



# BAINBRIDGE ISLAND SCHOOL DISTRICT RETURN TO LEARN HANDBOOK

*This handbook is designed to highlight the many ways  
BISD has modified operational practices to keep  
students and staff as safe as possible during in-person  
learning.*

Updated Jan. 28, 2021

# ADAPTATION STRATEGIES



- **Masks Required:** Masks are required on all campuses and buses.
- **Self-Serve Hand Sanitizer:** Hand sanitizer is available throughout all school buildings.
- **Personal Hygiene:** Hand-washing and sanitizing will be required throughout the day.
- **Health Screening:** All staff, students and visitors are required to clear screening prior to entering the building. The screening process includes responding to questions and having your temperature taken. Students/staff will scan on their BISD-provided ID card during the screening process. [These will be mailed to families prior to in-person learning.]
- **Physical/Social Distancing:** Physical distancing (6 feet) will be required while on school district property.
- **Movement Logistics:** Protocols will be implemented to manage movement and limit transmission opportunities within the school building.
- **Signage:** Appropriate signage will be displayed prominently throughout buildings.
- **Cleaning & Sanitizing:** Enhanced cleaning, disinfection, and sanitation of schools and buses will be conducted.
- **Environmental Modifications:** Changes to the physical learning environment will be implemented, inclusive of ventilation improvements, drinking fountains turned off, and adjusted classroom design and setup.

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- Classrooms
- The School Day
- Transportation
- Screening
- COVID-19 Response

*For more detailed information, view the [BISD COVID-19 SAFETY HANDBOOK](#).*

# ADAPTATION STRATEGIES - VIDEOS



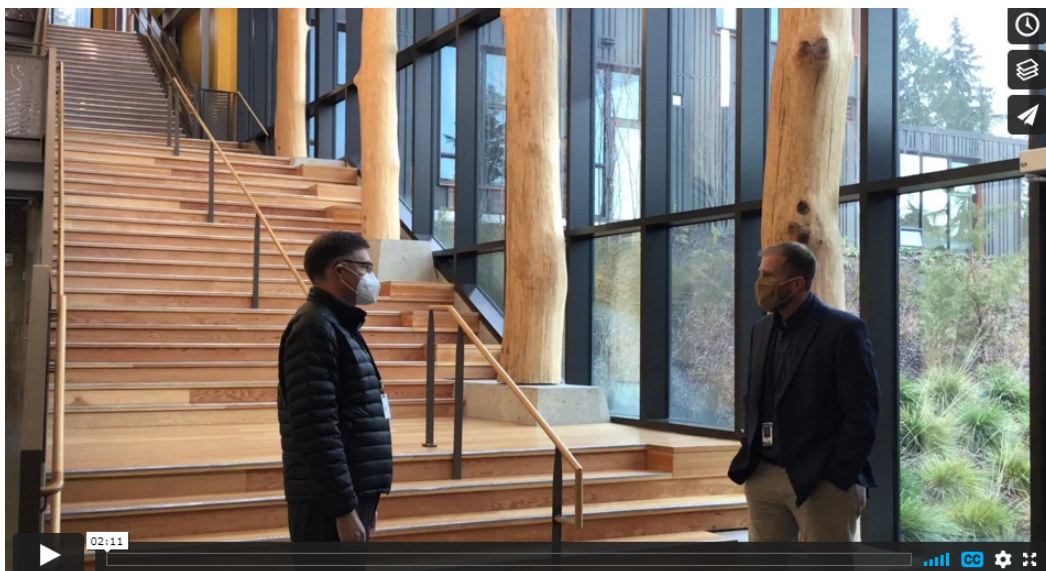
BISD principals and staff created videos explaining the COVID-19 safety protocols that are enacted at all of our schools and buildings. Please take a few minutes to view them to gain an understanding of the measures.



## HELPING TO KEEP YOU SAFE VIDEOS:

- DAILY SCREENING\*
- WEARING MASKS
- ENHANCED CLEANING & SANITIZING
- POINT-OF-CONTACTS
- INCREASED AIR CIRCULATION
- SOCIAL DISTANCING
- STAY HOME WHEN SICK
- HOW THE SCHOOL DAY WILL BE DIFFERENT:  
ELEMENTARY

*\*Since the time this video was filmed, the DOH updated the screening questions. See page 8 for the most recent questions.*



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# HOW SCHOOLS WILL BE ADAPTED



## Face Coverings & Personal Hygiene

- Masks are required on all BISD buses and campuses; students are responsible for supplying their own masks and bringing a spare. BISD will have additional masks should the need arise.
- The use of hand sanitizer or hand washing will be required upon entrance to the building and encouraged throughout time on campus.

