



Sitka School District  
300 Kostrometinoff Street  
Sitka, AK 99835  
907-747-8622

April 26, 2021

TO: All SSD Employees

FROM: John Holst, Superintendent

SUBJECT: Mask requirements on district property

The Sitka School District's Smart Start Plan requires all staff and students to wear masks or facial coverings; therefore, the following mask requirements and protocols are effective immediately until rescinded by the Superintendent. This policy has been updated as of April 26<sup>th</sup>, 2021 to reflect new guidance from the CDC and state public health. Changes made are on use of masks while outdoors or on district playground areas and noting that masks can be removed for eating and drinking as long as physical distancing measure are in place.

Masks, or similar facial coverings designed to mitigate COVID-19 transmission, are required for all persons on Sitka School District grounds, at District facilities or at District sponsored events effective immediately. The Superintendent has the authority to grant exceptions to this policy. There are exceptions for people with disabilities and young children. Failure to follow these protocols may result in disciplinary action for employees and removal from district property for non-employees.

Mask Policy on following page.

## Sitka School District Mask/Face Covering Policy – Updated 4/26/2021

### A When a mask/face covering is required

- Masks must be worn while indoors, except as in sections B and C.
- In common areas even if you are alone; main office, hallways, gyms, libraries, commons, cafeterias, bathrooms (single or multiuser), copy rooms, break rooms, loading docks, etc.
- In enclosed personal work areas when two or more people are present.
- Any time you are with someone for more than 10 minutes and cannot maintain six feet of separation, except as stated in section B
- In open or shared personal work areas.
- Before you open the door and/or leave your enclosed personal work area.

### B When not to wear masks/face covering - Maintain a distance of six feet or more from other people

- In wet conditions, i.e. while using a power washer, while working outside in the rain, while in a swimming pool.
- While performing strenuous or physical activities where a mask interferes with breathing. Masks/face coverings must be donned while on breaks and between activities.

### C When a mask/face covering is OPTIONAL

- Alone in your enclosed personal work area with the door open or closed. Masks/face coverings must be donned if another person enters the room.
- While entering or leaving district premises in your car.
- **While eating or drinking** - physical distancing of 3 to 6 feet should be in place
- Masks/face coverings **are optional in outdoor/playground areas** for staff and students – if staff members move within 3 ft of a student or another staff member in an outdoor setting, they should use a mask/ face covering.
- **Spectators attending games at Moller field for high school sporting events should mask in the covered areas (where physical distancing is challenging) – masks/face coverings are optional in all other outside areas**

### D Definitions

- Enclosed personal work area: space assigned to an employee to perform their work such as a classroom or office that has a closing door. When the door is closed, the employee is completely isolated from other people.
- Open personal work area: space assigned to an employee to perform their work such as a desk in a large room to which other people have available access. The employee is not isolated from other people.
- Shared personal work area: space assigned to several employees to perform their work such as a room with several desks like a school office. Employees are not isolated from each other.
- Common area: any area in a district building to which more than one employee or student has ready access whether simultaneously or separately.

**ADA Accommodation: If a medical condition inhibits your ability to wear a mask/face covering, contact Chris Voron at [voronc@sitkaschools.org](mailto:voronc@sitkaschools.org)**