



# COVID-19 PREPAREDNESS AND RESPONSE PLAN

## Notes

- This document is a working draft and will be updated monthly as protocols adapt, for a summary of updates see: [Tracking COVID Preparedness Plan Changes](#)
- If you have questions or feedback regarding any of the content of this document, please do not hesitate to contact Arianna Bumgarner at [abumgarner@coupeville.k12.wa.us](mailto:abumgarner@coupeville.k12.wa.us).

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## Coupeville School District COVID-19 - Preparedness and Response Plan

The Coupeville School District is committed to providing a safe and healthy workplace for our staff & students. To ensure this we have developed the following COVID-19 Preparedness and Response Plan. Staff, students, and families are all responsible for implementing this plan.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires the full cooperation of all parties. Only through this cooperative effort can we establish and maintain the safety and health of our schools.

This COVID Plan adheres with all updated guidance from the Washington State Department of Health, Island County Public Health, and the Washington Office of the Superintendent of Public Instruction.

### **Note from our Superintendent:**

As we navigate the 21-22 school year and continue our COVID-19 mitigation work our district is prioritizing a **Focus on Health** and working to eliminate the negative unintended consequences of COVID-19 response efforts. A recent study called [Changes in Body Mass Index Among Children and Adolescents During the COVID-19 Pandemic](#) shows very clearly that our already troubling childhood obesity rates have dramatically increased during the pandemic. Furthermore, we know that our students' mental health has also suffered during the pandemic. Increased obesity and mental health disorders are especially troubling during COVID because according to a [recent study](#) from the CDC the risk of death for those who contract COVID-19 is 30% higher with obesity and 28% higher with anxiety and fear-related disorders. Given these statistics it is critical that as we continue our mitigation efforts to reduce the spread that we also do everything we can to intervene and promote opportunities for our school community to address the health and mental health challenges.

Here is an excellent [Mental and Emotional Well-Being](#) resource and a [Behavioral Health](#) resource from our state and county that can be utilized by anyone in our school community.

## Section 1 - Overview

### **Purpose**

In response to the Global COVID-19 pandemic the Coupeville School District has worked as a team, in congruence with local Public Health officials, surrounding districts, and District stakeholders to create procedures and protocols to maintain a safe and sanitary campus for students and staff while conducting in-person classes. This document provides these procedures and protocols as they exist for the purpose of reference for all involved; *please note the Coupeville School District is adhering to all Federal, State, and local guidelines for the mitigation of COVID-19. In this document you will find a number of links to the relevant guidance as well as some additional school protocols.*

### **Scope**

This document is designed to give clear, concise, consistent direction to personnel working throughout the Coupeville School District and inform families on what to expect for the 2021-2022 school year.

The Coupeville School District is adhering to all Federal, State, and local guidelines for the mitigation of COVID-19. In this document you will find a number of links to the relevant guidance as well as some additional school protocols.

Due to the fluidity of the events surrounding this pandemic, **this document is considered a "living document"** and will be updated as conditions change, and as relevant information is provided by local, state, and federal health agencies. *This document is not expected to be an exhaustive manual of the trainings provided to individual staff members to prepare them for their updated roles, however, is an overview to assist the reader in determining how roles fit together, and what to expect in the event of a COVID response involving the Coupeville School District.*

## Section 2 - Roles and Responsibilities

The Coupeville School District is committed to ensuring the health, safety and protection of all who come to work or learn on the CSD campuses. We are each have a role to play and responsibilities in implementing this plan:

**COVID-19 Response Staff** - The District Superintendent, School Nurse, School Administration, and Maintenance Director serve in this role for the Coupeville School District. These staff are directly responsible for working with the Leadership Team to design and implement plans and protocols for the district's COVID response.

**District Nurses** - The nurses are versed on all local, State, and Federal guidelines directing the COVID response within the Coupeville School District. This position supervises the actions of the Designated Health Staff and communicates with guardians if a response is required with their student.

