and liter refill of hand sanitizer, is that an error? or are you also asking for those?
   ➢ No, those are DOH specs provided to us by the State of Washington. While we don’t want 24 oz., we thought the spec provided would help clarify the product going into the container regardless of size. Please adhere to the specifications on the updated pricing form (link above).

52. If the specifications in price sheet differ from addition specification document, which one should we use?
   ➢ The specifications listed in the price sheet should be used. The additional specifications can be used to supplement the spec if there is no conflicting information.

53. Would it be acceptable to send two separate packages for our bid, since the person submitting the bid is in one state and our CEO, who would sign the documents, is in another? One package would contain the complete paper bid with copies of notarized documents and the other would contain the original notarized documents.
   ➢ Yes, as long as we can match them up.

54. Is it mandatory to have documents notarized as indicated in the ITB?
   ➢ Please see answer #15 above.

55. Is it acceptable to send samples in a package separate from our bid?
   ➢ Yes, as long as we can match them to the bid package. If your bid comes from cooperate with a different corporate name from that of the supplier of the samples, it could be problematic.

56. Would the School District consider surgical/3-ply masks manufactured by our company that are classified as non-medical because they are FDA EUA pending? We submitted an application for FDA EUA approval for these masks several months ago, and FDA EUA approval is still pending. These masks meet the following criteria:
   • EN 14683:2019 specifications,
   • 16 CFR Part 1610 (a) Step 1 - testing in the original state – for flammability, and
   • ASTM F2299, non-neutralized challenge – Standard Test Protocol (STP) Number STP005 Rev 07.
   ➢ No

57. Where is the Washington State guidance that specifies purchasing medical 3-ply masks as opposed to non-medical, and how could we get a copy of the guidance for our reference?
   ➢ Please see the updated pricing form (link above). But here are the links to the guidance:
     i. https://www.youtube.com/watch?v=aO5ysBQ0yEg&feature=youtu.be
   ➢ We have also attached some documentation in pdf form below. Please note we have derived our specifications on the updated pricing form from the information we have reviewed from the State of Washington. However, if you find discrepancies between the information attached from the State of Washington and our specification please ADHERE TO OUR SPECIFICATION on the updated pricing form.

58. For the electronic version of the bid, you are looking for it to be in a thumb drive? Also, does the electronic version need to be scanned copies of the original with signatures?
   ➢ Email is sufficient but it does not need to be a scanned copy assuming the information is identical other than signatures
59. For ITB ESD 112-14-20, are the prices denoted lowest in the bid tabulation were the actual awarded prices? I am interested in the reusable cloth, 3-ply and KN95.
   - Yes, those were the awarded prices.

60. Would ESD 112 consider TDLC Payment Terms (Transferrable Documentary Letter of Credit) 100% on sight/presentation of clean export documents?
   - No

61. Can ESD 112 guarantee that no sensitive information (i.e., manufacturers information, alternate product brand) provided in our Bid will be leaked to anyone else outside of the review committee?
   - We will not share information with others directly. However, we are a public entity and subject to open records requests.

62. Would it be okay if I typed out the CORPORATE PROFILE – B Form as is, in Word, so that I could simply type out the answers (with likely adjustments in length of lines according to answers) rather than handwriting all he answers? If that is okay, I think I will also redo and type in answers for the Pricing form, if that is okay.
   - Yes, just put see attached on the bid document page and include your pages as part of the package, no need to recreate to look exact.

End of Questions

Thank you.

Jeff Strunk, Purchasing Manager, ESD 112
E-Mail: Jeff.Strunk@esd112.org
**ESD 112-17-20 - PPE, Re-Supply**  
**Pre-Bid Conference Attendees**

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Employer Health & Safety Requirements for Schools

Craig Blackwood, Dept. of Labor & Industries
Lou Flores, Dept. of Labor & Industries
Ryan Allen, Dept. of Labor & Industries
Jeff Killip, Dept. of Labor & Industries

Lacy Fehrenbach, Dept. of Health
Jamila Thomas, OSPI
Michaela Miller, OSPI
Housekeeping Items

- The recording of this webinar will be posted to OSPI’s website soon.
- Please post your questions using the Q&A feature.
- Questions will be collected and answered through follow-up communication.

October 5, 2020
Purpose of the Guidance

• General guidance to protect employees in common school scenarios under existing conditions.
• For school districts as they develop required COVID-19 safety plans and procedures.
• Guidance focus is on PPE, assuming other required safeguards (cleaning, hygiene, etc.) are present.

*The guidance does not replace local decisions based on specific conditions.

October 5, 2020
How the Guidance was Created

• Developed by a workgroup with representatives from OSPI, DOH, L&I, the Governor’s Office, local superintendents, and labor organizations.
  • Public School Employees of Washington
  • Washington Education Association
  • Washington Association of School Administrators
• The workgroup met from August – September 2020.
Key Points

• The typical instructional setting is classified as **low risk**.
  • There are other scenarios where the risk is lower or higher.
• Low risk PPE: Cloth face covering.
• Medium risk PPE: Face shield + cloth face covering, surgical mask, dust mask, KN95 mask, or KN90 mask.
• High or extremely high risk PPE: N95 respirator or equivalent.
  • If an employer cannot reasonably obtain an N95 or equivalent, they may use a face shield + an FDA-approved surgical mask, procedural mask, or a KN95 mask until a respirator can be obtained.
Measures That Work Together to Keep Students & Staff Safe

- Masking
- Hand Washing
- Physical Distancing
- Disinfecting Surfaces
- Screening

October 5, 2020
Negligible Transmission Risk

Examples

• When working alone in a classroom or office
• Band and choir (remote only)

Mask Requirements

• A mask is not required

October 5, 2020
Low Transmission Risk

Examples
• General group instructional setting
• In a classroom or office; 6 ft. distance easily maintained
• Food service; 6 ft. distance easily maintained

Mask Requirements
• Cloth face covering that fully covers the mouth and nose
  --OR--
• Face shield with a cloth extension attached to the entire edge of the shield

