RETURN TO LEARN HANDBOOK
2021-22

This handbook is designed to provide a general overview on the ways BISD has modified operational practices to keep schools as safe as possible. This handbook is based on guidance from the Department of Health & subject to updates.
**COVID MITIGATION STRATEGIES IMPLEMENTED THROUGHOUT BISD**

**Masks Required**
Regardless of a student’s vaccination status, proper mask use is required on all campuses (both indoors and outdoors for grades K-6 and indoors for grades 7-12) and at all times on buses. The DOH does not recommend the use of masks with exhalation valves or vents, or single-layer bandanas and gaiters.

**Hand Hygiene**
Frequent hand-washing and sanitizing are required throughout the day. Self-serve hand sanitizer (70% alcohol) is available throughout all school buildings as well as sinks with soap dispensers. Washing hands should occur for at least 20 seconds.

**Physical/Social Distancing**
Physical distancing (3 feet) is required between students in classrooms. Additional physical distancing (up to 6 feet) is implemented in dining areas when masks are removed to eat and drink. Guidance from the Department of Health states: There may be moments, such as passing by others in the hallway or during play at recess when students are not fully physically distanced (3 feet) from each other. This is why the use of additional mitigation strategies (mask-use, frequent hand hygiene, etc.) is imperative. Staff will work to maintain 6 feet of distance from students, and other staff or visitors.

**Guardians to Evaluate the Health of Students**
Prior to the start of the school year (or within the first week of a new student enrolling in BISD), BISD guardians will attest via a form that they will evaluate their students on a daily basis for COVID-19 symptoms, will take students’ temperature daily, will not send a student to school if they are exhibiting any symptom of COVID-19 and will contact school staff if their student is a close contact or tests positive for COVID. If the student is not fully vaccinated and there is concern that they have been exposed to COVID-19, guardians should keep the student home from school and follow the recommendations provided by BISD and the Kitsap Health District.

**Signage**
Appropriate signage is displayed prominently throughout buildings reminding students to wear masks, stay physically distanced, etc.

**Routine Cleaning & Disinfecting**
Frequently touched surfaces (such as door handles, water fountains, etc.) are cleaned and disinfected each night after students leave.

**Environmental Modifications**
Classroom windows are open and HVAC systems programmed to maximize the use of outside air to facilitate increased ventilation throughout buildings. Educational spaces lacking significant or natural ventilation are outfitted with commercial-grade portable air purification devices.

**Access to Testing**
BISD offers COVID-19 testing for students and staff. Testing options will include nasal PCR (self-administered & shallow) which takes 2-3 days for results and rapid antigen tests which provide results within 15 minutes.
WHAT TO EXPECT DURING THE SCHOOL DAY*

Mask Use
Regardless of a student’s vaccination status, proper mask use is required on all campuses (both indoors and outdoors for grades K-6 and indoors for grades 7-12) and at all times on buses. The DOH does not recommend the use of masks with exhalation valves or vents, or single-layer bandanas and gaiters.

Physical Distancing
Students remain at least 3 feet apart from each other in the classroom setting. In schools’ eating areas, physical distancing between students increases (up to 6 feet). There may be moments, such as passing by others in the hallway or during play at recess when students are not fully physically distanced (3 feet) from each other. This is why the use of additional mitigation strategies (mask-use, frequent hand hygiene, etc.) is imperative.

Outdoors
• Elementary students have recess time.
• Secondary students have built-in breaks throughout the day.

Eating & Drinking
• Schools’ seating arrangements in their eating areas have been modified to maximize the distance between students (up to 6 feet).
• Snacks & Sips of Water: Kitsap Public Health has shared that taking a sip of a beverage or placing a small amount of food in your mouth (i.e. cracker) under a mask is OK in a classroom setting as there are few respiratory droplets created and thus a lower risk (as compared to eating a full meal). Ideally, snacking should occur at a distance of greater than 3 ft.
• Students are encouraged to bring a water bottle (ideally with a straw or spout) to fill.

*Additional information on specific activity and program details are available in the BISD COVID-19 Safety Handbook.
WHAT TO EXPECT WHEN ACCESSING BISD TRANSPORTATION

Transportation

- Students have assigned seating on buses.
- Similar to last school year, there is not a set physical distance requirement for buses. Students are spaced out as much as possible but the exact distance will vary depending on ridership.
- Everyone riding the bus must wear a mask.
- Windows are lowered to at least the first notch (approximately one inch) in order to maximize ventilation.
- Transportation staff sanitize and disinfect the bus throughout the day.
- At the end of the school week, custodians deep clean all transportation vehicles.
- Transportation will continue to be limited to a student's home or to one of the following locations: Boys & Girls Club, Big Kids / Kids Club, Hazelcreek Montessori. Transportation to alternate locations for playdates or activities cannot be accommodated.