**Designated Health Staff (DHS)** - All DHS have been trained by the Nurse to observe appropriate COVID protocols within the schools. These staff are the only ones that are to supervise students in the Symptom rooms. These staff will complete a brief screening of the student, once in the symptom room to determine their level of COVID risk (see pg. 8 for more information on duties of DHS) and will consult with the nurse(s) regarding student symptoms and a return to school plan. List of: [Designated Health Staff](#)

**Front Office Staff (FOS)** – The main role of the FOS in the Preparedness Plan is to connect the potentially symptomatic students with the appropriate DHS. List of: [Front Office Staff](#); For more information regarding Front office staff duties, see [Front Office Staff COVID Duties](#).

**Custodial** - The custodial staff is responsible for cleaning and sanitizing all surfaces per the WSDOH Guidance (see page 10 of this document).

**COVID Compliance Officer** - This position is in charge of making sure the District is in compliance with State and local guidance, implementing new procedures, and investigating concerns from staff, students, families, etc.  
→ **Coupeville Schools COVID Compliance Officer:**  
Nurse, Jenne Morrell, 360-678-2421

*For Staff:* If a violation or concern is noted on campus, please bring to the attention of the following:

- CES→ Dave Ebersole, [debersole@coupeville.k12.wa.us](mailto:debersole@coupeville.k12.wa.us); ext. 2473
- CMHS→ Geoff Kappes, [gkappes@coupeville.k12.wa.us](mailto:gkappes@coupeville.k12.wa.us); ext. 2411
- Other→ Your direct supervisor

**Leadership Team** - The Leadership Team (Superintendent, Building and SPED Administrators, Department Supervisors) shall continue to monitor the COVID-19 situation and changing dynamics using multiple data sources, including the most recent data from [Island County Public Health](#) (see latest data on website). Leadership shall remain in contact with all applicable local, state and federal leaders and shall ensure that any new directives given by governing bodies are immediately communicated to relevant parties, such that protocols can be updated accordingly.

**General Staff** - All CSD Staff have received basic level training on the following:

- Basic recognition of COVID symptomatology
- Maintenance of social distancing for self and students in their care
- Knowledge of appropriate PPE for their work setting(s), and proper use of it
- Required hygiene and environmental mitigation measures to use while on campus
- Additional COVID related tasks required of their positions (see above)

**Attention: Any staff member that does not feel they have the information or training to perform their necessary work tasks adequately is encouraged to speak with their supervisor to access further training. If further clarification/training is required, the employee and their supervisor are encouraged to speak with the Superintendent's office for assistance.**

*Notes:*

*\*\*For all staff, supervisors are responsible for accounting for duties to be completed if an employee is absent, such that necessary positions are covered.*

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**Guardians/Students** - Students and guardians will cooperate with the protocols for on campus learning, including use of cloth face coverings indoors, stay home when experiencing possible COVID symptoms or *exposure*, and maintain appropriate distance, as possible and directed by school staff. If a student needs to return home from school due to possible COVID risk, the expectation is that guardians will arrange for their student to leave campus, safely within an hour of being contacted by the school.

**Volunteers** - Volunteers are being allowed on school campus and at school events on a limited basis. Per, [Governor's Proclamation 21-14.1 - COVID-19 Vaccination Requirement](#), all volunteers must be vaccinated and provide proof of vaccination to the District Office before volunteering. Please contact Donna Bailey for more information.

**Visitors** - Visiting school buildings will be discouraged for those without an educational reason to be on campus. If a visit is necessary, it is expected that all visitors of CSD will check-in at the front desk of the facility they wish to enter. All visitors will need to comply with the protocols in this document, including wearing a mask indoors, maintaining a reasonable distance, limiting movements to the areas of the school they need to visit.

### **Section 3 - COVID-19 Response Protocols**

For the purposes of this document, a person who is "*At-Risk for COVID-19*" is someone who has symptoms of OR has been exposed to someone with COVID-19. Additionally, persons who have received a positive COVID test, or are awaiting results of a COVID test due to symptoms or a known exposure would be considered *at-risk for COVID-19*. **Any person that is currently considered to be at-risk for COVID-19 is not to be on campus for any reason.**

#### **All Persons coming to Campus:**

##### **Pre-Screening**

All individuals (staff/students(with guardians)/visitors/volunteers) need to complete a personal self-health screening before coming to campus. This includes reviewing the present symptoms and recent exposure to COVID-19. Additionally, individuals with a pending COVID test due to a known exposure or symptoms are

not to be on campus until a negative result is received.