October 5, 2020
Low Transmission Risk Requirement

Cloth Face Covering
Medium Transmission Risk

Examples
• Small group instructional setting; 6 ft. distance
• Transportation (driver & staff); 6 ft. distance mostly maintained
• Food service; 6 ft. distance mostly maintained

Mask Requirements
• Face shield with a cloth face covering
  –OR–
• Non-cloth disposables: dust mask, KN95 or other filtering facepiece respirators, or non-FDA approved procedural masks
Medium Transmission Risk: Examples

From left to right: Face shield with cloth face mask, dust mask, surgical mask
High Transmission Risk

Examples
• Small group instructional setting; without 6 ft. of distance, sustained close contact
• Transportation; without 6 ft. of distance, sustained close contact

Mask Requirements
• Half- or full-face respirator with filter –OR– powered-air purifying respirator with filter
  –OR–
• Industrial use N95, R95, or P95 or non-NIOSH approved filtering facepiece respirator
  –OR–
• Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained)

October 5, 2020
High Transmission Risk: Examples

From left to right: N95 filtering respirator, face shield with surgical mask, elastomeric half-facepiece with particulate (HEPA) filters

October 5, 2020
Extremely High Transmission Risk

Examples

• Health/isolation room

Mask Requirements

• FDA-approved surgical mask or N95 filtering respirator
  –OR–

• Elastomeric respirator with filter
  –OR–

• Face shield plus a KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained)
Extremely High Transmission Risk: Examples

From left to right: N95 mask, surgical N95 filtering respirator, elastomeric half-facepiece with particulate (HEPA) filters

October 5, 2020
Questions

With specific questions about a situation in your district, please request consultative services from L&I:


October 5, 2020
EMPLOYER HEALTH & SAFETY REQUIREMENTS FOR SCHOOL SCENARIOS

September 30, 2020

Developed by:

- The Office of Superintendent of Public Instruction
- The Department of Health
- The Department of Labor & Industries
- Local School District Superintendents
- School Labor Representatives
ABOUT THIS GUIDANCE
The following set of rules and guidance for school staff health and safety was developed by representatives from the Office of Superintendent of Public Instruction (OSPI), the Department of Health (DOH), the Department of Labor & Industries (L&I), local superintendents, and labor organizations.

Questions related to personal protective equipment (PPE) or other employment-related requirements should be directed to L&I, questions about health requirements should be directed to DOH, and questions about K–12 education requirements should be directed to OSPI.

Key Points
This guidance clarifies and builds out the worksite safety guidance embedded in the June reopening guidance (Reopening Washington Schools 2020: District Planning Guide).

The key points are as follows:

- The overall health risk for the typical K–12 in-person instructional setting is classified as low risk. There are other scenarios in the school setting where the risk level may be higher or lower.
- In low risk situations, staff may wear a cloth face covering.
- In medium risk situations, L&I’s long-standing guidance allows for several different protection options, including a face shield with a cloth face mask, a surgical-style mask, a hobby dust mask, a KN95 mask, or a KN90 mask.
- For high risk or extremely high risk situations, an N95 respirator or equivalent should be used. If an employer cannot reasonably obtain an N95 or equivalent, they may use a face shield plus an FDA-approved surgical mask, procedural mask, or a KN95 mask until a respirator can be obtained.
- N95 respirators or equivalent protection are only required in high risk or extremely high risk situations.

For all risk levels, different face covering and respirator options are included in L&I’s Which Mask for Which Task? document.
# TABLE OF CONTENTS

About This Guidance .................................................................................................................. 2  
Key Points .................................................................................................................................. 2  
Introduction ................................................................................................................................. 4  
General Requirements .................................................................................................................. 5  
Scenarios for School Settings ...................................................................................................... 7  
Summary of PPE Requirements for School-Specific Scenarios .................................................. 8  
  Examples of Work Conditions by Transmission Risk Level ...................................................... 8  
  Minimum Required Mask or Respiratory Protection for Employees Without Additional Engineering Controls or PPE .................................................................................................................. 9  
  Staff-Only Face Coverings Required in School-Specific Scenarios ......................................... 10  
  1. General Instructional Settings ................................................................................................. 12  
  2. Individual/Small Group Instructional Support Setting ............................................................. 13  
  3. Office Settings – School and Non-School Based ................................................................. 14  
  4. Transportation .................................................................................................................... 15  
  5. Food Service ...................................................................................................................... 16  
  6. Health/Isolation Room .......................................................................................................... 18  
  7. Band & Choir ...................................................................................................................... 19  
  8. Physical Education ............................................................................................................... 20  
  9. Distribution Centers (Food Service, Technology, etc.) .......................................................... 21
INTRODUCTION

This document provides general guidance to protect employees in common school scenarios under existing conditions. The guidance is intended to aid local school districts and safety officers as they develop required COVID-19 safety plans and procedures. The guidance does not replace local decisions based on specific conditions.

When schools reopen for in-person instruction, they must protect their employees. Required protections may differ based on the specific job duties and occupations. For guidance related to the health and safety requirements for students, please refer to materials developed by the Department of Health, including:

- Fall Guidance, K–12
- Decision Tree, K–12

This document focuses on required PPE, assuming other required safeguards such as cleaning and hygiene, and engineering or administrative controls, are present. It is intended to aid school districts for planning purposes only.

Please also consider recently updated guidance from the U.S. Centers for Disease Control and Prevention (CDC):

- Strategies for Protecting K–12 School Staff from COVID-19
- What is known about the signs and symptoms, burden, and transmission of SARS-COV-2 among children?
- Preparing K–12 School Administrators for a Safe Return to School in Fall 2020
GENERAL REQUIREMENTS

As described in the Reopening Washington Schools 2020: District Planning Guide, school districts, like all businesses, have a general obligation to keep a safe and healthy worksite in accordance with state and federal law and safety and health rules for a variety of workplace hazards. An employer’s obligations include developing an Accident Prevention Plan (APP), including a Job Hazard Analysis that also includes worker protections from COVID-19, a known workplace hazard.

