



**School
Outbreak
Assessment of
Policies &
Practices
Survey**

NOVEMBER 2020



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Executive Summary

To reopen Washington State's schools safely during a pandemic, we need data to better understand which measures within schools work best to reduce the spread of COVID-19. The Washington State Department of Health (DOH) is working with local health jurisdictions and the state's K-12 schools to help collect data that will inform Washington's school reopening guidance.

Data collected from the survey will allow the Washington State Department of Health (DOH) to assess the association between mitigation measures, such as hybrid schedules and mask use, and the size of school outbreaks. The survey will also collect descriptive data on outbreaks including the time between opening and first outbreak, size of outbreaks, burden of infection in staff versus students, and prevention policies in place at the time of the outbreak.

The following document outlines the questions that will be asked of school administrators or the school's points of contact during the survey. Several questions will refer to the words "policy" and "practice". A policy refers to any written and communicated procedure or accommodation that your school has developed to prevent the transmission of COVID-19 within your facility. A practice is the lived experience or implementation of the policy at any given moment. For example, you may have developed a policy to screen students for symptoms as they enter the building through a certain entrance, but in practice not all students are using that entrance so some may have not been screened.

The survey will ask about COVID-19 prevention policies that have been recommended by DOH, the Department of Labor & Industries, or the Department of Education to prevent COVID-19 transmission in schools. It is possible that a teacher or staff may be the best point of contact for the practice questions. Please let the interviewer know if that is the case and how they may contact them. DOH is interested in how and if your school policies align with the recommendations from these state departments, and if the practice at the school at the time of the outbreak differed from the policies that you developed.

Please answer the questions to reflect the state of the school as of the date that the outbreak started. The outbreak start date is determined by LHJ/DOH Investigator, based on the beginning of transmission in the school.

Survey Questions

This table refers to the individuals associated with the school outbreak.

	Teaching staff	Non-teaching Staff	Students	Others
Number of confirmed cases				
Number tested				
Number of hospitalizations at least overnight				
Number of deaths				

1. Are there any pending tests results for this outbreak?

Yes No

2. If yes, how many? _____

Facility information:

1. Facility name:
2. School district (if applicable):
3. Address:
4. Facility Point of Contact (POC)
 - a. Name(s):
 - b. POC Title(s):
 - c. POC Work Phone(s):
 - d. POC Work E-mail(s):

5. Type of facility: K-12 Public School K-12 Private School K-12 Charter School K-12 Tribal School Other (e.g alternative, GED)
If other, please specify: _____

6. What grades does this school serve?
 Pre-K Elementary Middle High

7. Which gender students does the school enroll: All genders Single gender – girls only
 Single gender – boys only
8. What percentage of your total student population is
 - a. Female ___%
 - b. Male ___%
 - c. Other ___%

9. At the start of the outbreak, what is the total number of students enrolled at your school?

10. What percentage of your total student population is
 - a. Hispanic ___%
 - b. Non-Hispanic ___%

11. What percentage of your total student population is
 - a. American Indian or Alaska Native ___%
 - b. Asian ___%
 - c. Black or African American ___%
 - d. Native Hawaiian or other Pacific Islander ___%
 - e. White ___%
 - f. Other Race ___%
 - g. Unknown Race ___%

12. What percentage of students in the school participate in free or reduced-priced lunch program?
____%

13. What percentage of students in the school have individualized education plans or 504 plans? ____%

14. At the start of the outbreak, what was the number of students who were attending any amount of in-person instruction?
15. At the start of the outbreak, what was the total number of staff who worked on site:
- a. Teachers/teacher assistants:
 - b. Paraprofessionals:
 - c. Nurses or healthcare providers:
 - d. Psychologists/counselors:
 - e. Social/Case workers:
 - f. Janitorial/Custodial:
 - g. Administrative/Support:
 - h. Other, please specify:

School instruction model

I will now ask you about how school instruction is happening at your school. I'll ask about the instruction model policies at your school first, and then about your school practice at the end of each section.

