

# **CENTRAL BRANCH COVID-19 SAFETY PROTOCOLS (11/16/20)**

*(This is a living document and subject to change regularly as we update recommendations)*

## **OVERVIEW**

As we welcome you all back to school, our community's safety, health and well-being are of the utmost importance. This document is designed to outline Central Branch's practices and safety measures upon our return for the 2020-2021 school year. It was informed by federal, state, and local regulations and guidance. We encourage and welcome your on-going feedback as this document evolves. We also understand and support you in exercising their right to keep your child at home if uncomfortable with anything outlined in this protocol.

While we are committed to ensuring that Central Branch is a safe and healthy space for our children and staff, we recognize that it is impossible to create a zero risk environment. We can, however, reduce the risk of infection through droplet-based transmission as much as we are able. Every decision we make has the potential to affect our loved ones and other families profoundly. We hope that everyone will assume positive intent and will treat each other with as much compassion and kindness as possible.

Central Branch Preschool

COVID-19 Social Contract

(No need to sign this document here. This is an example. This will be part of our enrollment packet.)

Central Branch Staff pledge to do everything we can to help your child and family stay healthy during the COVID-19 pandemic and in turn, we ask that you do the same. To that end, we ask you to agree to this social contract, so we can all do our best to keep all members of our community safe, together.

When considering daily activities as well as travel, protests, and gatherings with extended family and friends, we ask you to commit to:

- Limiting the number of social circles you are participating in.
- Wearing a mask and physically distancing when outside of the home.
- Considering all options if travelling, such as taking a road trip rather than flying, or if flying choosing an airline that physically distances passengers and requires masks.
- Making an appointment to get tested five (5) days after an airplane trip, large gathering, protest, or other potentially “COVID risky” activity or, alternatively, keeping your child home from school for 14 days before returning.
- Staying home and waiting for test results before your child returns to Central Branch if anyone in the household or social circle has been tested for COVID-19.
- Notifying Central Branch if any member of the household or social circle has any of the following symptoms: cough, shortness of breath, fever of 100.4 or higher, congestion/runny nose, headache, muscle or body aches or chills, sore throat, unusual fatigue, nausea/vomiting/diarrhea, new loss of taste or smell, or other signs of *new* illness unrelated to a preexisting condition (such as seasonal allergies).

Central Branch staff will be adhering to this social contract and we ask you to join us.

I/we agree to uphold this social contract:

\_\_\_\_\_  
Parent/Guardian      Date

\_\_\_\_\_  
Parent/Guardian      Date



## **I. PRE-ARRIVAL**

There are many things we can do at home to help mitigate the possible spread of COVID-19. By working together, we can help keep each other healthy, safe and in school!

### **A. Check for Symptoms**

- Before leaving home each morning, it is important to assess your child's health to see if they are exhibiting any new signs or symptoms that could be related to COVID-19, which may include:

\*fever or chills

\*cough

\*shortness of breath

\*fatigue

\*muscle or body aches

\*headache

\*new loss of taste or smell

\*sore throat

\*congestion or runny nose

\*nausea or vomiting

\*diarrhea

\*or other signs of new illness excluding preexisting condition (such as seasonal allergy)

- We understand that having any one of these symptoms does not necessarily mean your child has contracted COVID-19. However in accordance with recommendations from King County Public Health, if your child or any other household family member has developed any of the above, we ask you keep your child home and **contact the school**.

### **B. Doctor's Note**

- If your child has a preexisting condition which typically results in the ongoing presentation of any of the above symptoms, we must have a doctor's note stating as such in order for your child to attend.

### **C. Temperature Check**

- Please try to take your child's temperature before leaving home, as we will record it daily at school. If you are unable to take it at home, please do so upon arrival. If your child's temperature is 100.4F or higher, please keep your child at home and **contact the school**.

## **II. ARRIVAL, DEPARTURE AND MOVEMENT AROUND THE GROUNDS**

Before leaving home, please plan ahead to assure you have enough time (at least 15 minutes) for proper drop-off/pick up procedures. Each class will have a specific drop off/pick up location to help ensure safety and to avoid contact with other pods. It is imperative that a parent/guardian or designated adult arrive on time for pick up.

- Teacher Henry's M,T,W Class  
**Arrival: 8:30**  
**Pick Up: 1:00**
- Teacher Henry's Th, F Class  
**Arrival: 8:30**  
**Pick Up: 12:00**
- Teacher Abeer's M-F Class  
**Arrival: 8:30**  
**Pick Up: 1:00**
- Teacher Rosalinda's M-F Class  
**Arrival: 8:30**  
**Pick Up: 1:00**
- Teacher Levell's Class M-F  
**Arrival: 1:00**  
**Pick Up: 4:00**

### **B. Class Locations for Pick up and Drop Off (unless otherwise indicated)**

- Children in Teacher Henry's Classes will start the day in the side yard, after proper check in procedures with their parent/guardian.
- Children in Teacher Abeer, Teacher Rosalinda or Teacher Levell's classes will start the day in their designated area on the boulevard, after proper check in procedures with their parent/guardian.