School districts must comply with the following COVID-19 worksite-specific safety practices as outlined in the Governor’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with L&I’s General Requirements and Prevention Ideas for Workplaces and DOH’s Workplace and Employer Resources and Recommendations.

K–12 employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

1. Educate workers in the language they understand best about coronavirus, how to prevent transmission, and the employer’s COVID-19 policies.
2. Limit capacity in indoor spaces to ensure 6 feet of distance can be kept between all staff, students, and others.
3. Maintaining a minimum 6-foot separation is required between all employees, students, and others to the maximum extent feasible. When strict physical distancing is not feasible for a specific task, and takes more than 10 minutes in an hour, the employer is required to provide additional prevention measures, such as use of barriers, masks, or respirators that provide a higher level of protection than a cloth face covering, minimize the number of staff or students in the enclosed areas, and stagger breaks, recesses, and work shift starts.
4. Provide (at no cost to employees) and require the wearing of PPE, such as gloves, goggles, face shields, and face masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.
   a. Exceptions to this requirement for cloth face coverings include:
      i. when working alone in an office, vehicle, or at a job site;
      ii. if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication;
      iii. if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or
      iv. when the job has no in-person interaction.
   b. For additional details, please refer to:
      iii. Cloth face coverings are described in Department of Health guidance.
5. Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
6. Increase the frequency of facility cleaning schedules that includes cleaning and sanitizing with a particular emphasis on commonly touched surfaces – which shall be no less stringent or frequent than what is required by the Department of Health's fall guidance for K–12 schools.

7. Screen employees, students, and any other individual who will be at the school facility for more than 15 minutes, for signs/symptoms of COVID-19 at start of every shift.

8. Make sure sick employees and students stay home or immediately go home if they feel or appear sick.

9. Cordon off any areas where an employee or student with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning and sanitizing guidelines established by the Department of Health in their fall K–12 guidance.

A site-specific COVID-19 supervisor shall be designated by the employer at each school and other worksite to monitor the health of employees and enforce the COVID-19 job site safety plan.
SCENARIOS FOR SCHOOL SETTINGS

The following scenarios are intended as general guidance to aid local school districts and safety officers as they develop required COVID-19 safety plans and procedures. Specific conditions of each work site must be considered when determining workplace protections required for workers. However, these general guidelines should be beneficial for planning and anticipating needed PPE supplies.

Each scenario assumes:

• The activity is conducted indoors, if not otherwise specified. In general, working outdoors reduces potential exposure to airborne pathogens.
• People who are required to wear a cloth face covering are, indeed, wearing a cloth face covering during any interaction. While protections outlined below are required for workers, they are predicated on the assumption that virus transmission is reduced when non-workers also wear at least a cloth face covering.
• No known positive case of COVID-19 exists in the workplace. When a positive case is identified, that person is immediately removed from the worksite, and the locations where the person had been are cordoned off and sanitized before workers return to the area.
• Exposure time exceeds 15 minutes. In general, longer periods of potential exposure increase the likelihood that a worker is infected. For reference, the June reopening guidance exempts individuals who are on campus less than 15 minutes.
• All required protections – including PPE – are provided by the employer. These workplace protections work together to protect workers. No single protection is sufficient by itself.
• Required disinfection occurs before work areas are shared. For example, if a school employee moves from one classroom to another, all shared equipment is sanitized before the next employee arrives.
• Additional controls are not present. Where additional barriers, ventilation, distance or other controls are provided, minimum requirements may be reduced further. Consultative services from the Department of Labor & Industries Division of Occupational Safety and Health are available for districts with specific questions.

In the Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics), minimum requirements for face coverings, masks, and respirators are identified based on transmission level. For each scenario below, a risk level is identified, indicating required PPE and some alternatives. Additional alternatives, or combinations of controls and PPE may also be identified through consultation services.

The summary tables on pages 8–11 provide basic PPE requirements in each scenario. However, all additional conditions identified immediately above must also be considered when applying the minimum PPE guidelines summarized in the tables.
## SUMMARY OF PPE REQUIREMENTS FOR SCHOOL-SPECIFIC SCENARIOS

### Examples of Work Conditions by Transmission Risk Level

<table>
<thead>
<tr>
<th>Negligible Transmission Risk</th>
<th>Low Transmission Risk</th>
<th>Medium Transmission Risk</th>
<th>High Transmission Risk</th>
<th>Extremely High Transmission Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Healthy/Asymptomatic (No COVID-19 Symptoms)</strong></td>
<td><strong>Healthy/Asymptomatic (No COVID-19 Symptoms)</strong></td>
<td><strong>Healthy/Asymptomatic (No COVID-19 Symptoms)</strong></td>
<td><strong>Healthy/Asymptomatic (No COVID-19 Symptoms)</strong></td>
<td><strong>Probable or Known COVID-19 Source or Direct Human Mouth, Nose, or Eye Interactions</strong></td>
</tr>
</tbody>
</table>

**Worksite with controlled and low public interaction, where at least 6 feet of distance is always maintained and only broken in passing once or twice a day.**

*For example, when working alone in a classroom or office.*

**Work inside a structure/office where number present allows for at least 6 feet of distance to be easily maintained fulltime and only broken intermittently, in passing, up to several times a day.**

*For example, in the general instructional setting, in office settings with 6 feet of distance, or in food service with 6 feet of distance.*

**Work inside a structure/office where at least 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations.**

*For example, in an individual/small group instructional setting with 6 feet of distance or in transportation settings with 6 feet of distance mostly maintained.*

**Work in close quarters, such as a multiple-occupancy permit-required confined space or inside a room with 10 or more people where at least 6 feet of distance is not maintained, and includes job tasks requiring sustained close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.**

*For example, in different in-person educational settings with sustained close contact.*

**Healthcare work involving face-to-face close proximity or potential for coughing or sneezing while working with healthy or asymptomatic people. Potential for droplets of biological material or fluids to become airborne within the breathing zone of the employee. Examples include tonometry during eye exams, visual examination of the oral and nasal cavities, visual examination of the eyes, swab sampling in the mouth or nose.**

