

CONTINUITY of OPERATIONS PLAN (COOP)

Arlington Public Schools

A. INTRODUCTION:

By the beginning of the 2021-22 school year, each district must develop, maintain and when needed, implement a continuity of operations plan that ensures the delivery of basic education program services during disruptions to the basic education program due to an emergency disaster as defined in RCW 38.52.010. An emergency may also include a national declaration of emergency by an authorized federal official.

This Continuity of Operations Plan (COOP) is a component of the District's Comprehensive Emergency Management Plan under RCW 38.52.030.

B. PLAN IMPLEMENTATION:

<p>The District will notify the State Board of Education (SBE) and the Office of Superintendent of Public Instruction (OSPI) within five days of the decision to implement the COOP by email and postal mail and include the following:</p> <ul style="list-style-type: none">(a) Date that the disruptions to basic education delivery began or will begin if there is an impending emergency situation and the estimated duration of the emergency or disaster(b) Documentation of the emergency or disaster, such as a declaration of emergency, and information that describes the disruption to the basic education program delivery due to the emergency(c) Contact information or school district staff who are responsible for executing the COOP(d) Any further information or assurances upon request from SBE and/or OSPI	<p>As needed within 5 days of implementation</p>	<p>Superintendent & Executive Director of Operations</p>
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C. OBJECTIVES:

<ul style="list-style-type: none">1. Ensure the essentials functions can be performed under all conditions2. Reduce a loss of life and minimize property damage and loss3. Execute a successful order of succession with accompanying authorities in the event of disruption renders the district's leadership unable, unavailable, or incapable of assuming or performing their authorities and responsibilities4. Reduce or mitigate disruptions to operations5. Ensure the Arlington School District has facilities where it can continue to perform essential functions as appropriate.6. Protect essential facilities, equipment, records, and other assets.7. Achieve the district's timely and orderly recovery, and reconstitution from the emergency.
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D. THE PROCESS USED FOR THE SCHOOL DISTRICT TO DECIDE HOW TO TRANSITION TO MODALITIES OTHER THAN IN-PERSON INSTRUCTION IF NEEDED IN THE EVENT OF AN EMERGENCY OR DISASTER IN ORDER TO ENSURE EQUITABLE DELIVERY OF THE PROGRAM OF BASIC EDUCATION TO ALL STUDENTS:

<p>Section J describes when we will transition to other modalities other in-person instruction for:</p> <ul style="list-style-type: none"> • Individual/s • Classroom/s • School/s • All schools in the district

E. THE ROLES & RESPONSIBILITIES OF SCHOOL DISTRICT STAFF RESPONSIBLE FOR EXECUTING THE CONTINUITY OF OPERATIONS PLAN DURING AN EMERGENCY:

Administration	Primary Person Alternate Person	Superintendent Executive Director of Human Resources
Instruction & Learning	Primary Person Alternate Person	Executive Director of Teaching & Learning Director of Categorical or Special Ed. Programs
Communications	Primary Person Alternate Person	Director of Communications Executive Director of Operations
Finance	Primary Person Alternate Person	Executive Director of Financial Services Fiscal Assistant
Technology	Primary Person Alternate Person	Director of Technology Director of Teaching & Learning
Facilities & Planning	Primary Person Alternate Person	Executive Director of Operation Director of Support Services
Maintenance & Operations	Primary Person Alternate Person	Executive Director of Operations Director of Support Services
Safety & Security	Primary Person Alternate Person	Executive Director of Operations Director of Special Education
Equity & Student Well-Being	Primary Person Alternate Person	Director of Equity & Student Well-Being Superintendent

F. THE PROCESS FOR THE SCHOOL DISTRICT TO DECIDE HOW TO TRANSITION TO OFFERING EACH STUDENT IN-PERSON INSTRUCTION WHEN DISRUPTIONS TO BASIC EDUCATION DELIVERY DUE TO THE EMERGENCY HAVE ENDED:

Section J describes how we will transition back to in-person instruction for

- Individual/s
- Classroom/s
- School/s
- All schools in the district

G. THE SCHEDULE FOR ROUTINE REVIEW OF THE CONTINUITY OF OPERATIONS PLAN BY THE DISTRICT:

This plan will be formally reviewed at least annually by the Board and more often if needed. Revisions to processes and protocols will be ongoing.

H. THE FOLLOWING WILL APPLY DURING IMPLEMENTATION OF THE CONTINUITY OF OPERATION PLAN:

1. Days in which instructional hours are offered will count as schools days for the purpose of meeting the requirements of RCW 28A.150.220
2. Nothing in this section supersedes other applicable law.

