

**From:** [Andrea Collins](#) on behalf of [Andrea Collins <collinsa@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Cc:** [Jasen Jaimes](#); [Roberto Figueroa](#); [Karen L. Halliday](#)  
**Subject:** Re: Easy Alert  
**Date:** Tuesday, October 13, 2020 6:53:02 AM

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Hi Layne,

How much time is needed to train our staff? CPM has 4 people that will need a refresher....plus we have a new SInC, Jasen Jaimes, and he will also need access to our camera system.

Thank you,  
Andrea

**Andrea B. Collins**  
*She/Her/Hers*  
**Principal**  
**College Place Middle School**  
**Home of the Cougars!**  
[CollinsA@edmonds.wednet.edu](mailto:CollinsA@edmonds.wednet.edu)

Resources For Families & Students:  
[ESD Family Support](#)  
Supplemental Resources  
Family Canvas Resources  
[Student Canvas Resources](#)

On Oct 12, 2020, at 9:26 PM, Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

With so much of our staff on remote work and on rotating schedules the need for good emergency communication at our buildings is more essential than ever. Last year we introduced Easy alert to replace the 6898 system. Many did not get trained and set up. Now is a great time before we have schools full of children and with the ongoing questions about our COVID status I am able to zoom this training so we can get your staff together alot easier.

I still recommend training all of your front office and admin. Please contact me for scheduling. We dont want your building in the dark, when admin is dealing with after hour emergencies.



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

**From:** [Alicia Carter](#) on behalf of [Alicia Carter <cartera@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Subject:** Re: Easy Alert  
**Date:** Tuesday, October 13, 2020 10:53:45 AM

---

We joined Madrona's meeting on Friday. Thank you!

*Alicia*

Alicia D. Carter, Director  
Deaf and Hard of Hearing Program  
Visually Impaired Program  
Edmonds School District  
9300 236th SW  
Edmonds, WA 98020  
425-431-7213 V  
206-445-7695 VP  
425-431-7985 FAX

Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障): / 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /

: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

On Tue, Oct 13, 2020 at 10:44 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:  
lol you should send me since you know who you want to attend



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Tue, Oct 13, 2020 at 10:41 AM Alicia Carter <[cartera@edmonds.wednet.edu](mailto:cartera@edmonds.wednet.edu)> wrote:  
Send me the Zoom invite.

Thanks,

*Alicia*

Alicia D. Carter, Director  
Deaf and Hard of Hearing Program  
Visually Impaired Program  
Edmonds School District  
9300 236th SW  
Edmonds, WA 98020  
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<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

On Tue, Oct 13, 2020 at 10:40 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
wrote:

yes



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Tue, Oct 13, 2020 at 10:40 AM Alicia Carter <[cartera@edmonds.wednet.edu](mailto:cartera@edmonds.wednet.edu)>  
wrote:

Tuesday 10/20 at 8:00am???

*Alicia*

Alicia D. Carter, Director  
Deaf and Hard of Hearing Program  
Visually Impaired Program

Edmonds School District  
9300 236th SW  
Edmonds, WA 98020  
425-431-7213 V  
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<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

On Tue, Oct 13, 2020 at 10:12 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

lets set a time



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Tue, Oct 13, 2020 at 6:16 AM Alicia Carter <[cartera@edmonds.wednet.edu](mailto:cartera@edmonds.wednet.edu)> wrote:

I would like to attend this training with my program assistant and we are at Madrona.

Thanks,

*Alicia*

Alicia D. Carter, Director  
Deaf and Hard of Hearing Program  
Visually Impaired Program  
Edmonds School District  
9300 236th SW  
Edmonds, WA 98020  
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<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

On Mon, Oct 12, 2020 at 9:26 PM Layne Erdman

<[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

With so much of our staff on remote work and on rotating schedules the need for good emergency communication at our buildings is more essential than ever.  
Last year we introduced Easy alert to replace the 6898 system. Many did not get trained and set up.

Now is a great time before we have schools full of children and with the ongoing questions about our COVID status

I am able to zoom this training so we can get your staff together alot easier.

I still recommend training all of your front office and admin. Please contact me for scheduling. We dont want your building in the dark, when admin is dealing with after hour emergencies.



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

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“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

**From:** [Andrea Hillman](#) on behalf of [Andrea Hillman <hillmana@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Subject:** Re: FB  
**Date:** Monday, August 31, 2020 5:02:13 PM

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Great. I will let him know!

On Mon, Aug 31, 2020 at 12:22 PM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:  
I am sure we can put him to use



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Aug 31, 2020 at 12:08 PM Andrea Hillman <[hillmana@edmonds.wednet.edu](mailto:hillmana@edmonds.wednet.edu)> wrote:

Layne - I'm writing to inquire what your thoughts are on Fred Bonallo. I'm imagining there is a need for him to be utilized like he was in the spring. I am looking for any updates you can share.

Thanks,  
Andrea

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<b>Andrea Hillman</b>	<a href="#">SLHS Website</a> : App Info, Closure Info, SLHS-Specific Info
<b>Principal   SLHS</b>	<a href="#">ESD Family Support Page</a> : Support for Tech, Meals, Funds, Etc.
<b>425.431.7271 (P)</b>	<a href="#">ESD COVID-19 Communications Page</a> : Daily District Updates
<b>425.431.7272 (F)</b>	Care to donate? Here are 3 ways: <a href="#">Edmonds SE</a> , <a href="#">WAKIT</a> , <a href="#">Lunch Fund</a>

### Resources For Staff:

- [Staff Resources for Online Learning Site](#)
- [Edmonds Instructional Tech Resources](#)
- [Canvas Resource Site](#)

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<b>Andrea Hillman</b>	<a href="#">SLHS Website</a> : App Info, Closure Info, SLHS-Specific Info
<b>Principal   SLHS</b>	<a href="#">ESD Family Support Page</a> : Support for Tech, Meals, Funds, Etc.
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**From:** [Benjamin Mount](#) on behalf of [Benjamin Mount <mountb276@edmonds.wednet.edu>](#)  
**To:** [Kollasch, Lisa \(LNI\)](#)  
**Cc:** [Layne Erdman](#)  
**Subject:** Re: FW: DOSH inspection - Document request  
**Date:** Monday, January 11, 2021 12:03:36 PM

---

Good Afternoon Ms. Kollasch,

I forwarded your request for information to Layne Erdman, our Safety, Security and Emergency Preparedness Specialist. He requests that you contact him about this matter. His contact information is below:

Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

Please let me know if you have any questions.

Regards,

Ben Mount

Ben Mount  
Transportation Director  
*He, him, his pronouns*  
Edmonds School District  
(425) 431-7233

On Fri, Jan 8, 2021 at 3:00 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Good afternoon Mr. Mount,

Thank you for your time and that of your employees this morning during our inspection. I am aware that a DOSH inspection is an interruption to your day and I appreciate your taking the time to meet with me and provide information about your business. As I mentioned, and as a part of every inspection, I need to obtain copies of certain documents and programs to gauge an employer's level of compliance with WISHA rule and regulations. Here's what I need for my inspection with the Edmonds School District Transportation Center:

Accident Prevention Program to include your COVID-19 mitigation program.

Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Safety Committee Meeting Minutes for 2020 to date.

Documented Hazard Assessment for PPE.

Voluntary or Involuntary Respiratory Protection Programs (If Applicable).

Chemical Hazard Communication Program.

The best way to provide this information is scan/email, but other electronic media (e.g., flash drive/CD) and paper copies are also acceptable. Please email or call me at the phone number below if you have any questions about today's meeting or this information request.

Thank you,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500



**From:** [Benjamin Mount](#) on behalf of [Benjamin Mount <mountb276@edmonds.wednet.edu>](#)  
**To:** [Kollasch, Lisa \(LNI\)](#)  
**Cc:** [Layne Erdman](#)  
**Subject:** Re: FW: LNI doc request follow-up  
**Date:** Thursday, January 28, 2021 9:56:29 AM

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Ms. Kollasch,

As a follow-up to my last email, as we did not find records of Hazom/GHS training for Transportation staff, we have assigned that training to all of our Transportation staff with completion scheduled for next week.

Regards,

Ben

Ben Mount  
Transportation Director  
*He, him, his pronouns*  
Edmonds School District  
(425) 431-7233

On Mon, Jan 25, 2021 at 12:11 PM Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)> wrote:

Ms. Kollasch,

I have not found records of initial HazCom training for school bus drivers. I have reached out to our HR department to see if it was included in their part of initial training. If they respond with records I will send them to you. For now, it appears we are missing this part of training, or at least its documentation.

When we specified the PPE for ZEP Triton, we did not complete the Documented Hazard Assessment for PPE form. We will do that today.

We will have the changes to the safety board completed today.

Please let me know if there is anything in addition outstanding.

Regards,

Ben Mount

Ben Mount  
Transportation Director  
*He, him, his pronouns*  
Edmonds School District  
(425) 431-7233

On Fri, Jan 22, 2021 at 2:07 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

I do not need you to send me First Aid Training records.

Regarding the HazCom training, I was also looking for documentation on your employee's Initial/General HazCom Training done at the time of hire or since the Global Harmonized System (GHS) requirements took affect per WAC 296-901-14016. (They took affect June 1, 2014 per WAC 296-901-14020(3)).

I haven't thoroughly gone through everything you've sent me yet, but at a first quick glance of your HazCom written program and the training power point, I didn't see much from the GHS requirements. I attached a brochure regarding the current HazCom rules for employers for reference.

With the Hazard Assessment, I was looking for documentation in accordance with WAC 296-800-16010, pasted below:

***Document your hazard assessment for PPE.***

*You must verify that a hazard assessment for PPE has been done at your workplace and complete a written certification (paper or electronic format) that includes the:*

- (1) Name of the workplace.*
- (2) Address of the workplace you inspected for hazards.*
- (3) Name of person certifying that a workplace hazard assessment was done.*
- (4) Date(s) the workplace hazard assessment was done.*
- (5) Statement identifying the document as the certification of hazard assessment for PPE for the workplace.*

Regarding your employee Safety Board, I did note a couple easy fixes during my site walk: The 'Notice To Employees' form regarding Reporting an Injury was blank in the field for who to report an injury to and how to contact them. You can replace some of the Worker Rights forms with the current versions which can be found on L&I's website. <https://lni.wa.gov/safety-health/safety-training-materials/safety-posters-publications>

I'll start reviewing your plans next week. Have a good weekend,

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Wednesday, January 20, 2021 10:08 AM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Lisa:

Below is information on the items you have requested.

### **Accident Prevention Program**

Layne Erdman has sent you information on the District's accident prevention program.

**Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.**

Previously included is the link to the videotaped training with school bus drivers for the use of ZEP Triton. Attached to this email is the driver sign-in to the training. School bus drivers are not generally exposed to hazardous materials and do not generally require PPE. School bus drivers all have current first aid training and the associated PPE is covered in that training. Do you need first aid training records for all of our school bus drivers? I do not believe there are additional records available related to this request.

### **Documented Hazard Assessment for PPE (related to Zep Triton use)**

When determining what PPE to use with ZEP Triton, we reviewed the SDS. The SDS for the concentrated product indicates a need for gloves, eye protection, and respiratory

protection. The SDS covers the concentrated product, to which school bus drivers do not use or dispense. While school bus drivers only have access to Triton after being diluted 1 part concentrate to 64 parts water, we still required gloves, masks, and eye protection. There is not an SDS available for the diluted product that we are aware of, so out of an abundance of caution we followed the requirements for the concentrate. We did not complete additional documentation beyond the assessment related to the SDS and the subsequent training.

**Chemical Hazard Communication Program.**

Layne Erdman has sent you information on the District's Chemical Hazard Communication Program.

If you have questions or if there remains something missing, please let me know.

Thank you.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Tue, Jan 19, 2021 at 1:27 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Thank you for the video and documents provided. The following items still need to be submitted to me. Please provide or let me know if you don't have something before close of business this Friday, January 15<sup>th</sup>.

Accident Prevention Program.

Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Documented Hazard Assessment for PPE (related to Zep Triton use).

Chemical Hazard Communication Program.

Please let me know if you have any questions.

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Wednesday, January 13, 2021 4:53 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Ms. Kollasch,

Attached are 2020 Edmonds School District Transportation-Maintenance site safety committee minutes.

Below is a link to the video of training we completed with all school bus drivers when we began using the ZEP product. Due to the pandemic, we have since met with drivers individually or in very small groups and have gone over any questions or concerns about disinfecting.