*For example, in a health or isolation room.*
# Minimum Required Mask or Respiratory Protection for Employees Without Additional Engineering Controls or PPE

<table>
<thead>
<tr>
<th>Negligible Transmission Risk</th>
<th>Low Transmission Risk</th>
<th>Medium Transmission Risk</th>
<th>High Transmission Risk</th>
<th>Extremely High Transmission Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Healthy/Asymptomatic (No COVID-19 Symptoms)</td>
<td>Probable or Known COVID-19 Source or Direct Human Mouth, Nose, or Eye Interactions</td>
</tr>
<tr>
<td>Reusable cloth face covering that fully covers mouth and nose except when working alone in room, vehicle, or on job site. Job has no in-person interaction. A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.</td>
<td>Reusable cloth face covering that fully covers the mouth and nose. A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.</td>
<td>Face shield with a cloth face covering. <strong>-OR-</strong> Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.</td>
<td>Elastomeric half- or full-face respirator with particulate filters **** <strong>-OR-</strong> Powered-air purifying respirator (PAPR) with particulate filter. (Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) <strong>-OR-</strong> Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****). <strong>-OR-</strong> Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained).</td>
<td>FDA-approved surgical mask or healthcare N95 filtering facepiece respirator**** <strong>-OR-</strong> Elastomeric respirator with particulate filters. <strong>-OR-</strong> Face shield plus an FDA-approved KN95 mask, surgical mask, dust mask, or procedural mask (if a respirator cannot be reasonably obtained). Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. Powered-air purifying respirator (PAPR) with particulate filter may be used; no fit testing is required for loose-fitting models. When feasible, people with COVID-19 should also wear an FDA-approved surgical N95 or surgical mask.</td>
</tr>
</tbody>
</table>

*Use a face shield combined with the minimum face covering to lower the risk category where the work or job task allows.

*For all risk levels, different face covering and respirator options are included in L&I’s Which Mask for Which Task? document.
## Staff-Only Face Coverings Required in School-Specific Scenarios

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>In Classroom or Office Working Alone</td>
<td>X – when “working alone,” a mask is not required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Group Instructional Setting</td>
<td>X – with 6 feet of distance easily maintained</td>
<td>X – with 6 feet of distance easily maintained</td>
<td>X – without 6 feet of distance, sustained close contact*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual/Small Group Instructional Support Setting</td>
<td>X – when “working alone,” a mask is not required</td>
<td>X – with 6 feet of distance</td>
<td>X – if near health/isolation room, sustained close contact*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Settings—School and Non-School-Based</td>
<td>X – when “working alone,” a mask is not required</td>
<td>X – with easily maintained 6 feet of distance</td>
<td>X – if near health/isolation room, sustained close contact*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation (Driver and Staff)</td>
<td>X – when “working alone,” a mask is not required</td>
<td>X – with 6 feet of distance mostly maintained</td>
<td>X – without 6 feet of distance, sustained close contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>X – with easily maintained 6 feet of distance</td>
<td>X – with 6 feet of distance mostly maintained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health/Isolation Room*</td>
<td>X – wind instruments permitted only if entirely remote, with no other human</td>
<td>X – for percussion and string instruments only with easily maintained 6 feet of distance</td>
<td></td>
<td></td>
<td>X – whether nurse or other staff*</td>
</tr>
<tr>
<td>Band</td>
<td>X – wind instruments permitted only if entirely remote, with no other human</td>
<td>X – for percussion and string instruments only with easily maintained 6 feet of distance</td>
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<td></td>
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<tr>
<td></td>
<td>outside the household present</td>
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</tr>
<tr>
<td>Choir</td>
<td><em>Remote only with no other human outside the household present; otherwise not permitted at this time. See DOH Guidance to determine when small or large group choir may be resumed.</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education (Outdoor)</td>
<td>X – with easily maintained 6 feet of distance; no strenuous activity; cloth face covering worn at all times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education (Indoor)</td>
<td></td>
<td>X – with 6 feet of distance mostly maintained; no strenuous activity; cloth face covering worn at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Centers</td>
<td>X – with 6 feet of distance easily maintained</td>
<td>X – without 6 feet of distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Additional PPE is required as indicated.*

If an employer cannot reasonably obtain a NIOSH-approved N95 or equivalent for their employees who perform work tasks (not including aerosolizing procedures) that require one, they may utilize a face shield and an approved KN95 mask, dust mask, or procedural mask until a respirator can be obtained. The employer must show that they are attempting to procure the appropriate the PPE (for example, through a standing order that cannot be filled).
1. General Instructional Settings

General instructional settings are the most common settings in schools. This is a typical 900-square-foot classroom with a planned number of students present, allowing for 6 feet of physical distancing and additional recommended health and safety measures as outlined by the Department of Health.

School employees working from their classroom workstation with students present would be at low risk level, where at least 6 feet of distance is easily maintained full time and only broken intermittently, in passing, up to several times a day.

This low risk environment requires:

- Reusable cloth face coverings that fully covers the mouth and nose.
- Tools are not shared or are sanitized between different users.

However, there are some situations that may require a different level of protection, depending on specific job tasks. For example, school employees working from their classroom workstation with no one else (students or staff) present are considered to be “working alone” and, therefore, not required to wear a cloth face covering.

When leaving the classroom or if being joined by any other person, employees must wear a cloth face covering or face shield that includes a cloth extension attached to the entire edge of the shield.

Where possible, a cohort model is used to reduce potential exposure. According to the CDC’s guidance Preparing K–12 School Administrators for a Safe Return to School in Fall 2020, updated August 24, 2020:

Cohorting is a new term for a strategy that schools may use to limit contact between students and staff as part of their efforts to limit transmission of SARS-CoV-2 (the virus that causes COVID-19). These strategies work by keeping groups of students – and sometimes staff – together over the course of a pre-determined period of time. Ideally, the students and staff within a cohort will only have physical proximity with others in the same cohort.