16. What is the instructional model the institution is following? (choose all that apply)
- Full in-person: school open every day with in-person instruction for all students
 - Hybrid (blended): reduced number of students on campus at any time (may be a combination of distance-learning and in-person)
 - Full-remote: all students engage in learning remotely (also known as distance-learning)
 - Remote with exceptions for students with high risk or special needs (considered hybrid model)
 - Other
- If other, please specify: _____
17. When did you start using this instructional model? _____
18. If a **hybrid** model is being used, how often does each class of students attend school in-person compared to remote?
- One day in-person and 4 days remote
 - Two days in-person and 3 days remote
 - Three days in-person and 2 days remote
 - Four days in-person and 1 day remote
 - Two days in-person one week and 3 days in-person the next week
 - One week in-person and one week remote
 - Don't know
 - Other
19. If yes to having a full in-person or hybrid instructional model, is the school using any method of **cohorting** or **podding** on campus, where small groups of students stay together throughout the in-person school day without mixing with other cohorts or pods?
- Yes No Don't know

20. If **yes** (cohorting or podding), on average how many students are in each non-mixing **cohort or pod**? _____ Don't know
21. If **yes** (cohorting or podding), what strategies is the school using to ensure small cohorts or pods of students avoid mixing with other students during the school day? (Choose all that apply)
- Staggering **school** arrival and dismissal schedules to help reduce contact between students
 - Alternating days for in-person learning
 - Keeping small groups in the same classroom, rotating teachers and staff throughout the day
 - None of the above
 - Don't know
 - Other
- If other, please specify: _____
22. If **yes** (cohorting or podding), on average how many students are in each **classroom**? _____
- Don't know If other, please specify: _____
23. At any point in the day do students mix outside of their cohort or pod, i.e. in the hallway in between classes? Yes No
- a. If yes, please specify: _____
24. Are there any other details about how your school instruction model operates that we have not covered? _____

I now want to ask specifically about the group(s), cohort(s) or pod that the outbreak took place in.

25. How many groups, cohorts, pods, or classrooms was the outbreak confined to?
- One group
 - Two groups
 - Three or more groups
- a. Specify the size of the first group, cohort or pod: _____
- b. Specify the size of the second group, cohort or pod: _____
- c. Specify the size of the third group, cohort or pod: _____
- d. (repeat as needed)
26. Were these group(s), cohort(s), pod(s), or classroom(s) mixing or non-mixing with other groups, cohorts, or pods:
- mixing
 - non-mixing
27. Have any changes been made to your instructional model since this outbreak started?

Beginning of the day: Student transportation and arrivals

Next, I'm going to ask you a series of questions related to how students arrive and leave the school each day, like school busses, pick up and drop off, etc. I'll ask generally, but if you have information about how any of the specific students involved in the outbreak arrived or departed that is unique, please tell me so that I can make a note.

28. Is your school taking any of the following actions regarding bus transportation to ensure physical distance and masking between students while riding? (tick all that apply)

- Create distance between children by skipping rows on buses
- Create distance between children by assigning one child per seat/row on buses
- Increasing the number of buses on the same route
- Requiring masks on the bus
- Requiring open windows
- None of these
- Other

If other, please specify: _____

29. Does your school have a policy for pick up and drop of times that is intended to keep families and students at least 6 feet away from one another?

- Yes, policy exists
- No policy exists
- Other

If other, please specify: _____

30. Were any of the students or staff involved in the outbreak taking bus transportation? Yes No

a. If yes how many? _____

31. Do students go directly to classrooms upon entry into school? Yes No

a. Please describe the arrival policy after entering the building:

32. At the time of the outbreak, did practice differ in any way from school policies about student transportation and arrival?

- No difference, practice aligned with policy
- Yes, please elaborate: _____

33. Have there been any changes to your pickup/drop-off or arrival policies since the beginning of the outbreak?

Beginning of the day: Symptom screening & policies for staying home based on symptoms or elevated risk

Next I'll ask you about your school policies regarding symptom screening and symptom reporting (e.g. calling in sick) for students and then for staff. I'll also ask you what policies and procedures you have in place if someone has symptoms.