<https://www.wevideo.com/view/2004720071>

Also attached are the product PSR and SDS. Our shop is using the hands-free ZEP dispenser for a 1-part concentrate to 64-part water dilution. Note the SDS sheet is for the concentrated chemical, not the diluted chemical. School bus drivers do not use or dispense the concentrate; they only use the diluted product.

Please let me know if there are any items you requested that we have not sent.

Thank you.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Mon, Jan 11, 2021 at 4:03 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Layne Erdman sent me Google Doc links to the following documents today:

Staff COVID-19 Handbook

Respirator Program for Edmonds School District

PPE Tasks 2



Edmonds School District Reopening Plan

Could you please send or have someone else send me the remaining documents by close of business Wednesday, January 13, 2021. Let me know if you need more time.

I'm still working with him to get a copy of your APP.

Regards,

Lisa Kollasch

---

**From:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 3:04 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Subject:** Re: FW: Voicemail follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

I have a large accident prevention plan its about 5 inches thick, we have recently reviewed it and took down the old one while this one gets updated for online. The District changed our online storage system so thus the requirement to recreate it. LNI has a copy in the local office from previous inspections so its on file over there. You can stop by and see it anytime but right now its just one copy with the changes still attached to be edited.

I dont do the general safety training for that office and I am not familiar with that chemical product. They have safety trainers so I would check with Ben for any history of hazcom training and documentation on that particular chemical he is using.

I am working remote right now and was in ER all night getting needles in the knee so not so active right now. You can call my personal cell anytime at [REDACTED] we can also zoom anytime you need as we do with Theresa and

most of your LNI staff.



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Jan 11, 2021 at 2:29 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Erdman,

This is a follow-up to a voicemail I just left for you.

The documents I requested for the ESD Transportation Department include the following:

- Accident Prevention Program to include your COVID-19 mitigation program.
- Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.
- Safety Committee Meeting Minutes for 2020 to date.
- Documented Hazard Assessment for PPE.
- Voluntary or Involuntary Respiratory Protection Programs (If Applicable).
- Chemical Hazard Communication Program.

I would like to have these by close of business this Wednesday, January 13, 2021. If you need more time, let me know.

Regards,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500

Desk: 360-416-3049



---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 12:03 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: DOSH inspection - Document request

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Good Afternoon Ms. Kollasch,

I forwarded your request for information to Layne Erdman, our Safety, Security and Emergency Preparedness Specialist. He requests that you contact him about this matter. His contact information is below:

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Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work

425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

Please let me know if you have any questions.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Fri, Jan 8, 2021 at 3:00 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Good afternoon Mr. Mount,

Thank you for your time and that of your employees this morning during our inspection. I am aware that a DOSH inspection is an interruption to your day and I appreciate your taking the time to meet with me and provide information about your business. As I mentioned, and as a part of every inspection, I need to obtain copies of certain documents and programs to gauge an employer's level of compliance with WISHA rule and regulations. Here's what I need for my inspection with the Edmonds School District Transportation Center:

Accident Prevention Program to include your COVID-19 mitigation program.

Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Safety Committee Meeting Minutes for 2020 to date.

Documented Hazard Assessment for PPE.

Voluntary or Involuntary Respiratory Protection Programs (If Applicable).

Chemical Hazard Communication Program.

The best way to provide this information is scan/email, but other electronic media (e.g., flash drive/CD) and paper copies are also acceptable. Please email or call me at the phone number below if you have any questions about today's meeting or this information request.

Thank you,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500



**From:** [Benjamin Mount](#) on behalf of [Benjamin Mount <mountb276@edmonds.wednet.edu>](#)  
**To:** [Kollasch, Lisa \(LNI\)](#)  
**Cc:** [Layne Erdman](#)  
**Subject:** Re: FW: LNI doc request follow-up  
**Date:** Monday, January 25, 2021 12:11:38 PM

---

Ms. Kollasch,

I have not found records of initial HazCom training for school bus drivers. I have reached out to our HR department to see if it was included in their part of initial training. If they respond with records I will send them to you. For now, it appears we are missing this part of training, or at least its documentation.

When we specified the PPE for ZEP Triton, we did not complete the Documented Hazard Assessment for PPE form. We will do that today.

We will have the changes to the safety board completed today.

Please let me know if there is anything in addition outstanding.

Regards,

Ben Mount

Ben Mount  
Transportation Director  
*He, him, his pronouns*  
Edmonds School District  
(425) 431-7233

On Fri, Jan 22, 2021 at 2:07 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

I do not need you to send me First Aid Training records.

Regarding the HazCom training, I was also looking for documentation on your employee's Initial/General HazCom Training done at the time of hire or since the Global Harmonized System (GHS) requirements took affect per WAC 296-901-14016. (They took affect June 1, 2014 per WAC 296-901-14020(3)).

I haven't thoroughly gone through everything you've sent me yet, but at a first quick glance of your HazCom written program and the training power point, I didn't see much from the GHS requirements. I attached a brochure regarding the current HazCom rules for employers for reference.

With the Hazard Assessment, I was looking for documentation in accordance with WAC 296-800-16010, pasted below:

***Document your hazard assessment for PPE.***

*You must verify that a hazard assessment for PPE has been done at your workplace and complete a written certification (paper or electronic format) that includes the:*

- (1) Name of the workplace.*
- (2) Address of the workplace you inspected for hazards.*
- (3) Name of person certifying that a workplace hazard assessment was done.*
- (4) Date(s) the workplace hazard assessment was done.*
- (5) Statement identifying the document as the certification of hazard assessment for PPE for the workplace.*

Regarding your employee Safety Board, I did note a couple easy fixes during my site walk: The 'Notice To Employees' form regarding Reporting an Injury was blank in the field for who to report an injury to and how to contact them. You can replace some of the Worker Rights forms with the current versions which can be found on L&I's website.

<https://lni.wa.gov/safety-health/safety-training-materials/safety-posters-publications>

I'll start reviewing your plans next week. Have a good weekend,

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>  
**Sent:** Wednesday, January 20, 2021 10:08 AM  
**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>  
**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
**Subject:** Re: FW: LNI doc request follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Lisa:

Below is information on the items you have requested.

### **Accident Prevention Program**

Layne Erdman has sent you information on the District's accident prevention program.

**Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.**

Previously included is the link to the videotaped training with school bus drivers for the use of ZEP Triton. Attached to this email is the driver sign-in to the training. School bus drivers are not generally exposed to hazardous materials and do not generally require PPE. School bus drivers all have current first aid training and the associated PPE is covered in that training. Do you need first aid training records for all of our school bus drivers? I do not believe there are additional records available related to this request.

### **Documented Hazard Assessment for PPE (related to Zep Triton use)**

When determining what PPE to use with ZEP Triton, we reviewed the SDS. The SDS for the concentrated product indicates a need for gloves, eye protection, and respiratory protection. The SDS covers the concentrated product, to which school bus drivers do not use or dispense. While school bus drivers only have access to Triton after being diluted 1 part concentrate to 64 parts water, we still required gloves, masks, and eye protection. There is not an SDS available for the diluted product that we are aware of, so out of an abundance of caution we followed the requirements for the concentrate. We did not complete additional documentation beyond the assessment related to the SDS and the subsequent training.

### **Chemical Hazard Communication Program.**

Layne Erdman has sent you information on the District's Chemical Hazard Communication Program.

If you have questions or if there remains something missing, please let me know.

Thank you.



Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Tue, Jan 19, 2021 at 1:27 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Thank you for the video and documents provided. The following items still need to be submitted to me. Please provide or let me know if you don't have something before close of business this Friday, January 15<sup>th</sup>.

Accident Prevention Program.

Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Documented Hazard Assessment for PPE (related to Zep Triton use).

Chemical Hazard Communication Program.

Please let me know if you have any questions.

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Wednesday, January 13, 2021 4:53 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

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Ms. Kollasch,

Attached are 2020 Edmonds School District Transportation-Maintenance site safety committee minutes.

Below is a link to the video of training we completed with all school bus drivers when we began using the ZEP product. Due to the pandemic, we have since met with drivers individually or in very small groups and have gone over any questions or concerns about disinfecting.

<https://www.wevideo.com/view/2004720071>

Also attached are the product PSR and SDS. Our shop is using the hands-free ZEP dispenser for a 1-part concentrate to 64-part water dilution. Note the SDS sheet is for the concentrated chemical, not the diluted chemical. School bus drivers do not use or dispense the concentrate; they only use the diluted product.

Please let me know if there are any items you requested that we have not sent.

Thank you.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

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On Mon, Jan 11, 2021 at 4:03 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Layne Erdman sent me Google Doc links to the following documents today:

Staff COVID-19 Handbook

Respirator Program for Edmonds School District

PPE Tasks 2

Edmonds School District Reopening Plan

Could you please send or have someone else send me the remaining documents by close of business Wednesday, January 13, 2021. Let me know if you need more time.

I'm still working with him to get a copy of your APP.

Regards,

Lisa Kollasch

---

**From:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 3:04 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Subject:** Re: FW: Voicemail follow-up

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I dont do the general safety training for that office and I am not familiar with that chemical product. They have safety trainers so I would check with Ben for any history of hazcom training and documentation on that particular chemical he is using.

I am working remote right now and was in ER all night getting needles in the knee so not so active right now. You can call my personal cell anytime at [REDACTED] we can also zoom anytime you need as we do with Theresa and most of your LNI staff.



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Jan 11, 2021 at 2:29 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

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Voluntary or Involuntary Respiratory Protection Programs (If Applicable).  
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I would like to have these by close of business this Wednesday, January 13, 2021. If you need more time, let me know.

Regards,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500

Desk: 360-416-3049



**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>  
**Sent:** Monday, January 11, 2021 12:03 PM  
**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>  
**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
**Subject:** Re: FW: DOSH inspection - Document request

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Good Afternoon Ms. Kollasch,

I forwarded your request for information to Layne Erdman, our Safety, Security and Emergency Preparedness Specialist. He requests that you contact him about this matter. His contact information is below:

Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

Please let me know if you have any questions.

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Ben Mount

Transportation Director

*He, him, his pronouns*

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**To:** [Kollasch, Lisa \(LNI\)](#)  
**Cc:** [Layne Erdman](#)  
**Subject:** Re: FW: LNI doc request follow-up  
**Date:** Wednesday, January 20, 2021 10:08:02 AM  
**Attachments:** [Training Sign-in 2020 03 04.pdf](#)

---

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---

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**Sent:** Wednesday, January 13, 2021 4:53 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

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Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

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Washington State Department of Labor & Industries

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**Subject:** Re: FW: DOSH inspection - Document request

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Washington State Department of Labor & Industries

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Mount Vernon, WA 98273-5500







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**To:** Kollasch, Lisa (LNI)  
**Cc:** Layne Erdman  
**Subject:** Re: FW: LNI doc request follow-up  
**Date:** Wednesday, January 13, 2021 4:53:16 PM  
**Attachments:** [PSR\\_1215.pdf](#)  
[TRMT Site Safety Committee Minutes 12\\_18\\_2020 updated.pdf](#)  
[TRMT Site Safety Committee Minutes 12\\_02\\_2020.pdf](#)  
[TRMT Safety committee minutes 2\\_12\\_2020.pdf](#)  
[TRMT Safety committee minutes 6\\_3\\_2020.pdf](#)  
[ZEP Triton SDS.pdf](#)

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**Sent:** Monday, January 11, 2021 3:04 PM

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425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Jan 11, 2021 at 2:29 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Erdman,

This is a follow-up to a voicemail I just left for you.

The documents I requested for the ESD Transportation Department include the following:

- Accident Prevention Program to include your COVID-19 mitigation program.
- Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.
- Safety Committee Meeting Minutes for 2020 to date.
- Documented Hazard Assessment for PPE.
- Voluntary or Involuntary Respiratory Protection Programs (If Applicable).
- Chemical Hazard Communication Program.

I would like to have these by close of business this Wednesday, January 13, 2021. If you need more time, let me know.