This practice may help prevent the spread of COVID-19 by limiting cross-over of students and school employees to the extent possible, thus:

- Decreasing opportunities for exposure or transmission of SARS-CoV-2
- Reducing contact with shared surfaces
- Facilitating more efficient contact tracing in the event of a positive case
- Allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school-wide measures in the event of a positive case or cluster of cases

Cohorting strategies are common practice in many elementary schools across the United States. Many elementary school students have the same school employees and classmates during the entire school year. Implementation of this strategy varies, depending on setting and resources. For example, schools may:

- Keep cohorts together in one classroom, and have employees rotate between rooms.
- Alternate cohorts by days or weeks, with cohorts assigned to specific days or weeks.
• Adopt a hybrid approach, with some cohorts assigned to in-person learning and others assigned to remote learning.

Evidence of the impact of cohorting on the spread of COVID-19 is limited. Some evidence from other viral disease outbreaks and school reopenings in international settings suggests that cohorting may be an important tool for mitigating the spread of COVID-19. However, it is essential to note that those studies were conducted in very different contexts, in communities with lower transmission levels.

2. Individual/Small Group Instructional Support Setting

Individual instructional settings include situations when work occurs inside a classroom or office where at least 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations. Examples may include:

• Working with students with disabilities or other students needing one-to-one support
• Speech language, behavioral support, or articulation therapy

A school employee working in an individual or small group instructional support setting would generally be considered medium transmission risk.

**Medium transmission risk requires:**

• A minimum of 6 feet of distance is maintained in most interactions.
• Students wear at least a cloth face covering.
• Employees wear at least a face shield with a cloth face covering or non-cloth disposable dust mask, KN95 or other non-approved, foreign-system NIOSH-style filtering facepiece respirator, or non-FDA approved procedure mask.

When working in close proximity with someone who may not be able to consistently wear at least a cloth face covering, best practices also include:

• Wearing a disposable gown that is discarded after each close interaction.
• Frequent hand washing and reminders to not touch face.

In addition, and while it is likely the exception, there may be job tasks that require sustained close contact with students. For those job tasks, a school employee may be considered high transmission risk where at least 6 feet of distance is not maintained, and includes tasks requiring sustained close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.

In these situations:

• School employees wear at least industrial use N95, R95, or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****). If an employer cannot reasonably obtain an approved filtering facepiece respirator, then a face shield plus an FDA-approved KN95 mask, dust mask, or procedural mask is an acceptable alternative.
• Respirator use that is required must comply with existing respirator rules, including medical surveillance, fit testing, training, and a written program. Written Respiratory Protection Program templates can be found on L&I’s website.
3. Office Settings – School and Non-School Based

Like other office settings, school and non-school-based office settings could include situations where workers are “working alone” and also potential interactions with students and other staff on a daily basis. Non-school-based office settings may include short interactions with families and students for specific staff, but primarily the settings would only include other staff members working in the same school buildings.

When a worker in a school-based office setting is expected to interact with others but maintains distance, it would be considered a negligible transmission risk, requiring at least a cloth face covering. This may include situations where more than one worker is in an office space without petitions or doors, or students or other staff may enter the space.

Where an office worker is working alone, with no expectation of human interaction, a cloth face covering is not required. A person is considered to be working alone when they’re isolated from interaction with other people and have little or no expectation of in-person interruption. How often a worker is able to work alone throughout the day may vary.

Examples of working alone include:

- A person by themselves inside an office with four walls and a door.
- A lone worker inside a cubicle with four walls (one with an opening for an entryway) that are high enough to block the breathing zone of anyone walking by, and whose work activity will not require anyone to come inside of the cubicle. Cubicle walls or other barriers may include plexiglass or other non-porous materials.

Staff working in an office with students present would be at low risk level, where a distance of at least 6 feet is easily maintained fulltime and only broken intermittently in passing up to several times a day.

It would require:

- A reusable cloth face covering that fully covers the mouth and nose.
- Tools are not shared or are sanitized between different users.

Office staff who are working with students in the health or isolation room where known or suspected cases of COVID-19 may be present, and where at least 6 feet of distance is maintained may be considered high transmission risk, requiring at least Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****) or surgical mask. If an employer cannot reasonably obtain an N95 or equivalent, they may use a face shield plus an FDA-approved surgical mask, procedural mask, or a KN95 mask.

If their duties include working directly (within 3 feet) with these students, particularly students not able to wear a mask, a respirator is required. See section 6, Health/Isolation Room minimum requirements.

When working in close proximity with someone who may not be able to consistently wear at least a cloth face covering, best practices may also include:

- Wearing a disposable gown that is discarded after each close interaction.
- Frequent hand washing and reminders to not touch face.
4. Transportation

Student transportation may include many different sizes of buses and numbers of students. Students boarding the bus may be screened prior to boarding to take temperatures and observe symptoms. (If screening is done, it is performed by additional staff at the pick-up spot.) Windows should remain open to increase ventilation whenever possible.

A driver or other staff working to transport students would be considered medium transmission risk, requiring they:

- Wear non-cloth disposables, such as dust masks, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks
- OR-
- Wear a face shield with a cloth face covering.

Also, consider leaving seats open near the driver to reduce exposure.

A driver or other staff working to transport students, including students with disabilities or other students that may require the driver or staff to be in close proximity, where at least 6 feet of distance is not maintained, and includes job tasks requiring sustained close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day would be considered high transmission risk, requiring at least Industrial use N95, R95, or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator***). If an employer cannot reasonably obtain an approved filtering facepiece respirator, then a face shield plus an FDA-approved KN95 mask, dust mask, or procedural mask is an acceptable alternative.

When working in close proximity with someone who may not be able to consistently wear at least a cloth face covering, best practices may also include:

- Wearing a disposable gown that is changed between each close interaction.
- Frequent hand washing and reminders not to touch face.