Questions? Contact the BISD Transportation Department at 206-842-4641 or email Transportation@bisd303.org.
BISD encourages those who are eligible for the COVID-19 vaccine to be vaccinated. You can find vaccination information and appointments here.

It is important to reiterate that even those fully vaccinated can still become infected with the COVID-19 virus and spread it to others. Vaccines help diminish the severity of the COVID-19 infection.

BISD nursing staff have access to information regarding student's COVID-19 vaccines. Those that are vaccinated may not have to quarantine if exposed to COVID-19 (see pages 7-8 for details.)

Stay Well
- Wash your hands (regularly for 20 seconds) or disinfect frequently with hand sanitizer.
- Watch your distance (maintain social/physical distancing).
- Wear your mask.
- Stay home if you are sick.
KEEPING EACH OTHER SAFE

Daily Health Monitoring

Guardians **must attest** that they agree to monitor their students’ health on a daily basis for illness. Please use the following to help guide your evaluation of your student and keep them at home if they are exhibiting any of the following:

- **COVID-19 Symptoms:**
  - Fever (see below for the CDC's definition of a fever)
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

**OTHER ILLNESS INDICATORS ON WHEN TO KEEP A CHILD HOME FROM SCHOOL:**

- **Fever:** CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F or greater, **or** feels warm to the touch, or gives a history of feeling feverish. In certain situations, other methods of detecting a possible fever should be considered:
  - self-reported history of feeling feverish when a thermometer is not available or the ill person has taken medication that would lower the measured temperature.
  - the person feels warm to the touch.
  - the appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.
- **Vomiting** during the night or more than twice in the past 24 hours
- **Diarrhea** during the night or more than twice in the past 24 hours
- **Strep Throat** (must have been taking an antibiotic for at least 24 hours before returning to school)
- **Bacterial Conjunctivitis, or Pink Eye** (must have been taking an antibiotic for at least 24 hours before returning to school)
- **Ear Infection** (must have taken an antibiotic for at least 24 hours before returning to school)
- **A bothersome body rash**, especially with fever and/or itching that spreads quickly and/or has open, weeping wounds
- If a student isn’t vaccinated and there is concern that they may have possibly been exposed to a confirmed case of COVID-19, please keep the child home and contact the student’s school for guidance.
- If your student has a confirmed case of COVID-19 please contact your child’s school nurse.
BISD COVID-19 TESTING

BISD is pleased to partner again with the Department of Health to offer COVID-19 testing for students. There is no out-of-pocket cost for the test but if you have health insurance, you are asked to provide the insurance information (this only applies to the PCR test). You will not be subject to a co-pay. Testing is only available for BISD staff and BISD students.

The BISD testing center is open school days from 6:45 a.m. to 4:45 p.m. Two types of testing will be offered: PCR Tests (for symptomatic individuals) and Rapid Antigen Tests (for asymptomatic individuals).

The testing site is held at the District Office behind the District Office (8489 Madison Ave., between Ordway Elementary and the Aquatic Center). Families wishing to access testing for their students should review the instructions here.

Things to know:
- Both tests require self-administered shallow nasal swabbing; guardians may have to assist younger children.
- A waiver must be signed by a legal guardian before students younger than 18 can be tested.
- PCR results are received 36-48 hours after the lab receives the test specimen; Rapid Antigen results take about 15 minutes.
- If the Rapid Antigen test comes back positive, it is recommended to re-test using the PCR test.

NOTE: The BISD testing center is open Monday through Friday; it is closed during school breaks or if school is canceled due to inclement weather.

IMPORTANT: BISD students and staff needing testing for travel purposes must access an alternative testing site. BISD is not equipped to provide results to meet travel requirements.

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Swab inside the nose.

- Insert the entire soft tip of the swab into one nostril until you feel a bit of resistance.
- The swab should continually touch the inside of the nostril.
- Using a circular motion & medium pressure, swab the inside 4 times.

Swab inside the other nostril.

- Using the SAME END of the swab, repeat 4 rotations in the other nostril.
COVID-POSITIVE & COVID-EXPOSURE GUIDANCE

If a student tests positive for COVID-19 or is exposed to a positive individual, please contact BISD as soon as possible. Please isolate positive cases.

**BISD COVID-19 Responders**

If your student tests positive or is exposed to a positive individual, please contact Gilian Engelson, gengelson@bsd303.org, 206-780-1887 or Dane Fenwick, dfenwick@bsd303.org, 206-780-1454 or Erin Murphy, emurphy@bsd303.org, 206-780-1072. BISD will honor the confidentiality of all information related to confirmed cases of COVID-19.