Regards,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500

Desk: 360-416-3049



---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 12:03 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: DOSH inspection - Document request

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Good Afternoon Ms. Kollasch,

I forwarded your request for information to Layne Erdman, our Safety, Security and Emergency Preparedness Specialist. He requests that you contact him about this matter. His contact information is below:

Layne Erdman

Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

Please let me know if you have any questions.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Fri, Jan 8, 2021 at 3:00 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Good afternoon Mr. Mount,

Thank you for your time and that of your employees this morning during our inspection. I am aware that a DOSH inspection is an interruption to your day and I appreciate your taking the time to meet with me and provide information about your business. As I mentioned, and as a part of every inspection, I need to obtain copies of certain documents and programs to gauge an employer's level of compliance with WISHA rule and regulations. Here's what I need for my inspection with the Edmonds School District Transportation Center:

Accident Prevention Program to include your COVID-19 mitigation program.

Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training

from when you started using the Zep Triton product until now.

Safety Committee Meeting Minutes for 2020 to date.

Documented Hazard Assessment for PPE.

Voluntary or Involuntary Respiratory Protection Programs (If Applicable).

Chemical Hazard Communication Program.

The best way to provide this information is scan/email, but other electronic media (e.g., flash drive/CD) and paper copies are also acceptable. Please email or call me at the phone number below if you have any questions about today's meeting or this information request.

Thank you,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500



**From:** [Benjamin Mount](#) on behalf of [Benjamin Mount <mountb276@edmonds.wednet.edu>](#)  
**To:** [Kollasch, Lisa \(LNI\)](#)  
**Cc:** [Layne Erdman](#)  
**Subject:** Re: FW: LNI doc request follow-up  
**Date:** Friday, February 12, 2021 4:18:26 PM  
**Attachments:** [Edmonds SD Training 3.pdf](#)  
[Edmonds SD Training 2.pdf](#)  
[Edmonds SD Training 1.pdf](#)

---

Lisa,

Attached is training documentation. There will be additional documentation that comes through next week for remaining employees and I will send it then.

Please let me know if you have any questions.

Thank you.

Regards,

Ben

Ben Mount  
Transportation Director  
*He, him, his pronouns*  
Edmonds School District  
(425) 431-7233

On Fri, Jan 29, 2021 at 2:35 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Ben,

I am very glad to hear you scheduled that. Please send me a copy of your documentation when done.

I had some more questions for you:

- I want to confirm you have 20 bus drivers, is that correct?
- Can you tell me how many employees you have in the Transportation Department and about how many the Edmonds School District has?
- The respiratory protection plan that Layne provided appears to apply to COVID-19 only, is this correct?
- From the training video you provided and the PPE Task 2 spreadsheet Layne sent me,



you require either KN95 or surgical masks when bus drivers are cleaning after transport. I want to confirm this.

- Do your employees have access to the information in the PPE Task 2 spreadsheet? If so, where is it included/posted?
- Do you have any employees in the Transportation Department which are required to wear a respirator for any reason besides the Zep disinfectant?
- How/where do you store the Zep Triton stored before it gets diluted?

I'm hoping to wrap this up in a week or two. I'll call or email you next week to check back in.

Regards,

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Thursday, January 28, 2021 9:56 AM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

External Email

Ms. Kollasch,

As a follow-up to my last email, as we did not find records of Hazom/GHS training for Transportation staff, we have assigned that training to all of our Transportation staff with completion scheduled for next week.

Regards,

Ben

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Mon, Jan 25, 2021 at 12:11 PM Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)> wrote:

Ms. Kollasch,

I have not found records of initial HazCom training for school bus drivers. I have reached out to our HR department to see if it was included in their part of initial training. If they respond with records I will send them to you. For now, it appears we are missing this part of training, or at least its documentation.

When we specified the PPE for ZEP Triton, we did not complete the Documented Hazard Assessment for PPE form. We will do that today.

We will have the changes to the safety board completed today.

Please let me know if there is anything in addition outstanding.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Fri, Jan 22, 2021 at 2:07 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

I do not need you to send me First Aid Training records.

Regarding the HazCom training, I was also looking for documentation on your employee's Initial/General HazCom Training done at the time of hire or since the Global Harmonized System (GHS) requirements took affect per WAC 296-901-14016. (They took affect June 1, 2014 per WAC 296-901-14020(3)).

I haven't thoroughly gone through everything you've sent me yet, but at a first quick glance of your HazCom written program and the training power point, I didn't see much from the GHS requirements. I attached a brochure regarding the current HazCom rules for employers for reference.

With the Hazard Assessment, I was looking for documentation in accordance with WAC 296-800-16010, pasted below:

***Document your hazard assessment for PPE.***

*You must verify that a hazard assessment for PPE has been done at your workplace and complete a written certification (paper or electronic format) that includes the:*

*(1) Name of the workplace.*

*(2) Address of the workplace you inspected for hazards.*

*(3) Name of person certifying that a workplace hazard assessment was done.*

*(4) Date(s) the workplace hazard assessment was done.*

*(5) Statement identifying the document as the certification of hazard assessment for PPE for the workplace.*

Regarding your employee Safety Board, I did note a couple easy fixes during my site walk: The 'Notice To Employees' form regarding Reporting an Injury was blank in the field for who to report an injury to and how to contact them. You can replace some of the Worker Rights forms with the current versions which can be found on L&I's website. <https://lni.wa.gov/safety-health/safety-training-materials/safety-posters-publications>

I'll start reviewing your plans next week. Have a good weekend,

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Wednesday, January 20, 2021 10:08 AM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Lisa:

Below is information on the items you have requested.

### **Accident Prevention Program**

Layne Erdman has sent you information on the District's accident prevention program.

**Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.**

Previously included is the link to the videotaped training with school bus drivers for the use of ZEP Triton. Attached to this email is the driver sign-in to the training. School bus drivers are not generally exposed to hazardous materials and do not generally require PPE. School bus drivers all have current first aid training and the associated PPE is covered in that training. Do you need first aid training records for all of our school bus drivers? I do not believe there are additional records available related to this request.

**Documented Hazard Assessment for PPE (related to Zep Triton use)**

When determining what PPE to use with ZEP Triton, we reviewed the SDS. The SDS for the concentrated product indicates a need for gloves, eye protection, and respiratory protection. The SDS covers the concentrated product, to which school bus drivers do not use or dispense. While school bus drivers only have access to Triton after being diluted 1 part concentrate to 64 parts water, we still required gloves, masks, and eye protection. There is not an SDS available for the diluted product that we are aware of, so out of an abundance of caution we followed the requirements for the concentrate. We did not complete additional documentation beyond the assessment related to the SDS and the subsequent training.

**Chemical Hazard Communication Program.**

Layne Erdman has sent you information on the District's Chemical Hazard Communication Program.

If you have questions or if there remains something missing, please let me know.

Thank you.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Tue, Jan 19, 2021 at 1:27 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Thank you for the video and documents provided. The following items still need to be submitted to me. Please provide or let me know if you don't have something before close of business this Friday, January 15<sup>th</sup>.

Accident Prevention Program.

Employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Documented Hazard Assessment for PPE (related to Zep Triton use).

Chemical Hazard Communication Program.

Please let me know if you have any questions.

-Lisa

---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Wednesday, January 13, 2021 4:53 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: LNI doc request follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Ms. Kollasch,

Attached are 2020 Edmonds School District Transportation-Maintenance site safety committee minutes.

Below is a link to the video of training we completed with all school bus drivers when we began using the ZEP product. Due to the pandemic, we have since met with drivers individually or in very small groups and have gone over any questions or concerns about disinfecting.

<https://www.wevideo.com/view/2004720071>

Also attached are the product PSR and SDS. Our shop is using the hands-free ZEP dispenser for a 1-part concentrate to 64-part water dilution. Note the SDS sheet is for the concentrated chemical, not the diluted chemical. School bus drivers do not use or dispense the concentrate; they only use the diluted product.

Please let me know if there are any items you requested that we have not sent.

Thank you.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Mon, Jan 11, 2021 at 4:03 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Mount,

Layne Erdman sent me Google Doc links to the following documents today:

Staff COVID-19 Handbook

Respirator Program for Edmonds School District

PPE Tasks 2

Edmonds School District Reopening Plan

Could you please send or have someone else send me the remaining documents by close of business Wednesday, January 13, 2021. Let me know if you need more time.

I'm still working with him to get a copy of your APP.

Regards,

Lisa Kollasch

---

**From:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 3:04 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Subject:** Re: FW: Voicemail follow-up

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

I have a large accident prevention plan its about 5 inches thick, we have recently reviewed it and took down the old one while this one gets updated



for online. The District changed our online storage system so thus the requirement to recreate it. LNI has a copy in the local office from previous inspections so its on file over there. You can stop by and see it anytime but right now its just one copy with the changes still attached to be edited.

I dont do the general safety training for that office and I am not familiar with that chemical product. They have safety trainers so I would check with Ben for any history of hazcom training and documentation on that particular chemical he is using.

I am working remote right now and was in ER all night getting needles in the knee so not so active right now. You can call my personal cell anytime at [REDACTED] we can also zoom anytime you need as we do with Theresa and most of your LNI staff.

Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Jan 11, 2021 at 2:29 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Mr. Erdman,

This is a follow-up to a voicemail I just left for you.

The documents I requested for the ESD Transportation Department include the following:

Accident Prevention Program to include your COVID-19 mitigation program.  
Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.  
Safety Committee Meeting Minutes for 2020 to date.

Documented Hazard Assessment for PPE.  
Voluntary or Involuntary Respiratory Protection Programs (If Applicable).  
Chemical Hazard Communication Program.

I would like to have these by close of business this Wednesday, January 13, 2021. If you need more time, let me know.

Regards,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500

Desk: 360-416-3049



---

**From:** Benjamin Mount <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>

**Sent:** Monday, January 11, 2021 12:03 PM

**To:** Kollasch, Lisa (LNI) <[koli235@LNI.WA.GOV](mailto:koli235@LNI.WA.GOV)>

**Cc:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: FW: DOSH inspection - Document request

---

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Good Afternoon Ms. Kollasch,

I forwarded your request for information to Layne Erdman, our Safety, Security and Emergency Preparedness Specialist. He requests that you contact him about this matter. His contact information is below:

Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

Please let me know if you have any questions.

Regards,

Ben Mount

Ben Mount

Transportation Director

*He, him, his pronouns*

Edmonds School District

(425) 431-7233

On Fri, Jan 8, 2021 at 3:00 PM Kollasch, Lisa (LNI) <[koli235@lni.wa.gov](mailto:koli235@lni.wa.gov)> wrote:

Good afternoon Mr. Mount,

Thank you for your time and that of your employees this morning during our inspection. I am aware that a DOSH inspection is an interruption to your day and I appreciate your taking the time to meet with me and provide information about your business. As I mentioned, and as a part of every inspection, I need to obtain copies of certain documents and programs to gauge an employer's level of compliance with WISHA rule and regulations. Here's what I need for my inspection with the Edmonds School District Transportation Center:

Accident Prevention Program to include your COVID-19 mitigation program.

Any employee safety/health training records for current employees related to Hazcom and PPE. Please include employee initial training as well as related training from when you started using the Zep Triton product until now.

Safety Committee Meeting Minutes for 2020 to date.

Documented Hazard Assessment for PPE.

Voluntary or Involuntary Respiratory Protection Programs (If Applicable).

Chemical Hazard Communication Program.

The best way to provide this information is scan/email, but other electronic media (e.g., flash drive/CD) and paper copies are also acceptable. Please email or call me at the phone number below if you have any questions about today's meeting or this information request.

Thank you,

Lisa Kollasch | Industrial Hygienist 3

Washington State Department of Labor & Industries

525 E College Way Ste H

Mount Vernon, WA 98273-5500



**From:** [Anna Costales](#) on behalf of [Anna Costales <costalesa917@edmonds.wednet.edu>](#)  
**To:** [Carrie Kandoll](#)  
**Cc:** [Annie Neilson](#); [Layne Erdman](#)  
**Subject:** Re: Registration Confirmation  
**Date:** Wednesday, June 24, 2020 2:47:43 PM

---

Thanks, Carrie!

The refund check will just go against the expense account you provided.

On Wed, Jun 24, 2020 at 2:07 PM Carrie Kandoll <[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)> wrote:

Hi Anna and Annie,

I am expecting a \$250.00 refund check from the July 2020 Safety Conference that Layne Erdman has had to back out of due to the district's covid travel restrictions.