Frequent cleaning procedures for commonly touched surfaces on the bus is also required. Follow CDC guidelines, including:

- Clean and disinfect frequently touched surfaces on school buses at least daily or between use as much as possible.
- Develop a schedule for increased frequency of routine cleaning and disinfection.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.
  - Develop a schedule for increased, routine cleaning and disinfection.
  - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
  - Avoid using cleaning products near children and ensure there is adequate ventilation to prevent children or themselves from inhaling toxic fumes.
When considering spacing of students while being transported, 6 feet of distancing is not required. Follow DOH’s K–12 Fall Guidance, including:

- Keep riders as far apart as possible on the bus. Consider how to reduce occupancy and increase space on the bus through scheduling (e.g., through staggered arrivals/departures, A/B scheduling) or add buses where possible.
- Require assigned seating.
- If possible, seat students with household members or members of their school group/cohort.
- Maximize outside air and keep windows open as much as possible.
- Encourage walking or biking where safe or being driven by caregivers when feasible.
- Require riders and staff members to wear a cloth face covering or acceptable alternative.
- Encourage students to wash or sanitize hands when they leave their home or classroom immediately before boarding the bus.
- Clean and disinfect frequently touched surfaces, including the tops and backs of seats, using an EPA-registered product and following manufacturers’ instructions.

**Additional Resources**

- National Association of Pupil Transportation
- Transit Operators Guidance (CDC)
- List of Disinfectants for Use Against SARS-CoV-2 (Environmental Protection Agency)
- Resources for School Bus Personnel (American Federation of Teachers)

**5. Food Service**

In addition to other applicable food handling and safety requirements, school personnel preparing, serving, delivering, and cleaning up after service for students must be provided appropriate PPE to meet the conditions of their work. Several different approaches to food service in schools may be used.

Wherever possible, schools should have students bring their own meals or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria to reduce staff interaction, while ensuring the safety of children with food allergies.

In addition, schools should:

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered, use pre-packaged boxes or bags for each student instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

In areas where food service workers are in a common, indoor kitchen, where at least 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations would be considered medium transmission risk, requiring:
- Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.

-OR-
- A face shield with a cloth face covering.
- Tools are shared and sanitized between different users.

In areas where food service workers are in a common, indoor kitchen, where number present allows for at least 6-foot distance to be easily maintained full time and only broken intermittently, in passing, up to several times a day would be considered low transmission risk, requiring:
- A reusable cloth face covering that fully covers the mouth and nose.
- Tools are not shared or are sanitized between different users.

Workers delivering meals are encouraged to place them outside the classroom or eating space, and pick up leftover food/packaging there, as well. Staff delivering pre-packaged meals or retrieving debris after meals, but remaining outside the eating area or classroom, where at least 6-foot distance is easily maintained fulltime and only broken intermittently, in passing, up to several times a day are considered low transmission risk, requiring:
- A reusable cloth face covering that fully covers the mouth and nose.
- Tools are not shared or are sanitized between different users.
- A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.

Food service workers serving students or cleaning after a meal, gathered in a cafeteria, whether in a cohort group or not, where at least 6-foot distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations would be considered medium transmission risk, requiring:
- Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.

-OR-
- A face shield with a cloth face covering.

In addition, follow Department of Health guidelines for schools, including:
- Limit gatherings and potential mixing of classes or groups in the cafeteria or other communal spaces.
- If using the cafeteria, have students sit with their class or group and ensure physical distance between students in a group or cohort and between groups.
- Stagger mealtimes in lunchroom or dining hall. Arrange and direct 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 6 feet apart. Individually plate food for each student.
- To reduce the spread of germs, staff (not students) should handle utensils and serve food.
• Clean and sanitize tables before and after each group eats. Use a washable plastic tablecloth for wooden tables.

Schools could also review the [CDC’s guidance for bars and restaurants](https://www.cdc.gov) for additional food service safety guidance.

### 6. Health/Isolation Room

Each school facility is required to plan for temporarily isolating any staff or student who appears symptomatic or indicates a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Refer to the [CDC guidance about protecting school staff](https://www.cdc.gov) to ensure that personnel managing sick employees or students are appropriately protected from exposure. See also [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](https://www.cdc.gov).

- Only designated, trained staff should interact with people showing symptoms of COVID-19. At least one designated, trained staff member should be available at all times in case there is a need to isolate a symptomatic employee or student.
- When providing care for anyone with suspected or confirmed SARS-CoV-2 infection, personnel who need to be within 6 feet of a sick colleague or student must be provided appropriate PPE (including gloves, a gown, a face shield or goggles, and an N95 or equivalent or higher-level respirator or a surgical facemask and face shield if a respirator is not available), and follow [Standard and Transmission-Based Precautions](https://www.cdc.gov).

If respirators are needed, they must be used in the context of a comprehensive respiratory protection program that includes medical exams, fit testing, and training in accordance with Washington Administrative Code 296-842 – Respirators.

Staff serving in these roles would be considered an extremely high transmission risk, requiring:

- FDA-approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. Powered-air purifying respirator (PAPR) with particulate filter may be used; no fit testing is required for loose-fitting models. When feasible, clients with COVID-19 should also wear an FDA-approved surgical N95 or surgical mask.
  - If an employer cannot reasonably obtain an approved filtering facepiece respirator, then a face shield plus an FDA-approved KN95 mask, dust mask, or procedural mask is an acceptable alternative.
- Add face shield to surgical masks or eye goggles to half-face disposable respirators and non-permeable disposable upper body coverings; use powered-air purifying respirator (PAPR) system, elastomeric full-face respirators with particulate filters or higher protection.

However, if the interaction with ill students involves students without masks, particularly for very close contact (3 feet), or if there is an additional reason for concern (aerosol-generating procedure or performing physical assistance would be the most likely), a surgical mask would not be sufficient. If staff are simply watching over the students and can generally maintain physical distancing, then surgical masks are sufficient.
In addition, staff are required to cordon off any areas where an employee or student with probable or confirmed COVID-19 illness was present until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to clean and sanitize.

School nurses circulating in multiple school settings must follow these guidelines for each school setting in which they work. In addition, follow guidelines required for cleaning vehicles prior to traveling between work locations.