**ATTENTION: Pre-screening and staying home when sick is the most important thing we can do to prevent spreading on campus. CSD is committed to continuing to provide education to students while in quarantine/isolation and will communicate directly with families if the situation arises on how to continue their child's education during this time. CSD appreciates the cooperation from our community on this vital step.**

### Symptoms

- Fever (100.4°F / 38°C or higher) 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 instances in 24 hours)

***\*Note: If a student has a chronic condition that causes symptoms similar to COVID-19, the District asks that these individuals complete a [Chronic Health Condition Record](#) with their health care provider and return to their school's front office to be kept on file for reference and will assist us in minimizing unnecessary exclusion from in-person learning. Students who are experiencing symptoms of a chronic health condition that are similar to COVID-19 symptoms will be tested weekly while symptomatic; **Having a Chronic Health Condition on file with the district does not guarantee that your student will not be sent home with symptoms.*****

### Close Contact

Per the [Island County Public Health Toolkit](#) (pg. 5), a close contact is someone who was within six feet of a person with COVID-19 for at least 15 cumulative minutes over a 24-hour period during the period of time when the person with COVID-19 was infectious. The infectious period of someone with COVID-19 starts two days before the onset of symptoms or is estimated as two days before the positive test collection date if someone with COVID-19 is asymptomatic.

For any person who is considered a close contact of someone with confirmed COVID-19, the current WSDOH guidance is as follows:

- Vaccinated:
  - No quarantine required, monitor self for symptoms
  - If symptoms develop, follow procedure for Symptomatic Individuals
  
- Unvaccinated:
  - With testing: Quarantine for at least 7 days following last close contact with confirmed case, with a negative test on or after day 5 of quarantine, OR
  - Without testing: Quarantine for 10 days
    - \*If symptoms develop, follow procedure for Symptomatic Individuals

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## **Symptomatic Individuals**

### **Students**

→ ***Develop Symptoms at home:***

1. Guardian's communicate with their students' schools' Attendance Office that the student has symptoms:

	<b>Attendance Secretary</b>	<b>Email (preferred)</b>	<b>Phone</b>
CES	Courtney Simpson-Pilgrim	<a href="mailto:csimpsonpilgrim@coupeville.k12.wa.us">csimpsonpilgrim@coupeville.k12.wa.us</a>	360-678-2474
CMS	Lisa Yoder	<a href="mailto:lyoder@coupeville.k12.wa.us">lyoder@coupeville.k12.wa.us</a>	360-678-2414
CHS	Barbi Ford	<a href="mailto:bford@coupeville.k12.wa.us">bford@coupeville.k12.wa.us</a>	360-678-2416

2. Students will need to be tested before returning to the classroom OR quarantine for 10 days AND be symptom free for 24 hours.
3. If testing follow up guidance is based on results of the test:
  - Negative -
    - With symptoms: Student will need to wait until 24 hours symptom free to return, communicate with Attendance Secretary when this is achieved for clearance to return;
    - Without symptoms: Students may be allowed to return to class following their negative result. If this is the case, the DHS will provide students with a [Pass Back to Class](#) that is to be given to the Attendance Secretary before returning to class.

- Positive - Student will need to adhere to quarantine guidance provided by Health Staff and communicate with teachers regarding completing school while in quarantine; do not return to school until date indicated by health professional (typically 10 days from onset of symptoms)

→ **Develop Symptoms at school:**

\*For quick reference: see [Symptomatic Student Protocol](#)

If the criteria are met for a student to be considered *at-risk for COVID* (see above), the following should occur:

1. The observing staff member will [contact Front Office Staff \(FOS\)](#), and let them know there is a student in need of an escort to the Symptom Room;
2. The potentially at-risk student will be asked to wait away from other students, while maintaining confidentiality, as possible, until DHS arrives to escort them to the Symptom Room.
3. The observing staff is asked to fill out the "[Symptom Room Pass](#)" pass with basic info on why the child was considered at risk and provide this to the escorting DHS. (to see how to fill out this form: "[Symptom Room Pass with Instructions](#)")

Designated Health Staff (DHS) have been specifically trained to screen students on their risk level for COVID utilizing the [Symptom Room Protocol](#).