I. REVIEW:

The State Board of Education and OSPI may review at their discretion. The District's compliance with the requirements of the program of basic education is subject to under WAC 180-16-195

J. ALTERNATE INSTRUCTIONAL DELIVERY SYSTEMS:

<p>Positive Case on School Campus and Quarantine Protocol for INDIVIDUALS</p>	<p>Continuity of instructional plans for STUDENTS who are quarantined to ensure equitable delivery of the program of basic education</p>
<p>Students and/or staff identified as a close contact (see below) with an individual with a positive diagnosis will be contacted by text or School Messenger as well as with a follow-up by phone call if needed and directed to self-quarantine for 10-14 days or as determined by the Snohomish Health Department.</p> <p>Becoming a close contact occurs:</p> <ul style="list-style-type: none">- Between masked students: within 3 feet or less for 15 minutes or more within a 24 hour period; or- Between unmasked students, adults and students within 6 feet or less for 15 minutes or more in a 24 hour period; or- Between unmasked adults and other adults: within 6 feet or less for 15 minutes or more within a 24 hour period	<p>Teachers will prepare instructional activities for students and distribute materials and/or post student learning activities online. The online materials will be accessible through the teacher’s Google classroom or See Saw sites.</p> <p>Technology will ensure that all students who are quarantined have an appropriate device and accessible internet (hotspots, etc.)</p> <p>Food Services will establish access to meals for students in quarantine.</p> <p>Contract Tracing Team will notify families and individuals needing to quarantine.</p> <p><u>Transition back to in-person:</u></p> <p>When the individual has been cleared of quarantine, they may return to the in-person classroom setting. A confidential list of quarantined individuals and dates they can return will be available to the site administrator.</p>

<p align="center">Positive Case on School Campus and Quarantine Protocol for CLASSROOM or CLASSROOMS</p>	<p align="center">Continuity of instructional plans for STUDENTS who are quarantined to ensure equitable delivery of the program of basic education</p>
<p>Quarantining a classroom may take place if:</p> <ul style="list-style-type: none"> - Directed by the Snohomish County Health Department and/or the Contact Tracing Team because they have determined that the close contacts are difficult to decipher; or - The entire class was in close contact to a classmate/classroom teacher who reports a positive diagnosis and the students are unvaccinated; or - The entire class was in close contact to a classmate/classroom teacher who reports a positive diagnosis and the students vaccinated are symptomatic; or - The supervision of students is compromised due to teacher quarantining requirements 	<p>Classroom Teacher/s will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students who are quarantined have an appropriate device and accessible internet (hotspots, etc.)</p> <p>Food Services will establish access to meals for students in quarantine.</p> <p>Contract Tracing Team will notify staff and families/students needing to quarantine.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion.</p> <p><u>Transition back to in-person:</u></p> <p>When the contact tracing team has determined that the quarantine period has ended, staff and students in the quarantined classroom/s may return to in-person learning.</p>

<p style="text-align: center;">Positive Case on School Campus and Quarantine Protocol for CLOSING A SCHOOL</p>	<p style="text-align: center;">Continuity of instructional plans for STUDENTS who are quarantined to ensure equitable delivery of the program of basic education</p>
<p>A school may be directed to closed by the Snohomish Health Department because of the rate of new positives in the community, hospitalizations rates, and transmission rates in the school: or</p> <p>A school may be closed by the District because supervision of students is strained due to quarantine requirements.</p>	<p>All Classroom Teachers and Support Staff will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students in the closed school will have an appropriate device and accessible internet (hotspots, etc.). They will coordinate and organize distribution centers for device pick-up if needed.</p> <p>Food Services will establish access to meals for students in quarantine.</p> <p>Contract Tracing Team will notify staff and families/students needing to quarantine.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion.</p> <p><u>Transition back to in-person:</u></p> <p>The Snohomish County Health Department determines that the rate of new positives in the community, hospitalizations rates, and transmission rates in the school have dropped to a level where staff and students in the closed school may return to in-person learning.</p>

<p align="center">Positive Case on School Campus and Quarantine Protocol for CLOSING THE DISTRICT</p>	<p>Continuity of instructional plans for STUDENTS who are quarantined to ensure equitable delivery of the program of basic education</p>
<p>The district schools would be closed if there was an Executive Order of the Governor that directs the entire district to close; or</p> <p>The Snohomish Health Department determines the rate of new positives in the community, hospitalizations rates, and transmission rates in the schools and directs all schools to close; or</p> <p>The district may close all schools because school supervision of students is strained due to quarantine requirements.</p>	<p>All Classroom Teachers and Support Staff will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students in the closed school will have an appropriate device and accessible internet (hotspots, etc.). They will coordinate and organize distribution centers for device pick-up if needed.</p> <p>Food Services will establish access to meals for students in quarantine.</p> <p>Contract Tracing Team and Communications will notify staff and families/students of the necessity to close all school campuses.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion.</p> <p><u>Transition back to in-person:</u></p> <p>The Governor lifts the Executive Order to close the district or the Snohomish County Health Department determines that the rate of new positives in the community, hospitalizations rates, and transmission rates in the school have dropped to a level where staff and students in the closed school may return to in-person learning.</p>

K. RESOURCES & REFERENCES:

APS Board Policy 3432 and Procedure 3432P Emergency Preparedness and Response

Washington Department of Health

- [Supplemental Considerations to Mitigate COVID-19 Transmission in K-12 Schools](#)
- [K-12 COVID-19 Requirements for Summer 2021 and 2021-2022 School Year](#)

WAC 180-16-212 Continuity of Operations Plan

RCW 28A.150.220

WSR 21-10-044 & WAC 180-16-212

RCW 38.52.010