**Isolation & When to Return to School**

NOTE: The COVID-19 Responder will help guide you through the process

- An individual with a symptomatic, confirmed case may return to school once it’s been 10 days since symptoms first appeared, the symptoms have improved and that the person hasn’t had a fever for at least 24 hours (without the use of medication). **NOTE: All three conditions must be met.**
- An individual with an asymptomatic confirmed case may return once 10 days have passed since the date of the positive COVID-19 test.

**COVID-EXPOSURE GUIDANCE**

If BISD is made aware of a COVID-19 case involving our schools, we will work with Kitsap Public Health District to prevent the further spread of the virus.

**Close Contact Defined & Close Contacts in the K-12 Setting:**

- The CDC defines a close contact as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated. **NOTE In its K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year,** the Department of Health states the following:
  
  _In a K-12 indoor classroom, the close contact definition excludes students who were at least three feet away from an infected student when (a) both students were wearing face coverings/masks and (b) other prevention strategies were in place (such as increased ventilation, hand washing, etc.)._

- The ultimate determination of close contact is made by the local health jurisdiction during its investigation.
- In addition, close contacts include those living in the same household with a confirmed case of COVID-19 and those in direct contact with secretions from a person with a confirmed case of COVID-19 (e.g., being coughed on, sharing utensils, etc.).
- It is possible that the amount of time required to quarantine may be reduced through testing. The BISD COVID-19 Responder will walk you through the process.
- There are some possible exemptions to quarantine. See page 8 for more details.
QUARANTINE AND ISOLATION

Quarantine

Quarantine is when someone who has been exposed to the COVID-19 virus stays home and away from others in case they were infected. The district COVID-19 Responders (listed on page 7) will help families walk through the process.

If a student is asked to quarantine the student must stay at home for 14 days after their last contact with the COVID-19 positive case. Monitor the student’s symptoms during this time and if any COVID-19 symptoms develop during the 14 days, they are encouraged to get tested. If they test positive for COVID-19 they must isolate and their 10-day isolation period begins based on the date of symptom onset or date of the COVID-positive test.

A negative test may shorten the time for quarantine. The BISD COVID-19 Responders will help walk you through the details. (BISD offers testing for students. See page 6 for details.)

Possible exemptions from quarantine include:

- If you have been in close contact with a COVID-19 positive individual and are fully vaccinated (for at least 2 weeks) and have no symptoms, you do not need to quarantine - but should be tested between days 5-7 following the close contact. Individuals in this situation should monitor their symptoms closely.
- If you have recovered from COVID-19 in the past three months and do not have symptoms, you do not need to quarantine but should watch for symptoms and get tested if symptoms develop.

Isolation

If during quarantine the student tests positive for COVID-19, please contact the district COVID-19 Responders (listed on page 7) who will walk families through the isolation process.

- An individual with a symptomatic, confirmed case may return to school once:
  1. It’s been 10 days since symptoms first appeared
  2. The symptoms have improved
  3. The person hasn’t had a fever for at least 24 hours (without the use of medication)

  **All three conditions must be met.**

- An individual with an asymptomatic confirmed case may return once 10 days have passed since the date of the positive COVID-19 test.

Accessing School Work / Making Up Missed Work

Staff will support isolated or quarantined students similar to how they support any student who is absent due to illness.
COMMUNICATION OF COVID-19 POSITIVE CASES

Public Health Notification
BISD will notify local public health officials in all circumstances in which we receive notification of a positive test, or in other circumstances that require further consultation.

Family Communication
It is the goal of BISD to keep families informed of COVID positive cases impacting school and district facilities while respecting the privacy of individuals.

- For each positive COVID case, close contacts will be notified by phone and email. NOTE: If the COVID-positive individual was not on campus or in school within 48 hours prior to symptom onset or positive COVID test, there will not be any close contacts identified in the school setting.
- After the confidential, private notification to close contacts, additional communication will be provided as directed by the Kitsap County Health District.

BISD will follow required health department contact tracing and quarantine measures in the event of a positive COVID-19 diagnosis in our schools. This could result in some students and staff being asked to quarantine as directed by the health department. Total school closure will occur if advised by the health department.

NOTE: BISD uses the guardian contact information listed in Skyward/Family Access to send communications. Please make sure your contact information is correct.

This handbook was developed using the guidance outlined in the Washington State Department of Health’s K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year, dated Oct. 27, 2021. BISD believes in following the science related to COVID safety protocols. We are confident in the recommendations from our Washington State and Kitsap County Health Departments, and we have incorporated their mandates and recommendations into our district’s reopening plan.