*This document does NOT substitute nursing judgment and acknowledges that courses of action may be modified on a case-by-case basis.*

**Additional Resources**
- Guidance for Healthcare Personnel on the Use of PPE in Schools During COVID-19 (National School Nurses Association)
- Special Considerations – School nurses/health professionals (CDC)

### 7. Band & Choir
Continuing the full range of academic activities is important to maintain student learning. However, singing or playing wind and brass instruments, when done by a person with COVID-19, can generate respiratory droplets and aerosols that contain the virus. As shown by recent events, such activities may contribute to virus spread, whether or not that person is symptomatic.

To reduce potential exposure from these activities:
- Band is limited to percussion and stringed instruments only, with physical distancing and at least a cloth face covering to be worn at all times; and
- Choir is permitted only in a remote setting, when no other people outside the immediate household are present. Otherwise, choir is not permitted at this time. See DOH’s guidance to determine when small or large group choir may be resumed.

In addition, students and staff are encouraged to rehearse alone or remotely, whenever possible, and:
- Limit exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Sanitize between users.
- Maintain at least 6 feet of distance between participants.

Band practice should occur outdoors whenever possible. If indoors, increase the distance between staff and students and increase ventilation, including opening windows. Staff are required to wear at least a cloth face covering. No instrument should be played that requires removal of at least a cloth face covering.

**Additional Resources**
- High SARS-CoV-2 Attack Rate Following Exposure at a Choir Practice (Skagit County, Washington, March 2020)
- Safer Singing During the SARS-COV-2 Pandemic: What We Know and What We Don’t (Naunheim et al., 2020)
8. Physical Education
Whenever possible, physical education should occur outdoors, within class cohorts. Outdoor locations for fitness training and team sports are preferred to indoor locations and should be utilized to the greatest extent possible to allow for maximum fresh air circulation and social distancing. Outdoor temporary structures may be used. Outdoor temporary structures should have no more than two walls to provide appropriate ventilation.

Limit exercise so that it is not strenuous to allow students and staff to continue to wear at least a cloth face covering and maintain at least 6 feet of distance. Clean and disinfect all exercise equipment and tools between users.

If indoors, increase the distance between staff and students during exercise and follow DOH guidelines, avoid strenuous activity so that a cloth face covering is worn by all participants at all times. Keep doors and windows open where possible and utilize fans to improve ventilation. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.

Use class cohorts to reduce possible transmission outside the cohort. Clean and disinfect all exercise equipment and tools between users. In addition, schools should:

- Modify or adjust cardio equipment, free weight areas, weight training equipment, and classrooms to maintain at least 6 feet of distance between students, coaching staff, and athletic trainers.
- Where specialized equipment is used such as weighs, balls, or rackets, they must be disinfected between each use.
- Consider limiting locker room access to the restroom area only, prohibiting the use of shower and changing areas.
- Consider closing water stations and water fountains if students have alternative water access.
- Encourage staff and students to bring their own water bottles to minimize use and touching of water fountains or consider installing no-touch activation methods for water fountains.
- Students and staff must wash their hands or use hand sanitizer before and after each exercise session.
- Mark group exercise areas with floor markings to show the physical distancing requirements for participants, when practical, and sanitize thoroughly before and after use. Adequate time must be provided between classes in order for the facility to properly sanitize after each class.

Staff, whether working with a cohort or not, where at least 6 feet of distance is mostly maintained, but with job tasks that require sustained several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations, are considered medium transmission risk, requiring:

- Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.

-OR-

- A face shield with a cloth face covering.
Additional Resources

- COVID-19 Reopening Guidance for Businesses and Workers (Governor Inslee’s Office)
- Phase 2 and 3 Indoor Fitness and Training COVID-19 Reopening Requirements – Update (Governor Inslee’s Office)
- Indoor Fitness and Training – Proclamations 20–25 (August 3, 2020 Memo by Governor Inslee)
- Fitness Frequently Asked Questions (Governor Inslee’s Office)

9. Distribution Centers (Food Service, Technology, etc.)

Distribution centers used to prepare and distribute items such as meals, student learning packets, or technology have generally been held outside with few or no students present. Interaction is limited between employees and the public, with the public remaining in their vehicles to access services and supplies.

The following guidance should be followed when school employees are outside and are working together to prepare and package meals and materials:

1. In a large area where at least 6 feet of distance is easily maintained fulltime and only broken intermittently, in passing, up to several times a day and tools are not shared or are sanitized between different users would be considered low transmission risk, requiring:
   - A reusable cloth face covering that fully covers the mouth and nose.
   - Writing utensils or other tools are not shared or are sanitized between users.
   - A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.

2. In a large area where at least 6 feet of distance is mostly maintained, but with job tasks that require several minutes of 6-foot distance broken several times a day and tools are shared and sanitized between different users would be considered medium transmission risk, requiring:
   - Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.
   - OR-
   - A face shield with a cloth face covering.

For school employees working together to distribute meals and materials where they are outside and have limited interaction with members of the public only such as reaching through a car window and/or placing items into a car trunk, where at least 6 feet of distance is easily maintained fulltime and only broken intermittently, in passing, up to several times a day and tools are not shared or are sanitized between users would be considered low transmission risk, requiring:

- A reusable cloth face covering that fully covers the mouth and nose.
- Writing utensils or other tools are not shared or are sanitized between users.
- A face shield that includes a cloth extension attached to the entire edge of the shield is an acceptable accommodation.
Additional Resources

- Preparing K–12 School Administrators for a Safe Return to School in Fall 2020 (CDC)
## Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices

May 22, 2020

<table>
<thead>
<tr>
<th>Worksite Tasks</th>
<th>Negligible Transmission Risk</th>
<th>Low Transmission Risk</th>
<th>Medium Transmission Risk</th>
<th>High Transmission Risk</th>
<th>Extremely High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health status of the people around you</strong></td>
<td>Healthy/Asymptomatic (no COVID-19 symptoms)</td>
<td>Healthy/Asymptomatic</td>
<td>Healthy/Asymptomatic</td>
<td>Healthy/Asymptomatic</td>
<td>Probable or known COVID-19 source or direct human mouth, nose, eye interactions.</td>
</tr>
<tr>
<td>**Example of work conditions *, **</td>
<td>Employee working alone, or all outside, or 1-9 total persons inside building/structure with outside or HVAC air, where at least 6-foot distance is always maintained. Tools are not shared or are sanitized between different users.</td>
<td>Crews outside on large worksite where at least 6-foot distance is <strong>easily maintained fulltime</strong> and only broken intermittently, in passing, up to several times a day. Tools are not shared or are sanitized between different users.</td>
<td>Large crews outside where at least 6-foot distance is mostly maintained, but with job tasks that require several minutes of 6-foot distance broken several times a day. Tools are shared and sanitized between different users.</td>
<td>Work in close quarters, such as a multiple-occupancy permit-required confined space or inside a room with 10 or more people where at least 6-foot distance is <strong>not maintained</strong>, and includes job tasks <strong>requiring sustained close-together</strong> (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.</td>
<td>Transporting/caring for <strong>symptomatic patients with probable or active COVID-19</strong> within 6 feet in vehicle; or non-hospital setting or a residence with no sanitization protocols in place.</td>
</tr>
<tr>
<td>Worksite with controlled and low public interaction, where at least 6-foot distance is always maintained and only broken in passing once or twice a day.</td>
<td>Work inside a structure/office where number present allows for at least 6-foot distance to be easily maintained fulltime and only broken intermittently, in passing, up to several times a day.</td>
<td>Work inside a structure/office where at least 6-foot distance is mostly maintained, but with job tasks that <strong>require sustained</strong> several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations.</td>
<td>Work cleaning and sanitizing of surfaces and floor after confirmed active COVID-19 employee was present in the area. Also includes work that cannot be delayed, performing services in homes of quarantined confirmed COVID-19 clients. Examples include emergency plumbing repair or in-home pet euthanasia.</td>
<td>Healthcare work involving face-to-face close proximity or potential for coughing or sneezing while working with <strong>healthy or asymptomatic people</strong>. Potential for droplets of biological material or fluids to become airborne within the breathing zone of the employee. Examples include tonometry during eye exams, visual examination of the oral and nasal cavities, visual examination of the eyes, swab sampling in the mouth or nose.</td>
<td></td>
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<td></td>
<td>Non-healthcare work involving personal services (such as haircuts) where there are 1 or 2 workers inside room. All clients assumed to be wearing cloth face coverings or higher level of protection.</td>
<td>Non-healthcare work involving personal services (such as haircuts) where there are 3-6 workers inside a room where at least 6-foot distance is not maintained and job tasks require sustained close-together (less than 3 feet apart) work. All clients assumed to be wearing cloth face coverings or higher level of protection.</td>
<td>Healthcare work involving procedures in close proximity to healthy or asymptomatic people with potential for aerosols generated from saliva or mucous from the mouth or nose. Examples include dental work with an ultrasonic scaler, air/water syringe, or hand piece, administering medicines with a nebulizer, spirometry, deep or forced breathing exercises.</td>
<td>Vehicle with more than one occupant where at least 6-foot distance is not maintained, and includes job tasks requiring close-together (less than 3 feet apart) work for more than 10 minutes in an hour at least once a day.</td>
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</table>

**Number of people and conditions in work vehicle**

Note: Vehicles must be sanitized between different drivers and occupants.
<table>
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<tr>
<th>Work Conditions</th>
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<tr>
<td>Minimum required mask or respiratory protection for employees without additional engineering controls or PPE ***</td>
<td>Reusable cloth face covering that fully covers mouth and nose for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.</td>
<td>Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.</td>
<td>Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.</td>
<td>Elastomeric half- or full-face respirator with particulate filters **** --OR-- Powered-air purifying respirator (PAPR) with particulate filter. (Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) --OR— Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****).</td>
<td>FDA-approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. Powered-air purifying respirator (PAPR) with particulate filter may be used; no fit testing is required for loose-fitting models. When feasible, clients with COVID-19 should also wear an FDA-approved surgical N95 or surgical mask.</td>
</tr>
<tr>
<td>Strongly recommended worksite protections</td>
<td>Reusable cloth face covering that fully covers mouth and nose for all employees not working alone.</td>
<td>Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between people. Ask workers for suggestions on further improvements to controls.</td>
<td>Use face shield combined with minimum face covering to lower risk category where work or job task allows.</td>
<td>Minimize number of workers present in high-risk work tasks. Consider all possible ways to accomplish the work without people in close proximity.</td>
<td>Add face shield to surgical masks or eye goggles to half- face disposable respirators and non-permeable disposable upper body coverings; use powered-air purifying respirator (PAPR) system, elastomeric full-face respirators with particulate filters or higher protection.</td>
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</tbody>
</table>
### Work Conditions

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<tr>
<td><strong>Comment</strong></td>
<td>Employees should be strongly encouraged not to carpool to and from work unless wearing facial covering or mask protection. This is suspected as a source of several national outbreaks.</td>
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<td></td>
</tr>
</tbody>
</table>

*Social distancing is at least 6 feet apart between employee to employee, or employee to any other human.*

**Other respirators or PPE may be required due to other hazards such as chemical exposures or projectile exposures. The PPE ensemble must protect the worker from all hazards that are not otherwise controlled.**

*** Without additional engineering controls or PPE for employees like barriers or face shields or local ventilation.

**** Particulate-filtering respirators are rated by NIOSH for oil mist resistance (N, R, or P) and filtering efficiency (95, 99, and 100). An N-95 respirator is the least resistant to oil mists and lowest-filter efficiency. For protection from the COVID-19 virus, an N-95 rated respirator is sufficient and any other particulate respirator can be substituted. Foreign-certified respirators below may be used:

- Australia: AS/NZS 1716:2012
- People’s Republic of China: GB 2626-2006; and GB 2626-2019
- European Union: EN 140-1999; EN 143-2000; and EN 149-2001
- Japan: JMHLW-2000
- Republic of Korea: KMOEL-2014-46; and KMOEL-2017-64
- Mexico: NOM-116-2009