34. **For students**, are the following measures related to symptom screening being conducted, and to what degree are they required?
- Are parents, guardians, or caregivers asked to complete daily at-home symptom screening before students come to school?
 Yes, required Yes, optional No, not conducted Don't know
 - Are parents, guardians, or caregivers asked to use a reporting system (e.g., app) to verify completion of daily symptom screening for students?
 Yes, required Yes, optional No, not conducted Don't know
 - If any screening at **home**, what type of screening is being done?
 Temperature check Self-reported fever (no temperature check)
 Symptoms other than fever (including sore throat, body aches, headache, loss of smell or taste) Don't know
 - Are there daily on-site health checks (e.g., temperature or symptom screen) for students?
 Yes, required Yes, optional No, not conducted Don't know
 - If any screening at **school**, what type of screening is being done?
 Temperature check Self-reported fever (no temperature check)
 Verbal report of symptoms other than fever (including sore throat, body aches, headache, loss of smell or taste) Don't know
35. **For faculty and staff**, which of the following measures related to symptom screening are being conducted?
- Are faculty and staff asked to complete daily at-home symptom screening before coming to school?
 Yes, required Yes, optional No, not conducted Don't know
 - Are faculty and staff asked to use a reporting system (e.g., app) to verify completion of daily symptom screening?
 Yes, required Yes, optional No, not conducted Don't know
 - If any screening at **home**, what type of screening is being done?
 Temperature check Self-reported fever (no temperature check)
 Symptoms other than fever (including sore throat, body aches, headache, loss of smell or taste) Don't know
 - Are there daily on-site health checks (e.g., temperature or symptom screen) for faculty and staff?
 Yes, required Yes, optional No, not conducted Don't know
 - If any screening at **school**, what type of screening is being done?
 Temperature check Self-reported fever (no temperature check)
 Verbal report of symptoms other than fever (including sore throat, body aches, headache, loss of smell or taste) Don't know

36. Are visitors/vendors allowed to enter the building? Yes No
- a. If yes, are they required to undergo symptom screening? Yes No
- b. If any screening at school, what type of screening is being done?
- Temperature check Self-reported fever (no temperature check)
- Verbal report of symptoms other than fever (including sore throat, body aches, headache, loss of smell or taste) Don't know
37. In practice, what percentage of students undergo symptom screening before entering the building?
38. In practice, what percentage of faculty/staff undergo symptoms screening before entering the building?
39. In practice, what percentage of visitors/vendors undergo symptom screening before entering the building?
40. Have there been any changes to your symptom screening policy since the start of the outbreak?
41. Is there anything else you would like to share related to symptom screening at your school that we haven't discussed already?
42. Is there a facility policy that allows sick **staff members or staff members at higher risk of severe illness** to stay at home without fear of job loss or other consequences?
- Yes No Don't know
43. Is there a school policy that allows **sick students or students at higher risk of severe illness** to stay at home from in-person portions of school without fear of failing classes or other consequences?
- a. Yes No Don't know N/A
44. **If yes**, which of the following options does the policy have? (Choose all that apply)
- Completing schoolwork online or remotely
- Flexible schedules and options to make up missed in-person class material
- Flexible testing schedules or due dates for assignments
- Flexible number of absences for students
- Other
- If other, please specify: _____

During the day: New suspected infection

Next I'll ask you about the policy for an occasion when someone (student or staff) develops symptoms of COVID-19 while at school.

45. If someone develops signs of COVID-19 while at school, is there a policy for isolating, masking, and sending home that individual? Yes No
- If yes, specify:

46. If someone develops signs of COVID-19 while at school, do you have a policy for cleaning the spaces where that individual was? Yes No

If yes, specify:

47. If someone develops signs of COVID-19 while at school, do you have a policy for reporting to your local health jurisdiction? Yes No

If yes, specify:

48. Did any of the staff/students involved in the school outbreak exhibit symptoms while at school?

Yes No

a. If yes, did practice differ in any way from school policy about how to respond when someone develops symptoms of COVID-19 while at school? Yes No

b. If yes, please specify:

49. Since the start of the outbreak, have there been any changes to policy related to someone developing COVID-19 symptoms at school?

Behavioral interventions for mitigation and adherence by students, staff, visitors/vendors

Masking

50. Where in schools are individuals required to wear masks (cloth, procedure, or N95)?

	Staff	Students	Vendors/Visitors
a. On the bus			
b. In all buildings and outside on campus grounds			
c. In all buildings, but not outside on campus grounds			
d. Only in specific places (i.e. gym or cafeteria)			
e. Only in hallways/stairs			

51. Who is responsible for providing masks for the following groups while at school? (tick all that apply)

a. Staff

Self The school or school district Other _____ Don't know N/A

b. Students

Self The school or school district Other _____ Don't know N/A

c. Visitors/other

Self The school or school district Other _____ Don't know N/A

52. On average, what percent of the following groups wear a mask correctly (over the nose and mouth) at this facility? Try to remember how many of 4 people in the following groups were wearing a mask the last time you saw them at school.