I'm not sure how the exact coding should look for a refund deposit, but the registration fee was paid from this account:

9700 63 7570 0970 7916 0000 0



**Carrie H. Kandoll**  
Facilities Operations Support Specialist  
20420 68th Ave W | Lynnwood, WA 98036  
  
425.431.7332 work  
425.431.7089 fax  
[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)

----- Forwarded message -----

**From:** **Curtis S. Lavarello, Executive Director** <[resourcer@aol.com](mailto:resourcer@aol.com)>  
**Date:** Fri, Jun 19, 2020 at 8:53 AM  
**Subject:** Re: Registration Confirmation  
**To:** [kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu) <[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)>  
**Cc:** [Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org) <[Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org)>, [erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu) <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

Will do.....

**Curtis S. Lavarello**  
Executive Director / CEO  
School Safety Advocacy Council  
[www.SchoolSafety911.org](http://www.SchoolSafety911.org)  
E-mail: [Curt@SchoolSafety911.org](mailto:Curt@SchoolSafety911.org)  
Phone: 941.232.4633

**Save the Dates**

**July 27-31, 2020 - National School Safety Conference - Miami, Florida**

-----Original Message-----

**From:** Carrie Kandoll <[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)>  
**To:** Curtis S. Lavarello, Executive Director <[resourcer@aol.com](mailto:resourcer@aol.com)>

Cc: [Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org) <[Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org)>; [erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu) <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

Sent: Fri, Jun 19, 2020 10:52 am

Subject: Re: Registration Confirmation

Thanks for letting me know. School district procurement cards can be temperamental! A refund check payable to Edmonds School District will be just fine. Please send it to my attention at the address in my signature below.



**Carrie H. Kandoll**  
Facilities Operations Support Specialist  
20420 68th Ave W | Lynnwood, WA 98036

425.431.7332 work  
425.431.7089 fax  
[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)

On Fri, Jun 19, 2020 at 6:59 AM Curtis S. Lavarello, Executive Director <[resourcer@aol.com](mailto:resourcer@aol.com)> wrote:  
Carrie:

Thank you for the update. We did attempt to process a 50% refund for \$250.00 and your used credit card (Visa (47XXXXXXXXXXXX3883)) would not accept the credit?

I can submit a check request to be mailed? Just advise the mailing address and to who I should have our team mail that to.

Curt

**Curtis S. Lavarello**  
Executive Director / CEO  
School Safety Advocacy Council  
[www.SchoolSafety911.org](http://www.SchoolSafety911.org)  
E-mail: [Curt@SchoolSafety911.org](mailto:Curt@SchoolSafety911.org)  
Phone: 941.232.4633

## Save the Dates

**July 27-31, 2020 - National School Safety Conference - Miami, Florida**

-----Original Message-----

From: Carrie Kandoll <[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)>  
To: Curtis S. Lavarello, Executive Director <[resourcer@aol.com](mailto:resourcer@aol.com)>  
Cc: [Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org) <[Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org)>; [erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu) <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
Sent: Thu, Jun 18, 2020 7:51 pm  
Subject: Re: Registration Confirmation

Hello again, our school district administrators have canceled out-of-state travel, so we wish to proceed with canceling the conference registration for Layne Erdman:

Registrant ID is: 6311708  
Confirmation code is: 3EX5-7BE5-W3AC-2TPX-LVUS-5YJ-SAS,  
For the refund, please credit the card used and send a confirmation of the transaction that I can use with in the credit card billing reconciliation.

Thank you,



**Carrie H. Kandoll**  
Facilities Operations Support Specialist  
20420 68th Ave W | Lynnwood, WA 98036  
425.431.7332 work  
425.431.7089 fax  
[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)

On Thu, May 21, 2020 at 11:26 AM Curtis S. Lavarello, Executive Director <[resourcer@aol.com](mailto:resourcer@aol.com)> wrote:  
Dear Ms. Kandoll:

Thank you for writing us here at the School Safety Advocacy Council regarding the cancellation of Layne Erdman, for the 2020 National School Safety Conference. As of now, that conference is still moving forward as most of Florida is well into a reopening phase, and with over two months to go we fully expect the event to be taking place. That said, our cancellation policy remains to which you would be eligible for a 50% refund at this time. We can credit the credit card used if that is your preference? Naturally if we were to cancel the event we would also reimburse the remaining 50%.

You can assign someone else to attend without any costs for a name change.

Let us know how you'd like to proceed.

Curt

**Curtis S. Lavarello**  
Executive Director / CEO  
School Safety Advocacy Council  
[www.SchoolSafety911.org](http://www.SchoolSafety911.org)  
E-mail: [Curt@SchoolSafety911.org](mailto:Curt@SchoolSafety911.org)  
Phone: 941.232.4633

### Save the Dates

### July 27-31, 2020 - National School Safety Conference - Miami, Florida

-----Original Message-----

From: Carrie Kandoll <[kandollc@edmonds.wednet.edu](mailto:kandollc@edmonds.wednet.edu)>  
To: School Safety Advocacy Council <[Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org)>  
Cc: Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
Sent: Thu, May 21, 2020 1:13 pm  
Subject: Re: Registration Confirmation

Dear Registrar,

Due to covid-19 travel concerns, Layne Erdman would like to cancel his registration for the 2020 National School Safety Conference in July. Please advise on the process for canceling and obtaining a refund of the registration fee.

Registrant ID is: 6311708  
Confirmation code is: 3EX5-7BE5-W3AC-2TPX-LVUS-5YJ-SAS

Thank you,

**Carrie H. Kandoll**  
Facilities Operations Support Specialist  
20420 68th Ave W | Lynnwood, WA 98036





425.431.7332 work  
425.431.7089 fax  
[kandolc@edmonds.wednet.edu](mailto:kandolc@edmonds.wednet.edu)

On Thu, Feb 6, 2020 at 8:42 AM School Safety Advocacy Council <[Admin@schoolsafety911.org](mailto:Admin@schoolsafety911.org)> wrote:  
2020 National School Safety Conference - Confirmation and Receipt  
2/6/2020

Matt Finch  
20420 68th Ave W  
Lynnwood, WA 98036

Dear Matt,

Thank you for registering for 2020 National School Safety Conference. We are pleased to confirm that we have received and processed your Credit Card registration in the amount listed below. Please print this message as your receipt.

Details:

2/6/2020

1 Full Registration	\$ 500.00
Mr. Layne Erdman (6311708)	
E-Commerce Credit Card Payment (Visa)	\$ 500.00
<b>Total Purchase:</b>	\$ 500.00
<b>Total Payment:</b>	\$ 500.00
<b>Total Due:</b>	\$ 0.00

Your registrant ID is: 6311708

Your confirmation code is: 3EX5-7BE5-W3AC-2TPX-LVUS-5YJ-SAS

You can make changes to your registration record, transfer your registration to another individual or upgrade your registration, at any time by going to:

<https://ww2.eventrebels.com/er/Update.jsp?A=32241>

and typing in your e-mail and registrantID or confirmation #.

Sincerely,  
Sean Burke, President  
School Safety Advocacy Council

---

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You are receiving this email because you are signed up for 2020 National School Safety Conference. We value your privacy and the protection of your data. You can alter your consent to subscriptions in EventRebels at any time by clicking on [this link](#).

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Anna B. Costales  
Senior Accountant | Edmonds School District #15  
p: 425-431-7063 | e: [costalesa917@edmonds.wednet.edu](mailto:costalesa917@edmonds.wednet.edu)

**From:** [Alexander Entwistle](#) on behalf of [Alexander Entwistle <aentwistle@raptortech.com>](#)  
**To:** [Layne Erdman](#)  
**Subject:** Re: Reliable COVID-19 data--  
**Date:** Tuesday, January 12, 2021 1:37:30 PM

---

I've tried reaching you a couple of times to discuss what your schools will be doing to keep kids (and staff) safe as school resumes. Not trying to be a nuisance, but would love to hear what the plan is for the year and check if Raptor can be of any assistance.

How does Thursday work for a quick call?

Lex

Alexander "Lex" Entwistle  
Business Development Representative  
aentwistle@raptortech.com  
O: 281.652.5693  
C: 281.795.9687  
[raptortech.com](#)

On Tue, Dec 22, 2020 at 1:29 pm, Lex Entwistle wrote:

Layne,

Does Edmonds have the solutions in-place to track virus spread in our post-COVID-19 "new normal"?

This is a question that I seldom get a solid answer from within the business and operations departments of districts when talking through what this year looks like. It's understandable that districts are uneasy, and unsure, of how this year will go considering in-person education will never be the same. Raptor is partnered with over 34,000 schools-- including Bainbridge Island and Lake Washington-- to help make this transition as seamless as possible.

I'm not asking for a decision regarding our solutions, but I would like to have a conversation about how Raptor can help Edmonds collect valuable COVID-19 data from visitors, staff, and students and allow your schools the peace of mind when the need to facilitate contact tracing occurs.

Let's take a little bit of time on Thursday to talk through your plans and how Raptor will fit into them. How does 1pm work for you?

Best,

Lex

Alexander "Lex" Entwistle  
Business Development Representative  
aentwistle@raptortech.com  
O: 281.652.5693  
C: 281.795.9687  
[raptortech.com](#)

**From:** [Anndrea Fernandez](#) on behalf of [Anndrea Fernandez <fernandeza993@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Subject:** Re: SInC Concerns about reopening  
**Date:** Tuesday, October 13, 2020 11:43:24 AM

---

Hi Layne,

Thank you for your quick response. I have gotten a lot of support from my admin on this, he is super engaged in this discussion with me but I wanted to make sure this was shared with you since you represent SInCs with the union and our job is so new and unique. I also didn't know how to change my response or even how to navigate the second option if I did need to change my response so I reached out to you and Mark. The process of what happens if you pick yes or no was not super clear and I just want to get ahead of it if I can. I am a planner by nature so I decided to reach out. :-) Thank you again for holding all of this and being so responsive. I feel very supported just confused and unsure of what steps are coming next. There is understandably a lack of information right now and I felt that by reaching out I stood the best chance of making the right call and understanding the options as they roll out.

On Mon, Oct 12, 2020 at 9:16 PM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

I would agree that several of these need to be addressed and should be under current guidance. I also assume that both administrators and district admin would support some of that as well. Are you hitting roadblocks into changing response or just anticipating what needs to be done?



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Mon, Oct 12, 2020 at 2:52 PM Anndrea Fernandez <[fernandeza993@edmonds.wednet.edu](mailto:fernandeza993@edmonds.wednet.edu)> wrote:

Hi Layne,

I hope your weekend was restful and restorative. I wanted to reach out to you with a few concerns that some of our team were able to discuss in our weekly informal meeting. I spoke to my principal, Sean Silver, and he suggested I talk to my union rep as well as HR so here I am :-). I have also brought this to the attention of Mark Roshy today. Here are some of the concerns that were brought up and thank you in advance for representing the prof-techs and the SInCs in the whirlwind that is this year and the attempt to welcome some students back onto campus. In normal times our job requires many things that are now unsafe such as:

- extended time 1:1 with students in small confined offices with little to no ventilation
- parent/guardian meetings in said confined spaces
- going into multiple classrooms throughout the day for extended periods of time to help one or more students during an escalation thus potentially contaminating several pods throughout the day
- walking with a student throughout the school for deescalation
- Students walking throughout the school to wait to speak with us while waiting in high traffic areas such as the front office
- observing and supporting in multiple classrooms a day (exceeding the 15 min rule of thumb often cited)

All of these job requirements should be reimaged and thought about while admin work to create reopening plans given the need to keep cohort/classroom pods as separate as possible, maintain social distancing, and to minimize the amount of time and occurrences of prolonged conversations or interactions within a confined space.

Possible solutions a few of us very informally batted around include:

- Not having students meet in our offices when they are escalated but instead, we meet and work with them in a designated space close to and out outside of their respective classrooms so we minimize the amount of possible cross-contamination.
- Not having students come to the office if escalated but we come to them in that same designated space
- If our office does not allow for proper social distancing no parent meeting should occur inside. Meetings could take place outside or in a space that allows for proper physical distancing and should be kept to under 15 minutes.

This space should be identified and reserved before we reopen. Information should go out to parents outlining these changes.

- Observations of a student should be allowed to be done in a socially distanced manner with the mind to minimize potential cross-contamination by sitting outside of the classroom (or it could even be done using a webcam) unless the classroom the student is in allows for safe social distancing. They could also be kept to under 15 minutes.

Lastly, some of us would also like to know what the protocol would be for a student who refuses to wear a mask properly. It would be really hard in the moment to make that call without guidance as emotions run high. If a student isn't wearing one properly and refuses to comply it would seem it is a safety issue and that students should not be on campus. I know that this is implied but thinking ahead there should be some direct language that goes home to student's grown-ups that outline what happens when this occurs.