**When a student is seen in the symptom room the following communication will take place:**

- Determined to be at-risk for COVID:
  - Phone call directly to guardians from the DHS or Nurse with quarantine information and a request to pick their child up from school immediately,
  - [Symptom Room Notice - Follow up Required Notification](#) sent to families,
  - Nurse will contact the Superintendent's office to inform of the active case and begin the contact tracing process, and
  - Front Office Staff (FOS) will be notified and communicate with relevant parties regarding the extended absence (teachers, transportation dept., etc.)
  - For information regarding returning to school after ANY COVID-19 Symptoms see this video: [Symptomatic Student Video](#)
    - Summary of new Symptomatic student information:
      - Students experiencing any of the identified symptoms of COVID must: 1) stay out of school for 10 days after symptoms following the onset of symptoms, OR 2) receive a negative COVID test (for information regarding testing on campus see the "Testing" section of the document.
- Determined not to be at-risk for COVID (at this time, this will only occur if students have a documented Chronic Health condition and are undergoing screening testing with the school health staff) -



- DHS/Nurse will provide the student a [Pass Back to Class](#); students will proceed back to their classroom after checking in with the Attendance Secretary.

### **Transportation**

If a driver notes that a student is *at risk* (based on the definition above), they are to let front office staff at the appropriate school know immediately upon arrival on campus; before the student enters the building. The FOS will then begin the [Symptomatic Student Procedure](#).

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### **Staff -**

#### **Pre-Arrival Screening for Staff**

If the staff member is experiencing any symptoms of COVID that are unexplained or new to them, they must not come onto campus until they have been cleared by a medical professional.

#### **Post-Arrival Change in Health Status**

If a staff member becomes ill or begins to show one or more of the symptoms of COVID-19 while at work, they must leave campus. The individual's supervisor should be informed of the occurrence immediately.

#### **Staff Member At-Risk for/ Confirmed COVID Infection**

If the staff member is considered to be *at risk for COVID*, the staff member will stay home, continue to monitor symptoms, and contact their healthcare provider for further instructions. Staff must follow all self-isolation and quarantine recommendations per [Island County Public Health School COVID-19 Response Toolkit](#) and are not to be on campus while they continue to be *at risk for COVID*, and coordinate with their supervisor to either work at home, or get coverage, whichever is appropriate.

The staff member must contact their supervisor immediately if they have confirmed COVID. The supervisor is to contact the Superintendent's office without delay, and campus contact tracing will occur. Staff will complete contact tracing with the confirmed individual to determine who came in close contact on campus (within 6 feet for 15 mins total in a 24 hour period) within the campus in the last 72 hours. The Superintendent's office will then notify the close contacts of their status and inform them of resources, necessary quarantine practices, and follow up options. Staff and students of the campus affected will additionally be notified and asked to self-monitor for symptoms.

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### **Communications:**

The District will adhere to all Department of Health requirements regarding a) communication about COVID-19 confirmed cases and close contacts, b) quarantining, and c) contact tracing.

Any close contacts will be notified immediately along with notifications for families; All staff providing services to a student with a confirmed positive case will be contacted as part of the contact tracing protocol.

In addition, all staff and families that are in the building of a positive COVID case, but are not close contacts will be notified within one school day that there was a case on campus and asked to be additionally diligent in monitoring symptoms.

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**While in Quarantine:**

While a student is in quarantine, distance learning will be available. What this will look like will vary depending on grade. Communicate with your students’ teachers regarding how to participate in school while in quarantine.

*\*Please note: CSD staff understands that students who are ill may not be able to participate in any form of school until they recover. Students that are actively not feeling well are not required to participate in distance learning.*

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**Returning to Campus:**

Any persons that have had symptoms matching those of COVID-19, need to adhere to the following guidance before returning to campus:

1. Be 24 hours free of all symptoms; AND
2. Receive a negative COVID Test.

**Note for staff:**

Students are not to return to class if they have a Q code (Qu-CES; QU-CMHS) in Skyward. If a student is in your classroom that has this code, follow the Symptomatic Student Protocol for getting the student to the symptom room.