- a. Staff
 - All (100%) Almost all (>75%) Most (>50%-75%) Some (25-50%) Very few (<25%)
 - None (0%) Don't know
- b. Students
 - All (100%) Almost all (>75%) Most (>50%-75%) Some (25-50%) Very few (<25%)
 - None (0%) Don't know
- c. Visitors/vendors/other
 - All (100%) Almost all (>75%) Most (>50%-75%) Some (25-50%) Very few (<25%)
 - None (0%) Don't know

53. What barriers prevent mask compliance in this facility for students and staff?

54. Did masking practice differ in any way from school policy among the staff/students who were part of the outbreak? Yes No

a. If Yes, please specify:

The LHJ has reported to us that the outbreak included ___ staff, ___ students, ___ vendors/visitors who tested positive for COVID-19, and _____ close contacts in the school.

55. Do you know the identity of these individuals? Yes No (If no, skip to question 57)

56. In practice, among those individuals involved in the outbreak, how many utilized the following types of PPE?

	Staff	Students	Vendors/Visitors	Close contacts
a. Cloth face mask				
b. Surgical or procedure mask				
c. KN95				
d. No mask				
e. Face shield or goggles				

57. Since the start of the outbreak, have there been any changes to masking or PPE use policies in your facility?

Handwashing

58. When are students and staff required to wash their hands? (select all that apply)

- When entering the building
- When transitioning activities
- After going to the bathroom
- Other

If other, please specify:

59. How is handwashing taught and/or reinforced at the facility? (select all that apply)

- By posting posters or signs at key locations throughout the school (e.g., next to hand washing or hand sanitizing stations)
- By sending home information packets to families about practicing healthy behaviors
- By playing a video or having a daily announcement for students about healthy behaviors at school
- By incorporating lesson plans or activities about the importance of practicing healthy behaviors
- None of these
- Other

If other, specify: _____

Physical infrastructure and practices for mitigation

Now I'd like to ask you about physical infrastructure in your school and the mitigation policies in place to ensure social distancing.

Physical infrastructure of school grounds

60. Total number of buildings:

61. Total number of classrooms (# portable and # standard):

a. What kind of classroom(s) did the students who were part of this outbreak spend their time? (Note: if students moved through different classrooms, please note all of the types)

62. Are there any restrictions on shared bathrooms use? For example, is a single bathroom reserved for a cohort? Yes No Don't know

If yes, please specify

Spacing

63. Which of the following physical changes have been made for classrooms in this facility? (Note: If there are different types of spaces in the school, like portable and typical classrooms, inquire to see whether there are differences between the different types of spaces).

a. Desks or seats have been spaced 6 feet apart

- Yes, in all classrooms Yes, in some classrooms No Don't know

b. Desks are assigned to students

- Yes, in all classrooms Yes, in some classrooms No Don't know

- c. Desks/tables face the same direction
 Yes, in all classrooms Yes, in some classrooms No Don't know
- d. Physical barriers (e.g., plastic partitions) have been placed between desks or on top of tables
 Yes, in all classrooms Yes, in some classrooms No Don't know
- e. Physical barriers have been placed between teacher and students
 Yes, in all classrooms Yes, in some classrooms No Don't know
- f. Moved some classes to alternate, non-classroom, spaces (e.g., to use all available school space)
 Yes, in all classrooms Yes, in some classrooms No Don't know
- g. Moved some classes to outdoor spaces
 Yes, in all classrooms Yes, in some classrooms No Don't know
- h. Other _____ Yes, in all classrooms Yes, in some classrooms No Don't know

64. What steps are being taken to remind students and staff to be at least 6 feet apart? (tick all that apply)

- Tape on floors Signs on walls Posters Physical barriers like cones or dividers
- "One-way routes" hallways None Don't know Other

If other, please specify:

65. Did spacing practice differ in any way from school policy among the staff/students who were part of the outbreak? Yes No Don't know

If Yes, please specify:

66. Since the start of the outbreak, have there been any changes to your policies for social distancing?

G3. Cleaning and Ventilation

(NOTE: try to ask 1 and 2 of custodial staff if possible, 3 and 4 of classroom/gym/band instructor)

Now I'll ask you about cleaning and disinfecting and ventilation procedures. These questions are sometimes best answered by custodial staff or classroom/gym/band instructor; if you feel that is the case as we progress through the questions, can you please provide their contact information so we can follow up?

