

1 Great Falls School District

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3 **BOARD OF TRUSTEES**

1905P

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5 Pandemic Emergency Measures

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7 Administrative Procedures for Student, Staff, and Community Health and Safety

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9 The administrative team of Great Falls Public Schools has adopted these procedures in  
10 accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared  
11 public health emergency to ensure a safe and healthy work and instructional setting. These  
12 procedures were developed accordance with the latest available guidance from the Center for  
13 Disease Control and in coordination with applicable state, tribal, and local health officials. These  
14 procedures supplement Policy 1905. All provisions in Policy 1905 remain in effect.

15  
16 Personnel Cleaning and Disinfecting

17  
18 Personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in  
19 accordance with their knowledge, experience, and the latest available guidance from the Centers  
20 for Disease Control, state, tribal and local health officials. Personnel will have access to or the  
21 opportunity to access the latest available guidance upon request to their supervisor.

22  
23 Personnel will coordinate with colleagues and supervisors to develop a plan, schedule, and  
24 routine to regularly clean and disinfect identified surfaces and objects. Personnel will honor this  
25 plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not  
26 limited to change in school schedule, absence of colleagues, availability of equipment and  
27 supplies, and federal, state, tribal or local health directives and guidance. If adjustment is  
28 necessary personnel will again coordinate with colleagues and supervisors to improve the plan,  
29 schedule, and routine. Personnel will solicit and accept perspectives from colleagues and other  
30 school officials when considering improvements to the plan.

31  
32 Personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-  
33 porous surfaces and objects that are touched daily will be the top priority for disinfection on a  
34 daily basis. Personnel will always use chemicals, products, and substances authorized by Policy  
35 1905 in a manner consistent with the applicable instructions.

36  
37 Personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by  
38 location and substance. During evaluation and identification of surfaces, personnel will consider  
39 removing soft and porous materials in high traffic areas that may increase risk of exposure.

40  
41 Personnel will establish and maintain safe work practices in accordance with these procedures  
42 and Great Falls Public Schools policy in order to reduce the risk of exposure.

43  
44 Symptoms of Illness

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46 Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of  
47 illness must not come to school or work. Personnel who have a fever or are exhibiting other signs  
48 of illness while at work will be authorized to return home. All affected surfaces and areas should  
49 be thoroughly cleaned and disinfected once the staff member has vacated the area by staff  
50 utilizing safety measures in this procedure in accordance with available standards as applicable.  
51 Staff members will be provided access to leave in accordance with District Policy 1911 or the  
52 applicable master contract, collective bargaining agreement, or memorandum of understanding/  
53

#### 54 Physical Distancing and Work Areas

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56 Staff members working in the school when no students are present will maintain appropriate  
57 physical distance from their colleagues as permitted by their duties and work setting to minimize  
58 contact and risk of exposure. Staff members will have access to disinfecting spray, towels, and  
59 time to clean their desk, office, work area or classroom when needed.  
60

#### 61 Physical Barrier and Guides

62  
63 Personnel will review school buildings and identify areas where installation of physical barriers  
64 such as sneeze guards, will assist students and staff when unable to remain at a safe distance  
65 from their colleagues and peers. In areas where physical distancing is implemented, personnel  
66 are authorized to provide physical guides, such as tape on floors or sidewalks and signed on  
67 walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.  
68

#### 69 Ventilation

70  
71 Personnel will review and ensure ventilation systems operate properly and increase circulation of  
72 outdoor air as much as possible. Classroom staff are authorized to open windows and doors to  
73 increase air flow in a manner that does not pose a safety or health risk to students and staff. Risks  
74 to consider include but are not limited to weather, risk of falling, and triggering asthma  
75 symptoms.  
76

#### 77 Water Systems

78  
79 Personnel will review water systems and features including but not limited to sink faucets,  
80 drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility  
81 shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure.  
82 The administration may provide alternative water sources if available. Staff and students are  
83 authorized to bring their own water to minimize use and touching of water fountains.  
84

#### 85 References:

86 Policy 1310 District Policy and Procedures  
87 Policy 1900 Pandemic Emergency Policies  
88 Policy 1905 Student, Staff, and Community Health and Safety  
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#### 90 Policy History

91 Adopted on: August 10, 2020