**Note for families:**

If a student is out of school and there is no communication from the family to the school regarding why, they will be marked with a Q code in Skyward and be directed to the Symptomatic Student Protocol and may be sent home. To avoid this, communicate with your attendance office about why your child is absent, as well as when they become symptom free:

	<b>Attendance Secretary</b>	<b>Email (preferred)</b>	<b>Phone</b>
CES	Courtney Simpson-Pilgrim	<a href="mailto:csimpsonpilgrim@coupeville.k12.wa.us">csimpsonpilgrim@coupeville.k12.wa.us</a>	360-678-2474

CMS	Lisa Yoder	<a href="mailto:lyoder@coupeville.k12.wa.us">lyoder@coupeville.k12.wa.us</a>	360-678-2414
CHS	Barbi Ford	<a href="mailto:bford@coupeville.k12.wa.us">bford@coupeville.k12.wa.us</a>	360-678-2416

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### Testing On Campus

The Coupeville School District is offering free and confidential testing for students and staff by appointment only at this time.

Tests will be done using a nasal swab. Our goal is to maximize the safety for in-person learning and ensure our community has easy access to testing so we can stop outbreaks and get students and staff back to school sooner when we find out they are not infected with COVID.

### Signing up:

If you would like to schedule a test please go to:

<https://www.signupgenius.com/go/10c0f49adac2ea4ffc34-covid>

1. Once there, you will see testing slots times (30 minutes each)
2. Select “sign up” next to the slot that fits your schedule
3. Once you select a time slot, you will be asked to enter your name and contact information. *NOTE: YOUR NAME WILL NOT BE VISIBLE TO OTHERS ON THE SIGN UP, ONLY CSD STAFF WILL SEE THIS INFORMATION.*
4. When you have completed adding your information, click “Sign Up Now”
5. You will receive a confirmation email following your sign up.
6. If you need to change your appointment time, please do so as soon as possible.
7. **Before arriving** on campus for your test, please download the NAVICA app on your smartphone or device, if you are able. To see instructions regarding downloading this program please see: [NAVICA Instructions - For COVID testing](#)

### When you arrive:

1. Park in the CHS parking lot and head to the double doors to the left of the High School entrance. Please wear a mask and bring your device with the NAVICA program downloaded with you.
2. Call 360-678-2424 to let them know you have arrived. PLEASE DO NOT ENTER THE BUILDING UNTIL YOU HAVE BEEN MET BY A HEALTH AIDE/NURSE AT THE DOORS.
3. You will be escorted into the symptom room and instructed by the tester regarding how to proceed.

**Type of test:**

CSD has access to both antigen rapid and PCR testing kits. Antigen Rapid tests are being used for symptomatic individuals or close contacts, as supplies last. If you are asymptomatic, or if Antigen Rapid tests are not available, a PCR test will be completed. At the discretion of the health team, an PCR test may be completed to confirm an Antigen Rapid test result.

**Testing follow up:**

- Antigen Rapid testing - If you receive a rapid test, our goal is to have results within 1 hour to the patient. The results will be sent through the NAVICA App and will be available on your device (see “results” in the App), as well as to the school health team.
- PCR testing - PCR testing has a longer period to wait for results, if you are directed to receive this test you will need to register through the Curative website and you’ll receive instruction upon registration regarding how to access this site. Results will be received by the patient through the route chosen after at least 48 hours.

**Limited Availability:**

As mentioned, CSD is able to offer testing at this time on a limited basis. If you are unable to get a testing appointment within a reasonable time frame through the school, please contact alternative testing sites:

- WhidbeyHealth (Coupeville): 360-240-4055
- Walgreens (Oak Harbor/Anacortes):  
<https://www.walgreens.com/findcare/covid19/testing>
- Island Hospital (Anacortes): 360-293-3101

*\*Individuals who do not complete a COVID test following symptoms will need to quarantine for 10 days, per WSDOH guidance.*

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**Section 4 Mitigation**

For information regarding the implementation of mitigation measures in schools to prevent the spread of COVID-19 see [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21). The Coupeville School District is committed to utilizing all mitigation measures that are attainable while continuing to serve students in person. For a list of the mitigation measures utilized by Coupeville School District please see the [COVID Mitigation Summary](#) (updated 9/2/21).