67. Has your facility scheduled for increased frequency of routine cleaning and disinfection in response to COVID-19? Yes No Don't know

If yes, specify frequency:

68. Does your facility have a plan for focused cleaning and disinfection when suspect/confirmed COVID-19 case on site? Yes No Don't know

If yes, please specify:

69. Has your facility adopted any other policies for cleaning and disinfecting in response to COVID-19?

Yes No Don't know

If yes, please specify:

70. Did cleaning and disinfection practice differ in any way from school policy in the areas that were part of the outbreak? Yes No Don't know

If Yes, please specify:

71. In the 14 days before the outbreak started, did you have to ration or reduce the use of any of the following cleaning products because of low stocks?

a. Soap Yes No Don't know

b. Hand sanitizer (at least 60% alcohol) Yes No Don't know

c. Paper towels Yes No Don't know

d. Tissues Yes No Don't know

e. Cleaning and disinfection supplies Yes No Don't know

f. Disposable food service items Yes No Don't know

g. PPE (gowns, gloves, eye protection, masks including N95s?) Yes No Don't know

h. Other _____ Yes No Don't know

Next I am going to ask if you have implemented a number of ventilation policies.

72. Has the school implemented increased outdoor air ventilation? Yes No Don't know

a. If yes, specify how:

73. Has the school ensured proper operation of ventilation systems? Yes No Don't know

If yes, specify when last checked: _____

74. Has the school reduced or eliminated HVAC air recirculation? Yes No Don't know

75. Has the school improved central air filtration? Yes No Don't know

If yes, specify how: _____

76. Does the school use of MERV13 filters? Yes No Don't know

77. Has the school ensured restroom exhaust fans are functional and running at full capacity?

Yes No Don't know

78. Has the school implemented any other ventilation policies? Yes No Don't know

If yes, please specify: _____

79. Did ventilation practice differ in any way from school policy in the areas that were part of the outbreak? Yes No Don't know

If Yes, please specify:

80. Since the start of the outbreak, have there been any changes to your cleaning or ventilation policies?

Group activities

I'll ask you about group activities, like team sports, band practice, etc. I'll ask generally, but if you have information about how any of the specific students involved in the outbreak were involved in group activities, please tell me so that I can make a note.

81. What was the status of group activities in your facilities at the time of the outbreak?

- Reopened/ongoing Stopped (skip to question 87)

82. Were you putting any of the following restrictions on these group activities?

- Limiting the number of people participating (specify limit: _____)
 Enforcing social distancing
 Universal masking requirement
 None of these
 Other

If other, please specify:

83. Which of the following group activities were ongoing at the time of the outbreak?

- Band/orchestra
 Choir
 Contact sports
 Non-contact sport
 Other

If other, please specify:

84. Did the outbreak occur within students/staff that participate in a group activity? Yes No (please skip to question 87)

85. Did group practice differ from school policy? Yes No

If yes, please specify:

86. Since the start of the outbreak, have there been any changes in group activity policies?

Communal spaces and meals

87. Have any of the following communal spaces been closed or removed in school? (choose all that apply)

- Classrooms Cafeteria Playground or areas for recess Gymnasium
 Teacher's lounge (for faculty/staff only) None of these Don't know Other

If other, please specify:

88. Where do students eat meals in school? (choose all that apply)

- Classroom Cafeteria Other repurposed indoor spaces, such as auditorium, gymnasium, or library
 Outside Don't know Other
If other, please specify:

89. If cohorts/pods share a cafeteria or other space to eat, are any of the following policies in place to encourage physical distancing:

- Staggered meal times
 Physical distancing of at least 6 feet during meal time
 Increased frequency of routine cleaning and disinfection
 Other

If other, please specify:

90. Where do faculty and staff eat meals? (Choose all that apply)

- Classroom Cafeteria Teacher's lounge
 Other repurposed indoor spaces, such as auditorium, gymnasium, or library
 Outside Don't know Other

If other, please specify:

91. Since the start of the outbreak, have there been any changes to communal spaces or meal time policies in your facility?

Additional information

92. Is there any additional information that you would like to share about school policies that wasn't covered?

93. Is there any additional information that you would like to share about the COVID-19 outbreak that wasn't covered?

94. Is there any additional information that you would like to share about the schools' students, staff, families or communities?