Also, what should happen if a student coughs on another and jokes or threatens to give them COVID? This happened several times before the shutdown when we did not quite understand how severe this illness was. Protocol for when this happens should be talked about and it would be great to have district guidelines we can follow as this would also be a potential threat of bodily harm to all those within that space.

I'm sure you have through of these and a million other things and I thank you again for taking the time to hold our needs as well as so many others during negotiations. I am sorry if I was redundant or loquacious in this email but it has been weighing heavy on my mind. We appreciate you and thank you!

--

**Anndrea Fernandez**  
**Student Intervention Coordinator**  
**Chase Lake Community School**  
**425) 431- 2364**

- "Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

---

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--

**Anndrea Fernandez**  
**Student Intervention Coordinator**  
**Chase Lake Community School**  
**425) 431- 2364**

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*If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.*

**From:** [Benjamin Mount](#) on behalf of [Benjamin Mount <mountb276@edmonds.wednet.edu>](#)  
**To:** [Matthew Finch](#)  
**Cc:** [Sarah Olson](#); [Amie Hanson](#); [Layne Erdman](#)  
**Subject:** Re: School Safety Study  
**Date:** Monday, June 1, 2020 8:01:11 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

---

Good Morning,

I am not available at the following dates and times:

June 15 in the morning  
June 18 in the afternoon  
June 19 all day

Please let me know if you need anything in addition.

Regards,

Ben

Ben Mount  
Transportation Director  
Edmonds School District  
(425) 431-7233

On Fri, May 29, 2020 at 5:21 PM Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)> wrote:

Currently, I can make any of those dates/times work and I do think that would be more enticing to the principals.

Layne and Ben?



**Matt Finch**  
Director of Facilities Operations

425.431.7334 wk  
206.818.7014 cell  
[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)

On Fri, May 29, 2020 at 5:14 PM Sarah Olson <[SOlson@lynnwoodwa.gov](mailto:SOlson@lynnwoodwa.gov)> wrote:

I do think we could accommodate two 1-hour sessions if that would help. Here's a full list of options if doing 1 hour sessions:

- June 16<sup>th</sup> : 1pm or 1:30pm start
- June 18<sup>th</sup>: 2-3pm
- June 19<sup>th</sup>: 2:30, 3, or 3:30pm start

If we did 2, 1-hour slots, then we could invite administrators to one or the other based on their school sites.

---

**Sarah Olson, MPA** | Deputy Director

Lynnwood Parks, Recreation & Cultural Arts Department

Ph: 425-670-5503 | Main: 425-670-5732

**From:** Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>  
**Sent:** Friday, May 29, 2020 3:36 PM  
**To:** Sarah Olson <[SOlson@lynnwoodwa.gov](mailto:SOlson@lynnwoodwa.gov)>  
**Cc:** Amie Hanson <[ahanson@Lynnwoodwa.gov](mailto:ahanson@Lynnwoodwa.gov)>; Ben Mount (<[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>  
<[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>; Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>  
**Subject:** Re: School Safety Study

Always in support of safe routes to schools! Inviting school admins as optional attendees seems reasonable to me. I'd prefer the 12:30 - 2:30pm time slot, but can make those other times work if needed. Any chance we could break this up into two 1 hour sessions? Not sure what others schedules are like, but that might be helpful to accommodate.



**Matt Finch**  
Director of Facilities Operations

425.431.7334 wk  
206.818.7014 cell  
[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)

On Fri, May 29, 2020 at 2:18 PM Sarah Olson <[SOlson@lynnwoodwa.gov](mailto:SOlson@lynnwoodwa.gov)> wrote:

Hi Matt,

We would be happy to host a meeting with you, Ben and Layne. I will send a Zoom once we hear from Ben and Layne to confirm if **June 16<sup>th</sup>** is open and if you want to meet **11:30am – 1:30pm**, **Noon – 2pm**, or **12:30 – 2:30pm**.

We still plan to circle back with the school administrators as promised but we can meet that objective with email communication sharing the drawings for their respective schools and offer to answer questions or follow-up in person. Would you be opposed to them being optionally invited to the zoom meeting which allows for their own flexibility?

Also, this would be a good time to share with you that we are interested in applying for the next Safe Routes to School grants. Specifically, we are looking at improvements supporting College Place Middle School and Lynndale Elementary. We will be covering all of the countermeasures for each school at our zoom meeting with an emphasis on this priority locations. We are hopeful you'll be in support of these project too.

Thank you,

---

**Sarah Olson, MPA** | Deputy Director

Lynnwood Parks, Recreation & Cultural Arts Department

Ph: 425-670-5503 | Main: 425-670-5732

**From:** Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>

**Sent:** Friday, May 29, 2020 1:06 PM

**To:** Sarah Olson <[SOlson@lynnwoodwa.gov](mailto:SOlson@lynnwoodwa.gov)>

**Cc:** Amie Hanson <[ahanson@Lynnwoodwa.gov](mailto:ahanson@Lynnwoodwa.gov)>; Ben Mount ([mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)) <[mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)>; Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>

**Subject:** Re: School Safety Study

Hi Sarah,

My initial reaction is that we should meet without the school administrators. Most of them will be unavailable in July (at least that's what's happened in the past, not sure if COVID will change that), but they are all extremely busy right now thru June.

Personally, I'm available to meet via zoom. Preferably on the 16th. Ben and Layne?



**Matt Finch**

Director of Facilities Operations

425.431.7334 wk

206.818.7014 cell

[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)

On Fri, May 29, 2020 at 12:17 PM Sarah Olson <[SOlson@lynnwoodwa.gov](mailto:SOlson@lynnwoodwa.gov)> wrote:

Hi Matt,

I know it's been awhile but I'm circling back with an update on our school safety study. As you know, we met with Lynnwood school administrators and conducted walk audits at each school last fall. With that data, our consultants developed detailed assessment findings (see sample image 1) and countermeasure recommendations (see sample image 2). City staff spent several months reviewing the data and providing comments and updates to the consultant who are now preparing a formal draft that we'd like to share and vet with you, Ben, Layne, and school administrators.



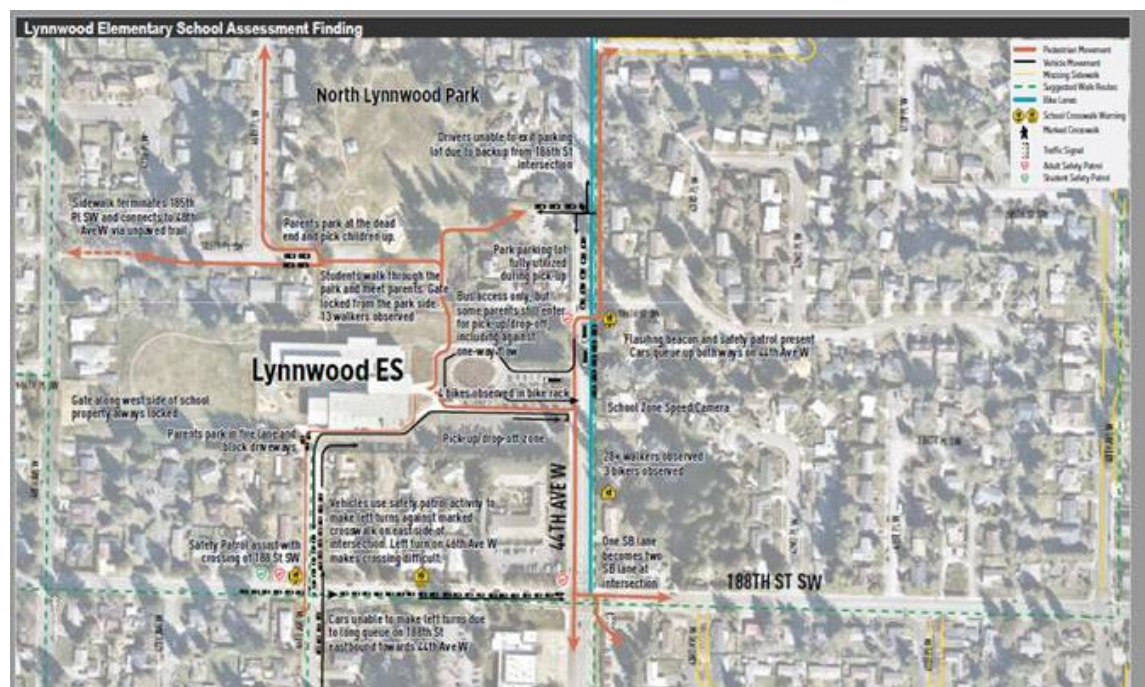
Due to the pandemic, we are a couple months behind when we initially anticipated this step and now we're running into the end of the school year. Our request, will it be possible to set up a video conference call with your group to share the assessment findings and discuss the countermeasures before the end of June? We anticipate this to be a 2-hour meeting by Zoom or MS Teams during one of these target windows:

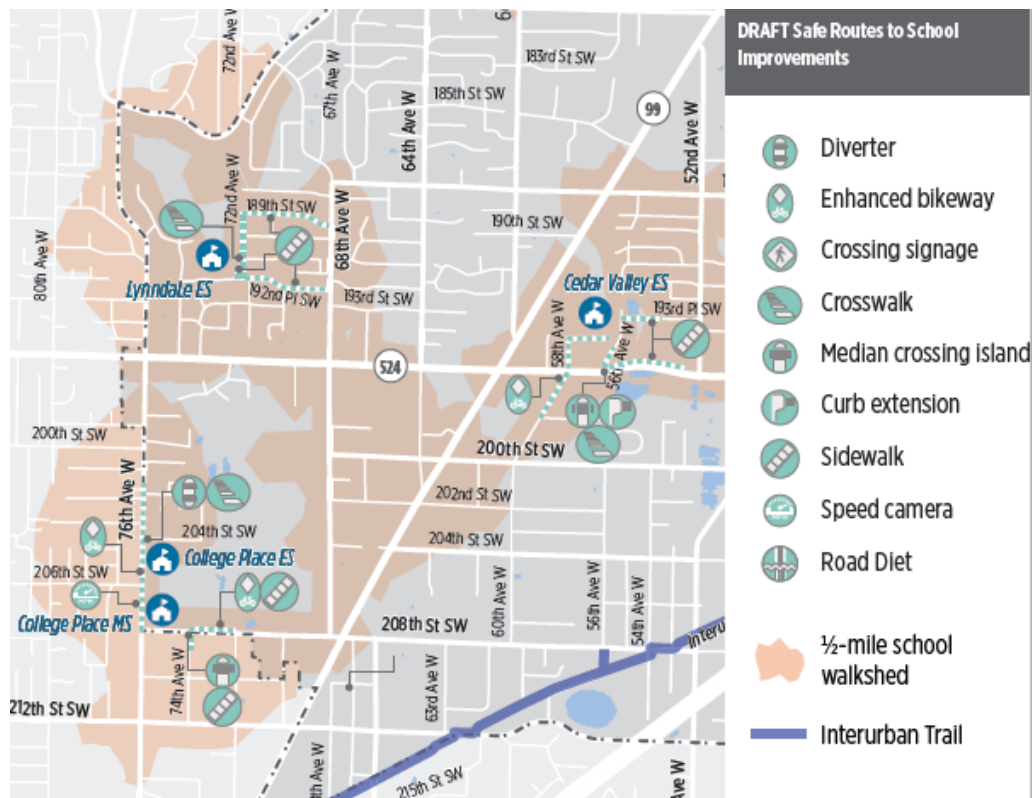
- June 16<sup>th</sup> between 11:30am – 2:30pm
- June 19<sup>th</sup> at 2:30 – 4:30pm.

Normally we would never try to target the last week of school but since things look different this year, I'm hopeful this might work out. If not, do you know if the administrators work in July or are they all out for the summer as well?

Please let me know if you need more information to evaluate our request.

Thank you much!