## School Logistics

- Signage to direct traffic flow, support distancing, and required face coverings.
- Field trips are not permitted at this time.
- In-school volunteers are not permitted at this time.

## Cleaning and Increased Sanitizing

- Conduct additional disinfecting and cleaning, utilizing Environmental Protection Agency-rated cleaners.
- Ensure sanitizing of frequently touched surfaces, such as door handles and light switches.
- Classrooms, offices, and restrooms will be cleaned throughout the day and as needed.

## Environmental Modifications & Enhancements

- Increased air ventilation and the incorporation of outside air.
- Designated isolation room at each school which does not tap into the building's HVAC system; use of air purifiers in the isolation rooms.

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# HOW CLASSROOMS WILL BE ADAPTED



Classroom sizes and spaces will be modified as appropriate to promote distancing and support each student's understanding of their role in maintaining a healthy classroom environment.

## Physical/Social Distancing

- Students required to physically distance.
- Supplies separated to limit sharing of items.
- Assigned seating in each classroom.

## Personal Hygiene

- Introduce strategies & guidelines for students on hand washing, hygiene practices and proper mask hygiene.
- Post signage on infection & transmission prevention best practice within classrooms and buildings.
- Encourage frequent hand washing.

## Cleaning & Increased Disinfecting

- Disinfect and clean tabletops, desks, and chairs with Environmental Protection Agency-rated cleaners.
- Provide teachers with cleaning products for intermittent use on frequently touched surfaces.

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# WHAT TO EXPECT ON A SCHOOL DAY



Face coverings are required for students at all times. School leaders will modify building activities to limit large groups. Signage is posted to require personal hygiene, face coverings, and other infection or transmission prevention practices.

## Outside Time

- There will not be recess. However, teachers may elect to take students outdoors for movement breaks. The use of play structures, balls, jump ropes, etc. is not allowed.
- Masks use must continue, even outdoors.
- Physical distancing must continue, even outdoors.

## Eating & Drinking

- There will not be lunch or snack time at school. Parents of students who require access to snacks for medical reasons should contact the classroom teacher and school nurse.
- Drinking fountains will be turned off. Students can bring a personal water bottle. When ready for a drink, students should use the earpiece of the mask to lower & raise their masks.

## Cleaning & Increased Disinfecting

- Disinfect and clean tabletops, desks, and chairs with Environmental Protection Agency-rated cleaners.
- Provide teachers with cleaning products for intermittent use on frequently touched surfaces.

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# HOW TRANSPORTATION WILL BE ADAPTED



Modifications to bus operations will occur and enhanced cleaning practices will support bus safety. Students who are able to travel to / from school via an alternative method (walk, ride a bike, personal car) are encouraged to do so.

## It's Important to Note the Following:

- Bus transport is the exception to the 6-foot rule of physical distancing.
- Students will not be screened **until arriving at school**; it's imperative that parents not send students on the bus if they will not be able to pass the screening (answering "no" to all the questions and not having an elevated temperature).
- Students will be assigned to one bus route. Due to capacity constraints, students will be unable to ride a different bus with a friend.
- We understand that situations change and that your child (who usually rides the bus to and from school) may have days where she/he is being picked up by a parent. When possible, please let your child **and** the school's front office know about the change prior to the start of the school day. Thank you!

*Please continue reading important transportation updates on the following page.*

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# HOW TRANSPORTATION WILL BE ADAPTED



## Bus Transportation Modifications

- Everyone riding the bus must wear a mask.
- Students will have assigned seating; students from the same household will be seated together.
- Windows will be lowered to at least the first notch (approximately one inch) in order to maximize ventilation.
- Transportation staff will sanitize and disinfect the bus throughout the day.
- At the end of the school week, custodians will deep clean all transportation vehicles



[Click here to watch the Transportation Video](#)



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# HOW THE SCREENING PROCESS WORKS



All students, staff and visitors must be screened prior to entering school district facilities. The answer to the four screening questions must all be "no". In addition, temperature checks will be taken via the temperature kiosk.

## Screening Questions (Updated Jan. 2021)

1. Do you have any of the following symptoms in the last 24 hours that are not caused by another condition?
  - Fever (100.4F) or 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
2. Have you been in close contact with anyone with confirmed COVID-19?
3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?

## It's Important to Note the Following:

- Students will scan-in upon arrival to school. By scanning, they indicate their answers are NO to all questions.
- For younger students, parents must review the student's responses to the screening questions prior to the student's arrival at school.



[Click here to watch the Check-In Video\\*.](#)

\*Since the time this video was filmed, the DOH updated the screening questions. See above for the most recent questions.

