



*Every Student Matters, Every Moment Counts*

**Morton School District #214**  
**Home of the Timberwolves!**  
 PO Box 1219 ~ Morton, WA, 98356  
 p: 360-496-5300 ~ f: 360-496-5399  
[www.morton.k12.wa.us](http://www.morton.k12.wa.us)  
 @MortonSchoolDistrict214 ~ @MSD21214

**Morton Jr/Sr High School**  
 152 Westlake Ave. ~ Morton, WA,  
 98356  
 p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**  
 400 Main Ave. ~ Morton, WA, 98356  
 p: 360-496-5143 ~ f: 360-496-0327

**Public Service Announcement**  
**Re-Opening of MSD**

This is the re-opening of Morton School District facilities and operation plan. The four phases coincide with the four phases as defined by the Governor's office in relation to the COVID-19 pandemic. This document is a 'living' document and is subject to frequent changes as more information becomes available, availability of resources, and several other factors that may arise.

	Phase 1	Phase 2	Phase 3	Phase 4
Facilities Access	<input type="checkbox"/> Modified business hours <input type="checkbox"/> Facilities closed to the public <input type="checkbox"/> Essential employees only <input type="checkbox"/> Access for food pick-up, childcare, and student work pick-up	<input type="checkbox"/> Modified business hours <input type="checkbox"/> Facilities closed to the public for walk-ins <input type="checkbox"/> Essential employees only <input type="checkbox"/> Access for food pick-up, childcare, and student work pick-up <input type="checkbox"/> Scheduled appointments allowed that follow the group size of this phase	<input type="checkbox"/> Regular business hours <input type="checkbox"/> Facilities closed to the public for walk-ins <input type="checkbox"/> Essential employees only <input type="checkbox"/> Access for food pick-up, childcare, and student work pick-up <input type="checkbox"/> Scheduled appointments allowed that follow the group size of this phase	<input type="checkbox"/> Regular business hours <input type="checkbox"/> Essential employees only <input type="checkbox"/> Access for food pick-up, childcare, and student work pick-up <input type="checkbox"/> Scheduled appointments allowed that follow the group size of this phase
Group Sizes	<input type="checkbox"/> No group or in-person meetings allowed	<input type="checkbox"/> Meetings limited to 5 people or less <input type="checkbox"/> Must maintain social distancing of six (6) feet apart	<input type="checkbox"/> Meetings limited to the lesser of 50 people or 50% of room capacity <input type="checkbox"/> Must maintain social distancing of six (6) feet apart	<input type="checkbox"/> In-person meetings allowed to full room capacity <input type="checkbox"/> Must maintain social distancing of six (6) feet apart

*The Morton 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 or 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, [jhannah@morton.k12.wa.us](mailto:jhannah@morton.k12.wa.us), or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, [bbrooks@morton.k12.wa.us](mailto:bbrooks@morton.k12.wa.us).*

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Common Spaces</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Closed</li> <li><input type="checkbox"/> Workrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Breakrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Closed</li> <li><input type="checkbox"/> Workrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Breakrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - By appointment and maintain social distancing</li> <li><input type="checkbox"/> Workrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Breakrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Open and maintain social distancing</li> <li><input type="checkbox"/> Workrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Breakrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>
<b>Personal Work Spaces</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Single-use workspaces only</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Single-use workspaces only</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Shared workspaces allowed</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitization is done by the custodial crew</li> <li><input type="checkbox"/> Shared workspaces allowed</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>
<b>Work Assignments</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework expected of all staff</li> <li><input type="checkbox"/> Exception, staff working in food service, childcare, student work service, and transportation</li> <li><input type="checkbox"/> Building administrators and secretaries work rotating schedule</li> <li><input type="checkbox"/> Maintenance and custodial staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework expected of all staff</li> <li><input type="checkbox"/> Exception, staff working in food service, childcare, student work service, and transportation</li> <li><input type="checkbox"/> Building administrators and secretaries work rotating schedule</li> <li><input type="checkbox"/> Maintenance and custodial staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework is allowed and encouraged for staff with administrator approval</li> <li><input type="checkbox"/> Exception, staff working in food service, childcare, student work service, and transportation</li> <li><input type="checkbox"/> Building administrators and secretaries work rotating schedule</li> <li><input type="checkbox"/> Maintenance and custodial staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff work on-site</li> </ul>