**Sarah Olson, MPA** | Deputy Director

Lynnwood Parks, Recreation & Cultural Arts Department

North Administration Building  
19000 44th Ave W, Lynnwood, WA 98036

Ph: 425-670-5503 | Main: 425-670-5732

[www.HealthyLynnwood.com](http://www.HealthyLynnwood.com)



**From:** [Brian Lewis](#) on behalf of [Brian Lewis <blewis@asd.wednet.edu>](#)  
**To:** [Mark Carter](#)  
**Cc:** [Charlie Weaver](#); [Chuck Goodwin \(Chuck.Goodwin@shorelineschools.org\)](#); [Dave Sage](#); [David Corr](#); [Douglas D James](#); [Ed Aylesworth](#); [Erdman, Layne A. \(ESC\)](#); [G. Burns](#); [Ginger Bonnell](#); [Greg Dennis](#); [Henry Simon](#); [Jeff Beazizo](#); [Jonah Stinson](#); [Kirk Rudeen](#); [Maria Mahowald](#); [Paul Delon](#); [Ralph Rohwer](#); [Randy Celori](#); [Robert Noll](#); [Scott Emry](#); [Travis Dotzauer \(travisd@cityofanacortes.org\)](#); [Yzabel McKee](#)  
**Subject:** Re: Student Health Screening  
**Date:** Tuesday, June 30, 2020 7:27:27 PM

---

Hi Mark,

We haven't made a decision about screening kids before they get on the bus. I'm trying to get some clarity as to screening requirements. Our RN tells us that many districts will rely on parent attestation that the student has no fever or other Covid symptoms prior to releasing them to us for school. I'm having trouble regarding relying on such an attestation, so I've asked WSRMP for their opinion on doing so. Meanwhile we are investigating thermal cameras for a no touch temp check on students and hopefully in a mass scale (like we could set it up in a hallway and temp students as they walk down the hallway). This is the product we reviewed today:

<http://www.fotric.com/site/newsDetail/389>

I've also ordered a no touch kiosk for staff temp checks as a pilot. If it works we may consider ordering more. I'll send the vendor link for that in a follow up message.

On Tue, Jun 30, 2020 at 8:07 AM Mark Carter <[mcarter2@stanwood.wednet.edu](mailto:mcarter2@stanwood.wednet.edu)> wrote:

Hi Everyone,

Our district- Stanwood Camano, is working on plans for how we are going to screen students daily when they come to school in the morning. We are getting several opinions on how this should be handled, so I'm checking with everyone to see what their district's plan will be this fall.

Some of the things we are looking into:

- 1) Individual temperature checks on each student before they enter the building?
- 2) Are you planning on screening kids prior to them getting on buses?

Also, are you planning on adding hand wash stations and/or hand sanitizing stations? Automatic Stations?

Thanks in advance for any recommendations and or advice.

Mark

--

Mark Carter

*Director of Student Services and Safety*

*Stanwood-Camano School District*  
*360-629-1200 Ext 3504*

--

Brian Lewis, Executive Director of Operations  
Arlington Public Schools  
315 N. French Ave  
Arlington, WA 98223  
p (360) 618-6238  
f (360) 618-6221

**From:** [Brian Lewis](#) on behalf of [Brian Lewis <blewis@asd.wednet.edu>](#)  
**To:** [Mark Carter](#)  
**Cc:** [Charlie Weaver](#); [Chuck Goodwin \(Chuck.Goodwin@shorelineschools.org\)](#); [Dave Sage](#); [David Corr](#); [Douglas D James](#); [Ed Aylesworth](#); [Erdman, Layne A. \(ESC\)](#); [G. Burns](#); [Ginger Bonnell](#); [Greg Dennis](#); [Henry Simon](#); [Jeff Beazizo](#); [Jonah Stinson](#); [Kirk Rudeen](#); [Maria Mahowald](#); [Paul Delon](#); [Ralph Rohwer](#); [Randy Celori](#); [Robert Noll](#); [Scott Emry](#); [Travis Dotzauer \(travisd@cityofanacortes.org\)](#); [Yzabel McKee](#)  
**Subject:** Re: Student Health Screening  
**Date:** Wednesday, July 1, 2020 8:40:29 AM

---

Here's a link to the no touch kiosk we ordered for a pilot:

<https://www.loffler.com/it-solutions/temperature-screening-solutions-covid-19>

Total cost: \$2,870

We did find a less expensive product that we may also be piloting:

<https://canamwireless.com/product/howen-automated-ai-elevated-temperature-screening-station-with-4ft-floor-mount/>

Cost: \$1,400

On Tue, Jun 30, 2020 at 7:27 PM Brian Lewis <[blewis@asd.wednet.edu](mailto:blewis@asd.wednet.edu)> wrote:

Hi Mark,

We haven't made a decision about screening kids before they get on the bus. I'm trying to get some clarity as to screening requirements. Our RN tells us that many districts will rely on parent attestation that the student has no fever or other Covid symptoms prior to releasing them to us for school. I'm having trouble regarding relying on such an attestation, so I've asked WSRMP for their opinion on doing so. Meanwhile we are investigating thermal cameras for a no touch temp check on students and hopefully in a mass scale (like we could set it up in a hallway and temp students as they walk down the hallway). This is the product we reviewed today:

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Also, are you planning on adding hand wash stations and/or hand sanitizing stations? Automatic Stations?

Thanks in advance for any recommendations and or advice.

Mark

--

Mark Carter  
*Director of Student Services and Safety*  
*Stanwood-Camano School District*  
*360-629-1200 Ext 3504*

--

Brian Lewis, Executive Director of Operations  
Arlington Public Schools  
315 N. French Ave  
Arlington, WA 98223  
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f (360) 618-6221

--

Brian Lewis, Executive Director of Operations  
Arlington Public Schools  
315 N. French Ave  
Arlington, WA 98223  
p (360) 618-6238  
f (360) 618-6221

**From:** [Brandon Lagerquist](#) on behalf of [Brandon Lagerquist <lagerquistb835@edmonds.wednet.edu>](#)  
**To:** [@CER](#)  
**Cc:** [Chris Bailey](#); [Harmony Weinberg](#); [Layne Erdman](#)  
**Subject:** Re: [CER] Fwd: Question from concerned employees  
**Date:** Friday, June 19, 2020 1:07:20 PM

---

Hi All,

Some things to consider:

1) The survey is not collecting personally identifiable information. If someone selects "no", we know what employee group they are in, because that is a question towards the end of the survey, but we don't know who they are individually. In other words, the survey is anonymous. Perhaps what's really needed is clarification that it is an anonymous survey that is not collecting personally identifiable information.

2) Question One was an intentional forced choice dichotomous item. A third option of "I am not sure" or something similar was purposely left off because it is likely a large percentage of respondents would choose that. Since so much is unknown and changing everyday, "I don't know" truly is probably what many folks would want to answer. Forcing "yes" or "no" allows us to better distinguish what side of the fence people are leaning. By design it is hard to pick "yes" or "no" which leads the respondent to engage with in-depth reflection on what they believe most closely approximates their feelings.

3) Related to consideration number 2 listed above, HR needs this survey as a heads-up on how big of a problem we might have with staff not returning to work. An "I don't know" option doesn't help in answering that question. So, while it might be an option that staff would have liked to have had, responding as such would not have provided the district with useful data.

Thanks,  
Brandon  
Brandon Lagerquist  
he/him/his  
Director - Assessment, Research, and Evaluation  
Edmonds School District  
20420 68th Ave W  
Lynnwood, WA 98036  
425-431-7302



On Fri, Jun 19, 2020 at 12:23 PM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:  
agreed Chris I read it the same way

Layne Erdman  
Safety, Security and Emergency Preparedness Specialist



425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

On Fri, Jun 19, 2020 at 12:21 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

I agree with the concern Jennifer raised. Several staff in Tech had similar concerns, as the survey did not give them an option to say "not comfortable returning to normal work" without implying that they would then need to utilize leave (via question #2). I think whether leave is taken or not will depend on what the district (and health district) decide regarding what opening will look like, but the way the survey was phrased, some of my staff felt if they did not say "yes" to question #1, they would be essentially resigning their position.

I have encouraged my staff to answer question #1 honestly with their current thinking about returning to the office in the fall, and that they should not assume that leave will be required in order to do so, at this time.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Jun 19, 2020 at 11:24 AM Harmony Weinberg  
<[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)> wrote:

Sharing with the team.



**Harmony Weinberg**

Communications and Public Relations Manager

She/her pronouns  
425.431.7044 (desk)

971.704.9099 (mobile/Google Voice)

----- Forwarded message -----

From: **Jennifer Craig** <[craigj008@edmonds.wednet.edu](mailto:craigj008@edmonds.wednet.edu)>  
Date: Fri, Jun 19, 2020 at 11:21 AM  
Subject: Question from concerned employees  
To: Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>

Hi Harmony,

Perhaps you are getting many emails from older district employees. Just want to ask you how the district will be handling the employment situation for those in high risk groups.



I will be turning 65 during the 2020-2021 school year. I work in the front office and am the main health room attendant at our school. The alternate health room attendant is the office manager who is also in her mid 60s and a 30 year district employee.

Working from home during these past several months works very well of course. I'm just wondering if there is any way for us to continue doing our jobs from home into next year.

Returning to the school building and having ongoing contact with students, especially students coming to the health room feeling ill, is very concerning to me.

I'm sure the district is doing their best to balance the concerns of all those involved in making decisions going forward into next year. We've been seeking any information regarding options for older employees who want to continue working, but have concerns about returning to duties that could possibly give unreasonable exposure to Covid-19.

When the survey came, I went in to fill it out, but was thwarted by the first question.

I couldn't answer the first question of whether I would come back to the building in the Fall, not knowing what the conditions would be like, or what the plan is for dealing with them.

I tried to skip that first question and go on to fill out the rest of the survey, but it would not allow me to move past question #1 without answering it----so I closed the survey without filling it out. My office manager, also in her mid 60s, said she did the same thing-closed survey without filling it out, because she couldn't give a yes or no answer to question #1 either.

We want to tell whoever is making these decisions, that some of us can't say that we can go back to the building until we know what the plan will be to protect high risk employees. There are possibly many other employees, like my office manager and me, who aren't submitting the survey for this reason.

Is there any way to give this input to the decision-makers?

Feel free to call me on my cell phone [REDACTED] or reply to this email.

I appreciate any assistance you can give us with this!

--

**Jennifer Craig**

Attendance & ASB Secretary  
Meadowdale Middle School

**From:** [Amanda Ralston](#) on behalf of [Amanda Ralston <ralstona@edmonds.wednet.edu>](#)  
**To:** [Matthew Finch](#)  
**Cc:** [Debby Carter](#); [@CER](#); [Dana Geaslen](#); [Sally Guzmán](#)  
**Subject:** Re: [CER] Talking/Support points for AA/BB Hybrid Model  
**Date:** Tuesday, July 7, 2020 8:48:54 AM  
**Attachments:** [Reopening Edmonds Schools 2020 feedback.xlsx](#)

---

Hello All,

We have gathered some community feedback from Facebook, Twitter, Instagram, and our staff and family emails in response to the Reopening Edmonds 2020 letter.

Please see attached

Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

On Thu, Jul 2, 2020 at 7:08 PM Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)> wrote:  
Strong preference is to keep to Mon-Fri for a number of reasons. We'd clean Friday after school and plenty of time would have elapsed for those entering the building on Monday. Virus doesn't live that long.

Thanks for the thought, Sally! Please keep them coming. More minds on this the better.

Have a great weekend,  
Matt

On Thu, Jul 2, 2020 at 4:00 PM Debby Carter <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)> wrote:  
Currently custodians work week is defined as Monday through Friday. If we want to do something different, this would be a change in working conditions and would go through bargaining. It would be something Facilities would recommend and would go through bargaining.

On Thu, Jul 2, 2020 at 3:57 PM Sally Guzmán <[guzmanreyess@edmonds.wednet.edu](mailto:guzmanreyess@edmonds.wednet.edu)> wrote:  
Side note before I forget could we add a deep cleaning on Saturday for families in group A who are worried about "deep cleaning"? To me this seems simple but I know that is probably not the case :)

Kind regards,  
Sally Guzmán, MNPL  
She/Her Pronouns

On Thu, Jul 2, 2020 at 10:24 AM Dana Geaslen <[geaslend338@edmonds.wednet.edu](mailto:geaslend338@edmonds.wednet.edu)> wrote:

CER Team-

As discussed this morning, we are leaning to our AA/BB schedule which allows for deep cleaning on Wednesdays between cohorts. If the AA/BB model is the determined model, we would like your input and some talking points for the board and district staff in support of. Please craft a list of your thoughts. Thank you so much for your help. We say it all the time, but please know how much we appreciate you and all you do to support our students, families, and staff.