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# HOW THE SCREENING PROCESS WORKS



## It's Important to Note the Following:

- If students exhibit symptoms of COVID-19 but they are attributable to a pre-existing medical condition (such as allergies), the student may attend if written documentation of the condition from a medical provider is obtained and submitted to the school. However, many of the symptoms of COVID-19 are attributable to other illnesses or conditions and thus, individuals with a documented medical condition who notices any difference in their symptoms should isolate at home until they are symptom-free and/or pursue COVID-19 testing.



[Click here to watch the Check-In Video.\\*](#)

\*Since the time this video was filmed, the DOH updated the screening questions. See page 8 for the most recent questions.



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# KEEPING EACH OTHER SAFE



Bainbridge Island School District partners with the Kitsap County Health District to make a range of decisions for our school community. This partnership includes close communication and consultation to ensure the health and safety of students, families, and staff.

## Stay Well

- Wash your hands (regularly for 20 seconds).
- Watch your distance (maintain social/physical distancing).
- Wear your mask.
- Stay home if you are sick.

## Daily Health Monitoring

- Employees should monitor themselves and their families prior to coming to work.
- Families should monitor their students and other family members before coming to schools.
- **If there is any concern that you or someone in your immediate household is sick or exhibiting COVID possible symptoms - STAY HOME.**



Increased hygiene practices  
**SAFETY REQUIREMENTS  
FOR IN-PERSON LEARNING**



The use of face coverings  
**SAFETY REQUIREMENTS  
FOR IN-PERSON LEARNING**



Social distancing (6-feet)  
**SAFETY REQUIREMENTS  
FOR IN-PERSON LEARNING**



Stay at home if sick  
**SAFETY REQUIREMENTS  
FOR IN-PERSON LEARNING**

# COVID-19 POSITIVE GUIDANCE



If a staff or student tests positive for COVID-19, please do the following:

## BISD Points of Contact (POC)

- Reach out to one of the following BISD staff members
  - Jim Corsetti, [jcorsetti@bisd303.org](mailto:jcorsetti@bisd303.org), 206-780-1261
  - Dane Fenwick, [dfenwick@bisd303.org](mailto:dfenwick@bisd303.org), 206-780-1454
  - Erin Murphy, [emurphy@bisd303.org](mailto:emurphy@bisd303.org), 206-780-1072
- The POCs will contact the Kitsap Public Health District to make them aware of a confirmed case. The POCs will honor the confidentiality of all information related to confirmed cases of COVID-19.

## Returning to School/Work; NOTE: one of the POCs (listed above) will help guide you through the process

- An individual with a symptomatic, confirmed case may return 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). 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 COVID-19 test.

*If you are concerned about your health, notify your healthcare provider, supervisor (staff) or school nurse (students), **and do not come to work or school.***

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# COVID-19 EXPOSURE GUIDANCE



The following is public health guidance on what to do if you've been exposed to a COVID-19 diagnosis.

## **Close contact includes the following circumstances:**

- Living in the same household with a confirmed case of COVID-19.
- Being within six feet of a person with COVID-19 for 15 minutes or more.
- Being in direct contact with secretions from a person with a confirmed case of COVID-19 (e.g., being coughed on, sharing utensils, etc.).

## **Staff or students who are a close contact of a confirmed COVID-19 case can return to work or school after:**

- 14 days have passed since the last day they were in contact with the person diagnosed with COVID-19.

## **If a staff or student develops symptoms during their 14 days quarantine period they should consult with their Healthcare Provider and seek testing for COVID-19.**

- If testing is sought and you test positive for COVID-19, follow the COVID-19 Positive Guidance.
- If you are out of work or school due to exposure and end up testing positive for COVID-19, please notify the school or one of the BISD Points of Contact right away.
- A negative test does not shorten the 14 day quarantine period.

*If you are concerned about your health, notify your healthcare provider, supervisor (staff) or school nurse (students), and **do not come to work or school.***

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# COMMUNICATION OF COVID-19 POSITIVE CASES



## Public Health Notification

Bainbridge Island School District 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

## Student, Family, and Staff Communication

It is the goal of BISD to keep staff and 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 the phone and email.
- 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.

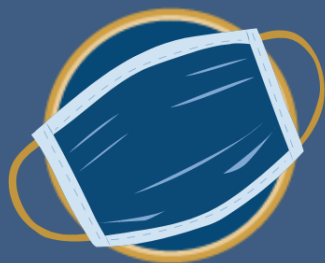
Total school closure will occur if advised by the health department.

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# BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

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**STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY**

*Bainbridge Island School District School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. For questions, please contact Civil Rights Coordinator, Erin Murphy at [emurphy@bisd303.org](mailto:emurphy@bisd303.org).*