	Phase 1	Phase 2	Phase 3	Phase 4
<b>General Health Guidance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing while on-site</li> <li><input type="checkbox"/> Follow sanitization schedule for this phase in personal workspace description</li> <li><input type="checkbox"/> Regular handwashing</li> <li><input type="checkbox"/> Screening protocol of staff upon arrival (<a href="#">DOH</a>)</li> <li><input type="checkbox"/> No staff admittance with any symptoms present</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing while on-site</li> <li><input type="checkbox"/> Follow sanitization schedule for this phase in personal workspace description</li> <li><input type="checkbox"/> Regular handwashing</li> <li><input type="checkbox"/> Screening protocol of staff upon arrival (<a href="#">DOH</a>)</li> <li><input type="checkbox"/> No staff admittance with any symptoms present</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing while on-site</li> <li><input type="checkbox"/> Follow sanitization schedule for this phase in personal workspace description</li> <li><input type="checkbox"/> Regular handwashing</li> <li><input type="checkbox"/> Screening protocol of staff upon arrival (<a href="#">DOH</a>)</li> <li><input type="checkbox"/> No staff admittance with any symptoms present</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing while on-site</li> <li><input type="checkbox"/> Resume regular health guidance</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Masks required for instances where social distancing cannot be maintained</li> <li><input type="checkbox"/> Gloves are optional</li> <li><input type="checkbox"/> Eye protection is optional</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Masks required for instances where social distancing cannot be maintained</li> <li><input type="checkbox"/> Masks required in common areas</li> <li><input type="checkbox"/> Gloves are optional</li> <li><input type="checkbox"/> Eye protection is optional</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Masks required for instances where social distancing cannot be maintained</li> <li><input type="checkbox"/> Masks recommended in common areas</li> <li><input type="checkbox"/> Gloves are optional</li> <li><input type="checkbox"/> Eye protection is optional</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PPE no longer required</li> </ul>
<b>Use of Leave</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All leave as normal</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All leave as normal</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All leave as normal</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All leave as normal</li> </ul>
<b>High-Risk Individuals, and those Caring for High-Risk Individuals</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay home, stay healthy</li> <li><input type="checkbox"/> Staff may be assigned to remote duties from home to accommodate health risks</li> <li><input type="checkbox"/> Custodial, maintenance, and transportation staff may be required to wear PPE in order to perform their duties</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay home, stay healthy</li> <li><input type="checkbox"/> Staff may be assigned to remote duties from home to accommodate health risks</li> <li><input type="checkbox"/> Custodial, maintenance, and transportation staff may be required to wear PPE in order to perform their duties</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return to work with mask required</li> <li><input type="checkbox"/> Return to work with eye protection optional</li> <li><input type="checkbox"/> Return to work with gloves optional</li> <li><input type="checkbox"/> Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return to work with all PPE optional</li> <li><input type="checkbox"/> Maintain social distancing</li> </ul>

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Travel</b>	<input type="checkbox"/> No travel for business purposes without district approval <input type="checkbox"/> Regional travel only <input type="checkbox"/> No overnight stay allowed	<input type="checkbox"/> No travel for business purposes without district approval <input type="checkbox"/> Regional travel only <input type="checkbox"/> No overnight stay allowed	<input type="checkbox"/> Travel allowed for up to two employees traveling together <input type="checkbox"/> Regional travel only <input type="checkbox"/> No overnight stay allowed	<input type="checkbox"/> Resume regular travel <input type="checkbox"/> No overnight stay
<b>Professional Development</b>	<input type="checkbox"/> Online only	<input type="checkbox"/> Online only unless district approval provided <input type="checkbox"/> Must follow travel category guidance	<input type="checkbox"/> Must follow travel category guidance	<input type="checkbox"/> Must follow travel category guidance
<b>Student Transportation</b>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Vehicle must be no more than 25% of capacity <input type="checkbox"/> Social distancing must be maintained	<input type="checkbox"/> Vehicle must be no more than 50% of capacity <input type="checkbox"/> Social distancing must be maintained
<b>Facility Use</b>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Cannot begin till 6/20 at the earliest <input type="checkbox"/> Follow group size guidance <input type="checkbox"/> Must follow travel, transportation, PPE, Work Assignments, and General Health Guidelines of this phase <input type="checkbox"/> All groups must provide their own PPE and have it on hand during use of facilities <input type="checkbox"/> Each group is to sanitize all high-touch areas upon exit after each use	<input type="checkbox"/> Follow group size guidance <input type="checkbox"/> Must follow travel, transportation, PPE, Work Assignments, and General Health Guidelines of this phase <input type="checkbox"/> All groups must provide their own PPE and have it on hand during use of facilities <input type="checkbox"/> Each group is to sanitize all high-touch areas upon exit after each use

		Phase 1	Phase 2	Phase 3	Phase 4
Instruction	<input type="checkbox"/> For the remainder of the 2019/20 school year the district will follow the actions/expectations already in place <input type="checkbox"/> The four phases below are for the 2020/21 school year:				
	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation
Technology	<input type="checkbox"/> For the remainder of the 2019/20 school year the district will follow the actions/expectations already in place <input type="checkbox"/> The four phases below are for the 2020/21 school year:				
	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation	<input type="checkbox"/> TBD with OSPI guidance and recommendation

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Athletics</b>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Must follow all group size restrictions for this phase, both inside and outside of the building <input type="checkbox"/> Must follow PPE restrictions for this phase <input type="checkbox"/> All athletic activities must be scheduled through the Athletic Director to ensure group size is maintained <input type="checkbox"/> Must follow student transportation restrictions for this phase <input type="checkbox"/> Must sanitize all high touch areas while exiting the building <input type="checkbox"/> Must sanitize all equipment according to the personal work space restrictions of this phase <input type="checkbox"/> All objects (ie. equipment, gear, balls, etc.) to be sanitized often prior to changes in groups or individual use	<input type="checkbox"/> Must follow all group size restrictions for this phase, both inside and outside of the building <input type="checkbox"/> Must follow PPE restrictions for this phase <input type="checkbox"/> All athletic activities must be scheduled through the Athletic Director to ensure group size is maintained <input type="checkbox"/> Must follow student transportation restrictions for this phase

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