Dana Geaslen

*She/Her/Hers*



**Dana K. Geaslen**

Assistant Superintendent of Educational Services

Edmonds School District

[geaslend338@edmonds.wednet.edu](mailto:geaslend338@edmonds.wednet.edu)

[20420 68th Avenue West](#)

[Lynnwood, WA 98036](#)

(425) 431-7186

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Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障): / 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /

: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):

<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

Section 504 Family/Student Rights

<https://www.k12.wa.us/policy-funding/equity-and-civil-rights/section-504-students-disabilities>

--



**Matt Finch**

Director of Facilities Operations

425.431.7334 wk

206.818.7014 cell

[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)

**From:** [Anndrea Fernandez](#) on behalf of [Anndrea Fernandez <fernandez993@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Cc:** [Jill Perander](#); [Erica Green](#); @SinC; [Victoria Alunni](#); [Joseph Valenti](#); [Victor Vergara](#)  
**Subject:** Re: [sinc] Re: Clarification about COVID para & Backup COVID Supervisor  
**Date:** Wednesday, January 20, 2021 3:56:27 PM

---

Hi All

I think my site hired ours but we had a few new paras join us because a few had to retire so I am not 100%. I was also under the impression they would help with morning attestations and whatnot but would love a description of their role.



On Wed, Jan 20, 2021 at 2:53 PM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

As I understand it this is a part time position who is responsible for helping with morning screening and perhaps containment room monitoring. I haven't heard much about the role beyond that. There was a lot of confusion at first but I think they were at a place where they had a list of names for buildings to screen etc. You can verify all of that through admin and hr.



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

"We do not rise to the level of expectation in a crisis, we fall to our level of training."

On Wed, Jan 20, 2021 at 2:45 PM Jill Perander <[peranderj@edmonds.wednet.edu](mailto:peranderj@edmonds.wednet.edu)> wrote:

Hi Erica and Layne - Do you know how the role of the COVID para (each building is to have one) fits in to the framework of COVID supervisor and back-up supervisor? Apparently the COVID para is thought to have access to attestation information as well as the containment room, etc. We don't have our COVID para yet -- does anyone?



**Jill Perander**  
**Preferred pronouns: she/her**  
**Student Intervention Coordinator**  
**Seaview Elementary**  
**(425) 431-1315**

*Every kid needs a fresh start every day.*



**Edmonds School District Resources:**

[ESD Family Handbook](#)

Family support website: [Edmonds School District Family Resources](#)

Family support phone #: (425) 431-1454

Technology resources: [Family Support for Online Learning](#)

Chromebook Support: (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

[Zoom Troubleshooting](#)

On Wed, Jan 20, 2021 at 2:31 PM Erica Green <[green256@edmonds.wednet.edu](mailto:green256@edmonds.wednet.edu)> wrote:

Hi team,

I am sorry for so many messages today, but I wanted to relay the most up to date information regarding N95 and PPE. I spoke to Victoria from HR just now and need to clarify the process that is currently in place. I really want to emphasize that Victoria has a huge task and responsibility in her lap, and it is important we respect the process and follow proper steps.

N95 masks are not being given out to every staff member. You will only be given an N95 mask if you are being tasked with duties that would qualify.

Step 1. Ask your COVID supervisor (Principal or AP) if you will be required to perform duties in which a N95 would be necessary.

-containment room, bodily fluids, restraining, etc

Step 2. If the answer is Yes, your COVID supervisor will need to contact Victoria and ask for you to be contacted

Step 3. Victoria will reach out to you and give you specific directions that are not to be shared or duplicated

There is a detailed tracking and documentation process on Victoria's end so I want to make sure we follow the proper channels.

I appreciate you all, and hope this clarifies some information. Please be in contact with your principal as well.

-Erica  


--

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To unsubscribe from this group and stop receiving emails from it, send an email to [sinc+unsubscribe@edmonds.wednet.edu](mailto:sinc+unsubscribe@edmonds.wednet.edu).  
To view this discussion on the web visit <https://groups.google.com/a/edmonds.wednet.edu/d/msgid/sinc/f9f8ce13-ed26-41be-9e7d-c7c98bb786cbn%40edmonds.wednet.edu>.

--

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To view this discussion on the web visit

[https://groups.google.com/a/edmonds.wednet.edu/d/msgid/sinc/CAJpk5GUDki1TZnXFdT2XApu\\_7BXL51q6VeWHYTPbN8%2BxfegnEg%40mail.gmail.com](https://groups.google.com/a/edmonds.wednet.edu/d/msgid/sinc/CAJpk5GUDki1TZnXFdT2XApu_7BXL51q6VeWHYTPbN8%2BxfegnEg%40mail.gmail.com).

--

**Anndrea Fernandez**  
**Student Intervention Coordinator**  
**Chase Lake Community School**  
425) 431- 2364

- "Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

---

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**From:** [Andrea Hillman](#) on behalf of [Andrea Hillman <hillmana@edmonds.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Cc:** [Scott Mauk](#); [Matthew Finch](#)  
**Subject:** Re: health dept inspection  
**Date:** Friday, February 19, 2021 9:45:44 AM

---

Exciting!!

On Fri, Feb 19, 2021 at 9:44 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

Good morning,

You are scheduled for the annual health department inspection on Feb 25 at 10am. While this is fairly routine, this year they will be looking at compliance with DOH school reopening guidelines. If you have students in class please be prepared to be inspected on the following areas.

Maks use by staff,  
Social distancing  
Distancing and closure of toilets and drinking fountains  
Signs posted  
Disinfection and PPE availability to staff and students  
Classroom set ups for space around children  
Isolation of manipulatives

the normal lights, cleanliness, classroom maps etc.

thank you and I will see you next week



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

--

**Andrea Hillman** [SLHS Website](#): Application Info, SLHS Info & Updates  
**Principal | SLHS** [ESD Family Support Page](#): Support for Tech, Meals, Funds, Etc.  
**425.431.7271 (P)** [ESD Learning/Tech Resources for Families](#): Canvas, Skyward, GoogleDrive, Zoom  
**425.431.7272 (F)**

**Resources For Staff:**

- [Staff Resources for Continuous Learning](#)
- [Staff Canvas Resources](#)
- [Learning Sessions Calendar](#)

**From:** [Brian Lewis](#) on behalf of [Brian Lewis <blewis@asd.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Cc:** [Cedric Collins](#); [Charlie Weaver](#); [Chuck Goodwin](#); [Dave Sage](#); [David Corr](#); [Douglas James](#); [Ed Aylesworth](#); [Ginger Bonnell](#); [Greg Burns](#); [Greg Dennis](#); [Henry Simon](#); [Jeff Beazizo](#); [Jeff Dowhaniuk](#); [Jonah Stinson](#); [Maria Mahowald](#); [Mark Carter](#); [Patrick McGill](#); [Paul Delon](#); [Ralph Rohwer](#); [Randy W. Celori](#); [Robert Noll](#); [Robinson, Catherine](#); [Shaun Thompson](#); [Susan Venable](#); [Tim Reeves](#); [Travis Dotzauer](#); [Yzabel McKee](#)  
**Subject:** Re: info  
**Date:** Monday, December 21, 2020 8:21:45 AM  
**Attachments:** [PPE Guidance Summary 10.5.20.pdf](#)

---

Would be happy to meet in the new year, Monday's don't generally work schedule wise. Re: N95's, our district nurse created a respiratory ventilator program, the hospital in Arlington certified our nurses to do a fit test, and then fit tested identified staff at no charge. Approx 20 showed that day for fit testing; we were only able to pass 13 of them because we only had a size small N95 available to us. Again, the hospital stepped up and donated 1,000 small Moldex N95s to the district. We used the L&I PPE guidance to define extremely high transmission risk staff. We used a catchall specification for High Risk Transmission staff of: Instructional Staff and Bus Drivers (when performing tasks that require sustained close together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day." We have widespread usage of KN95's or paper disposable masks paired with a shield. Our PPE decision matrix is attached. We do sub other forms of facial covering according to the L&I guidance because we have not been able to acquire N95's in sizes other than smalls.

We have around 700 students and 320 staff on campus each day (Special Ed and other high needs and K-1 hybrid). So far so good, only two transmissions of virus in district buildings with both being from staff to student and all parties recovered and back to work or school. We are planning on resuming Special Ed and high needs on Jan 4 and K-3 hybrid Jan 19.

Good luck to us all.  
Brian

On Sun, Dec 20, 2020 at 1:04 PM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

Good morning all, its been a while perhaps we should have a meeting to see how everyone is doing with the constant changes

I have a question, about how many people in your district did you fit test for n95 purposes and what positions if there were only specific roles you tested.

Im on my umpteenth test and its breaking the bank like everything covid we seem to do so looking for comparison to what you all did



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

--

Brian Lewis, Executive Director of Operations  
Arlington Public Schools  
315 N. French Ave

Arlington, WA 98223  
p (360) 618-6238  
f (360) 618-6221



**From:** [Andrea Hillman](#) on behalf of [Andrea Hillman <hillmana@edmonds.wednet.edu>](#)  
**To:** [DL Alex Alexander](#)  
**Cc:** [Layne Erdman](#); [@District Leadership Team](#)  
**Subject:** Re: lockboxes  
**Date:** Thursday, August 20, 2020 11:58:47 AM

---

Is this also the case for the "Intercom Buttons" we were directed to ask Matt Finch to install?

On Fri, Aug 14, 2020 at 10:03 AM DL Alex Alexander <[alexanderdo@edmonds.wednet.edu](mailto:alexanderdo@edmonds.wednet.edu)> wrote:

Thank you for all your efforts, Layne!

Alex Alexander  
She/Her

On Fri, Aug 14, 2020 at 10:01 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:  
We are looking into lockboxes district wide, I have many emails for this request and you dont need to inquire individually. We will communicate as we have an order and plan. Thank you



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

--

**Andrea Hillman**      [SLHS Website](#): App Info, Closure Info, SLHS-Specific Info  
**Principal | SLHS**      [ESD Family Support Page](#): Support for Tech, Meals, Funds, Etc.  
**425.431.7271 (P)**      [ESD COVID-19 Communications Page](#): Daily District Updates  
**425.431.7272 (F)**      Care to donate? Here are 3 ways: [Edmonds SE](#), [WAKIT](#), [Lunch Fund](#)

## Resources For Staff:

- [Staff Resources for Online Learning Site](#)
- [Edmonds Instructional Tech Resources](#)
- [Canvas Resource Site](#)

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**From:** [Brian Lewis](#) on behalf of [Brian Lewis <blewis@asd.wednet.edu>](#)  
**To:** [Layne Erdman](#)  
**Cc:** [Cedric Collins](#); [Charlie Weaver](#); [Chuck Goodwin](#); [Dave Sage](#); [David Corr](#); [Douglas James](#); [Ed Aylesworth](#); [Ginger Bonnell](#); [Greg Burns](#); [Greg Dennis](#); [Henry Simon](#); [Jeff Beazizo](#); [Jeff Dowhaniuk](#); [Jonah Stinson](#); [Maria Mahowald](#); [Mark Carter](#); [Patrick McGill](#); [Paul Delon](#); [Ralph Rohwer](#); [Randy W. Celori](#); [Robert Noll](#); [Robinson, Catherine](#); [Shaun Thompson](#); [Susan Venable](#); [Tim Reeves](#); [Travis Dotzauer](#); [Yzabel McKee](#)  
**Subject:** Re: n95  
**Date:** Monday, October 26, 2020 8:13:51 AM  
**Attachments:** [Respirator Program for Arlington Public Schools.docx](#)

---

The hospital in our town offered to provide N95 test fitting at no cost. We did our first test fitting last week. I did not pass so have to wear an eye shield and paper mask if working in high transmission risk situations. To use N95's you also have to have a respiratory program. Ours is attached.

Brian

On Mon, Oct 26, 2020 at 8:05 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

What are you all doing for n95 fit testing for people that need it in order to open schools



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

--

Brian Lewis, Executive Director of Operations  
Arlington Public Schools  
315 N. French Ave  
Arlington, WA 98223  
p (360) 618-6238  
f (360) 618-6221

**From:** [Amanda Zych](#) on behalf of [Amanda Zych <azych@snohd.org>](#)  
**To:** [Layne Erdman](#)  
**Subject:** Re: photos  
**Date:** Tuesday, February 23, 2021 11:40:08 AM





Sent from my iPhone

On Feb 23, 2021, at 11:37 AM, Layne Erdman <erdmanl@edmonds.wednet.edu> wrote:

Can you share those everett photos with me



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist  
425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

**From:** [Amanda Ralston](#) on behalf of [Amanda Ralston <ralstona@edmonds.wednet.edu>](#)  
**To:** [Clark Dalire](#); [Lisa Judd](#); [Layne Erdman](#)  
**Subject:** Re: posters  
**Date:** Tuesday, February 2, 2021 11:24:52 AM

---

Sorry for the slow response.