**Personal Protective Equipment (PPE)**

Per the [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21), all persons, with few exceptions, present on Coupeville Schools campuses must wear the appropriate PPE at all times. For students and most staff this includes an acceptable cloth face covering. For those staff that are working in environments with increased risk, please see guidance from the [Department of Labor and Industries](#).

Face coverings can be provided to individuals that do not arrive with one.

### **Additional Layers of Mitigation:** **Engineering and Administrative Controls**

Coupeville School District is following all additional prevention measures laid out in the [CSD COVID-19 Mitigation Summary](#) (Updated: 9/2/21), on campus and district transportation vehicles including:

- Physical distancing
- Use of protective barriers at high contact locations (front offices)
- Isolation of symptomatic individuals
- Handwashing/Respiratory Etiquette
- Cleaning and Disinfecting
- Ventilation
- Use of outdoor spaces, weather permitting
- COVID-19 Vaccination

### **Sanitizing/Disinfecting**

Custodial staff are responsible for sanitizing & disinfecting and will comply with the Cleaning and Disinfecting Guidance include in the [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21) (pg. 7 & 8).

Coupeville School District utilizes PurTabs Effervescent Sanitizing and Disinfecting tablets in the Protexus electrostatic sprayer (1 3.3g PurTab to one quart of water yield a solution of 1076ppm).

### **Ventilation**

The Maintenance Department is responsible for and actively ensuring that the proper amount of fresh air is being brought into the school buildings, per [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21) (pg. 6 & 7).

- At the Elementary and Secondary campuses, a pre-purge air exchange is completed before 5:30 a.m.; this process takes and exchanges the room air for 60 minutes and involves 100% outside air coming into the space to exchange the air in the buildings; a post purge is completed at 8:00 pm across campus.
- Through the day the ventilation system provides a constant flow of outside air to the buildings, such that a minimum of 30% fresh air is being brought inside at all times.
- CO<sup>2</sup> sensors are used in equipment for Classrooms, HSMS gyms to allow for automatic adjustment of fresh air as needed based on space population to maintain outside air ratio.
- Buildings are kept at approximately 68°F, with the exception of the gyms, which are

kept at approximately 65°F.

- MERV 13 filters are being used to increase filtration; quarterly checks happen throughout the year and filters are changed if needed. Typically they only need to be changed on an annual basis.

## **Vaccination Tracking**

- Students - The Coupeville School District has access to the vaccination status of students on an as needed basis.
- Staff - Per the [Governor's Proclamation 21-14.1 - COVID-19 Vaccination Requirement](#), all staff must turn in proof on vaccination or an approved exemption form by October 18, 2021. If you have questions, please contact Denise Peet at [dpeet@coupeville.k12.wa.us](mailto:dpeet@coupeville.k12.wa.us) or speak with your union representative.
- Volunteers - Per the [Governor's Proclamation 21-14.1 - COVID-19 Vaccination Requirement](#), Coupeville School District will be limiting the presence of volunteers on campus or at school activities for the 2021-2022 school year. All volunteers that are present on campus are required to be vaccinated as of October 18, 2021, no exemptions are allowable for volunteers.

*\*Vaccination clinics are being provided as a collaboration between the Coupeville School District and Island County Public Health, as possible. Information regarding vaccination clinics will be provided through District communication to staff and families.*

## **Section 5- Extracurricular Activities/ Facility Use**

**Extracurricular activities:** Extracurricular activities should follow all of the guidance provided in this document, as well as the Extracurricular and Cocurricular Activities Guidance provided in the [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21) (pg.13 - 18).

**Athletics:** Athletic activities should follow all of the guidance provided in this document, as well as the Sport Activities Guidance provided in the [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#) (Updated: 8/11/21) (pg.14 & 15). Contact Willie Smith, Athletic Director, at 360-678-2422.

**Facilities:** Facility spaces are continuing to be reserved through the District Office (for outside users), and/or the school front offices (for staff). If you are an outside group, please complete the [facilities use form](#) and provide a copy of your liability insurance. Reservations are made on a case by case basis to ensure proper supervision and custodial staffing, at this time. In addition to the general requirements, CSD is also asking that all facility users sign the [COVID Facility Use Agreement Agreement](#) in order to have access to the facilities.