A link to the print shop order form has been added to the COVID-19 staff workspace page.

Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

On Tue, Feb 2, 2021 at 11:20 AM Clark Dalire <[dalirec@edmonds.wednet.edu](mailto:dalirec@edmonds.wednet.edu)> wrote:

----- Forwarded message -----

**From:** **Clark Dalire** <[dalirec@edmonds.wednet.edu](mailto:dalirec@edmonds.wednet.edu)>  
**Date:** Wed, Jan 13, 2021 at 12:13 PM  
**Subject:** Fwd: posters  
**To:** Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>  
**Cc:** Lisa Judd <[juddl@edmonds.wednet.edu](mailto:juddl@edmonds.wednet.edu)>, Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>

Howdy!

Seems like you're the owner of the COVID page on the staff workspace. Can you please add our Print Shop order form link

[https://docs.google.com/forms/d/19FySeVhRbQrAakwbCu3r3GjBRx2e6NfKCN-fTStxX\\_Y](https://docs.google.com/forms/d/19FySeVhRbQrAakwbCu3r3GjBRx2e6NfKCN-fTStxX_Y)

to the list of staff links and label it to the effect of "Order COVID Posters/Floor Signs" here?

Cheers,  
-Clark

----- Forwarded message -----

**From:** **Harmony Weinberg** <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>  
**Date:** Wed, Jan 13, 2021 at 11:50 AM  
**Subject:** Re: posters  
**To:** Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)>, Clark Dalire

<[dalirec@edmonds.wednet.edu](mailto:dalirec@edmonds.wednet.edu)>

Cc: Lisa Judd <[juddl@edmonds.wednet.edu](mailto:juddl@edmonds.wednet.edu)>

I think Clark and Lisa can do that! :)



**Harmony Weinberg**

Communications Manager

She/her pronouns  
425.431.7044 (desk)

971.704.9099 (mobile)

On Wed, Jan 13, 2021 at 11:08 AM Layne Erdman <[erdmanl@edmonds.wednet.edu](mailto:erdmanl@edmonds.wednet.edu)> wrote:

Can we get the print shop poster link added to the covid page links on our staff workplace. I get lots of questions on where to find ordering info



Layne Erdman  
Safety, Security and Emergency Preparedness Specialist

425.431.7032 work  
425.431.7089 fax  
[Erdmanl@edmonds.wednet.edu](mailto:Erdmanl@edmonds.wednet.edu)

“We do not rise to the level of expectation in a crisis, we fall to our level of training.”

--

**CLARK DALIRE**

Desktop Publisher

Edmonds School District | [Printing Services](#)

425-431-7097 Print Shop

425-431-7107 Desk

--

**CLARK DALIRE**

Desktop Publisher

Edmonds School District | [Printing Services](#)

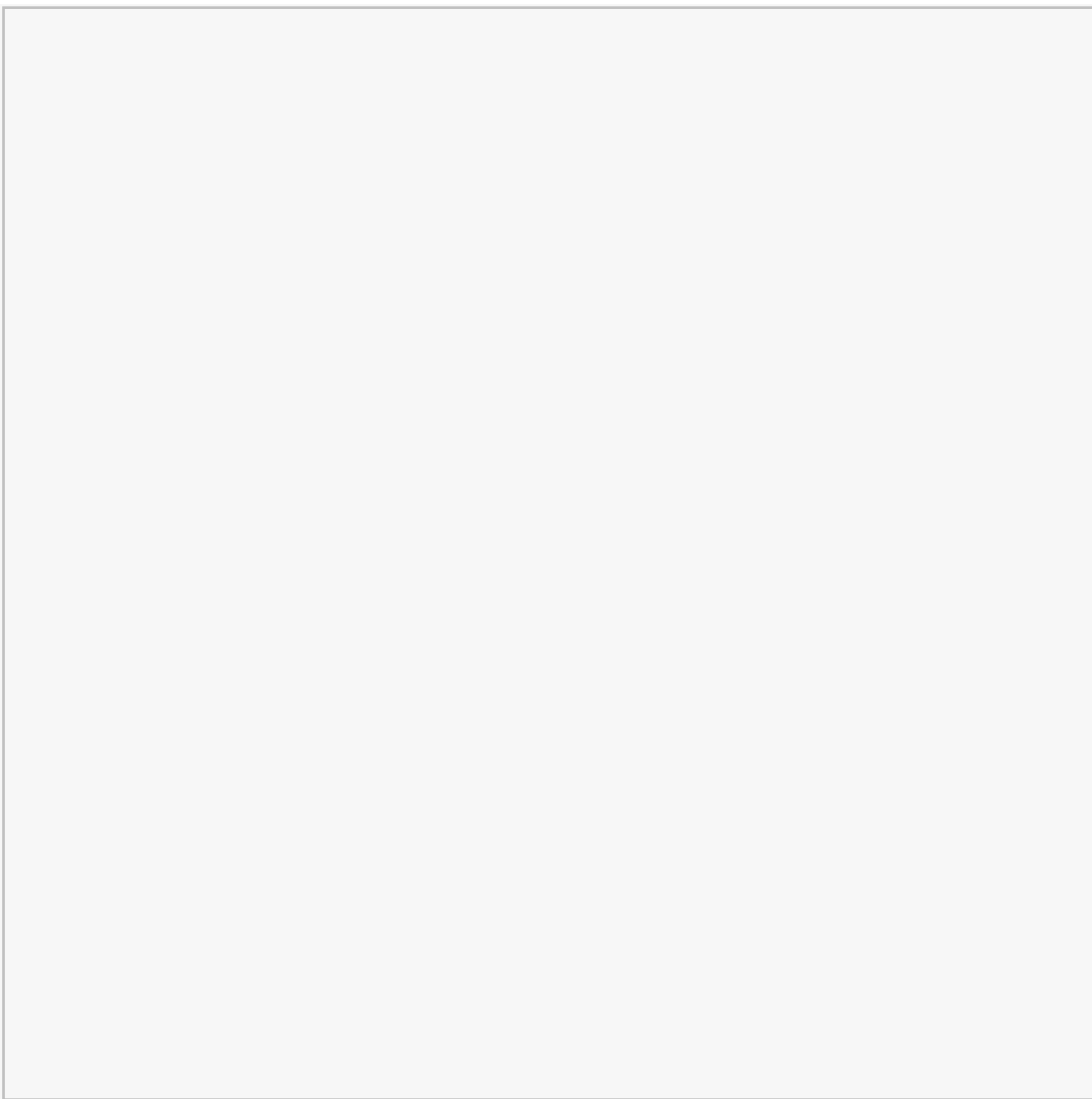
425-431-7097 Print Shop

425-431-7107 Desk

**From:** [Austin Air](#) on behalf of [Austin Air <schools@austinair.com>](#)  
**To:** [ERDMANL@EDMONDS.WEDNET.EDU](#)  
**Subject:** Reducing the risk of COVID-19 in schools  
**Date:** Wednesday, February 3, 2021 2:59:32 AM

---





# **HEPA AIR PURIFIERS FOR COVID- 19**

**UP TO 25% OFF ON VOLUME ORDERS**

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If you would like to discuss further details, please don't hesitate to contact us at [schools@austinair.com](mailto:schools@austinair.com).

Stay safe and healthy.

**The Austin Air Team.**



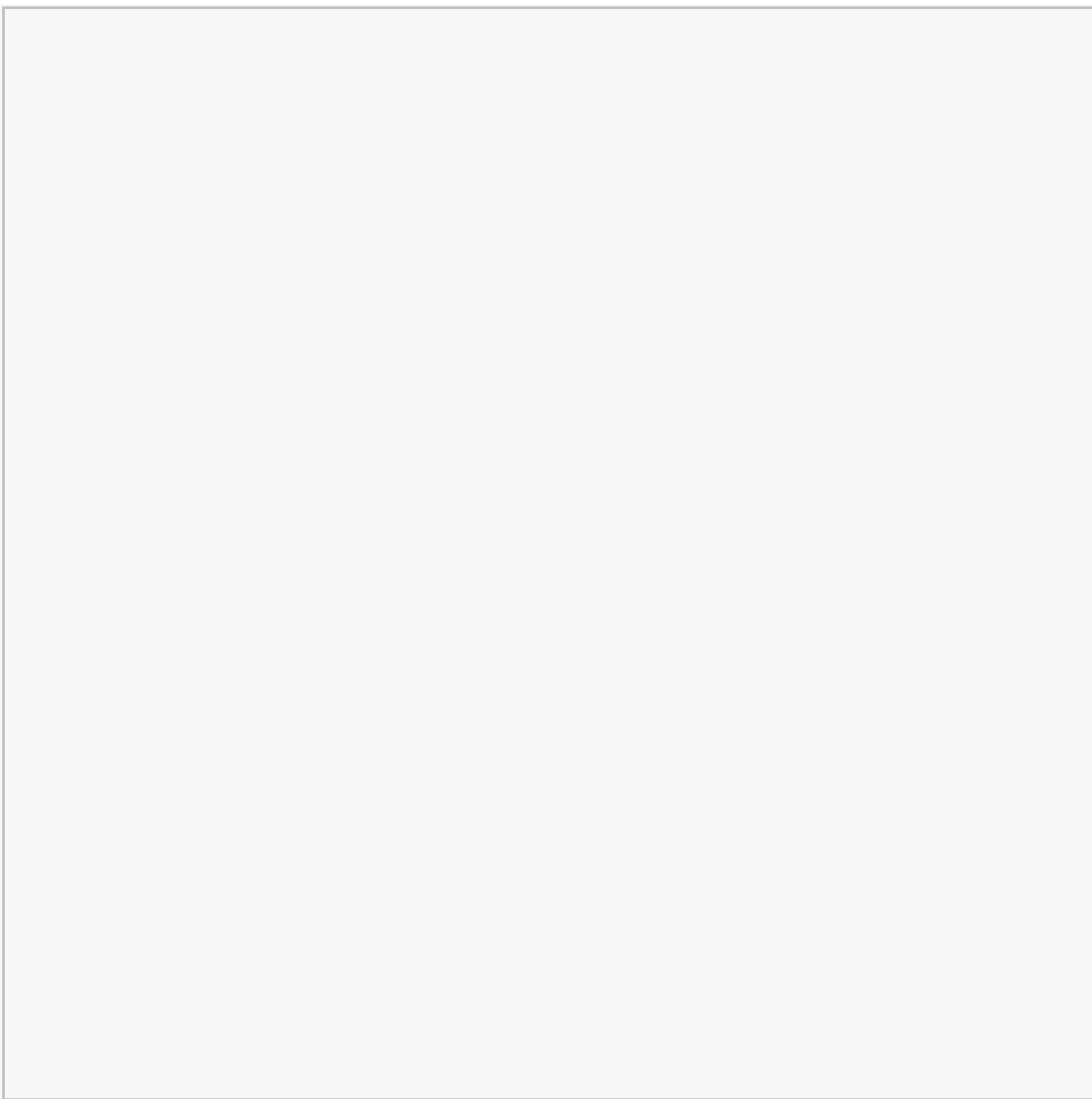
## Blomenkamp 21 19 PRA 016798

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**From:** [Austin Air](#) on behalf of [Austin Air <schools@austinair.com>](mailto:schools@austinair.com)  
**To:** [ERDMANL@EDMONDS.WEDNET.EDU](mailto:ERDMANL@EDMONDS.WEDNET.EDU)  
**Subject:** Reducing the risk of COVID-19 in schools  
**Date:** Monday, March 8, 2021 9:25:52 AM

---





# **HEPA AIR PURIFIERS FOR COVID- 19**

**UP TO 40% OFF ON VOLUME ORDERS FOR SCHOOLS**

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As Covid-19 and its new variants continue to spread, the need for solutions in schools to help lower the risk of infection is greater than ever.

Here at Austin Air, we only use the highest grade HEPA and activated