### **C. Drop Off/Check in**

We will be using a new App called "**brightwheel**", designed to make check in fast, contactless, safe and effective! It will be free to download to your phone, and will help us tremendously in our efforts to help mitigate risks to our families and staff. It will also serve many other functions as well.

- Grown-ups and children must be wearing masks covering mouth AND nose, upon arrival and during entire drop off procedure.
- Please walk your child to designated check in area. Please stay at least six feet in front/behind other families and staff while approaching your pod's designated area for pre-screening.
- If you have not taken your child's temperature before arrival, please come to the door outside the office and ask Lesli or Wendy to take your child's temperature with our touchless thermometer.
- Complete health screening questions via the **brightwheel App**. **All staff/admin will also complete a daily health pre-screening.** If the answer is yes to any of the pre-screening questions, or you or your child exhibit any COVID-19 symptoms, you will not be permitted to stay. We will then also complete an illness log to document.
- After screening, please walk your child to hand washing station, wash hands and assist child with washing for at least 20 seconds.
- Help your child find their mat to drop off back pack and start the day.
- After your goodbyes, please do not linger near pods so that classes may start their day safely.
- In order to minimize contamination, grown-ups other than staff and administration will not be permitted to enter the school building, unless deemed necessary by admin. If you need help or to speak to Wendy or Lesli in person, we will come outside while following physical distancing and safety protocols.

#### **D. Pick Up**

- Grown-ups and children must be wearing masks covering mouth AND nose, for entire pick-up procedure.
- Please be sure to remain at least six feet in front/behind other families and staff as you approach your child's as they are waiting for pick up.
- Double-check to see that nothing is missing from your child's backpack before heading to hand washing station.
- Please walk your child to hand washing station, wash hands and assist child with washing for at least 20 seconds.

- If you need to speak to your child's teacher for more than just greetings, please contact the teacher via brightwheel to set up a time to talk.

### **III. COHORTING**

Each class will serve as its own cohort (or pod). All pods will be stable, meaning the same children and teacher will be grouped together without interaction with other pods throughout the day.

- Children will not move between pods.
- Each pod will have a designated home base, not to be used by another. The home base will have a tent shelter, hand washing/sanitizing stations, individual water-proof mats for each child, and cones to mark the area.
- Pods will not mix with each other, including outdoor play, bathroom breaks, or meals.
- Teachers will remain with their dedicated pod.
- AM Teachers will be given a 15 minute break each day by Wendy or Lesli. Before entering any class area, they will wash hands and wear all new proper PPE at all times.
- Wendy or Lesli may be required to step in for support at any time. Before entering a class area, they will wash hands and wear all new proper PPE at all times.
- Children and staff/admin will remain six feet apart while inside the school building, with the exception of staff assisting a child with an injury, administering authorized medicine, potty/diapering, change of clothes, and comforting in times of distress.
- Staff/Administrators will remain at a safe distance from each other during school hours. Separate spaces will be dedicated for teachers and administration for set up and office work.

#### **A. Bathroom Breaks**

- Each class will have one scheduled bathroom break.
- Only one pod will be allowed in the school building at a time for a bathroom break.

- If a child needs a diaper change, help with using the bathroom or changing clothes during a class bathroom break, the pod teacher will wash hands and wear proper PPE, while Lesli or Wendy, following the same protocol, monitors the class to help ensure proper physical distances and mask use.
- While waiting to use the bathroom, each child within the pod will remain seated/standing on designated floor markers, while the floater assists the pod teacher monitor the class to help maintain physical distances and proper mask use.
- If a child needs to use the bathroom independent of scheduled bathroom breaks, Wendy or Lesli will assist.

## **B. Outdoor Play**

- Children and staff will wear masks at all times, unless out of six feet range of others. Teacher will monitor strictly.
- Each pod will remain completely separate during all play outside on the boulevard, park or any other outdoor spaces.
- Class will take several breaks throughout the day to wash hands at hand washing station.
- Any shared materials or manipulatives brought out will be used by one pod only for the day, and thoroughly washed and sanitized after use.
- Each child will have their own set of art materials (ex: markers, paper, scissors etc.) for their individual use.
- Classes will bring hand washing station when venturing off-site, or the teacher will administer hand sanitizer, when needed. **(Child should NOT have personal hand sanitizer in backpack, as required by licensing.)**

## **IV. SNACKS AND LUNCH**

- Snacks and/or lunch will be eaten outside.
- Children and staff will wash hands before and immediately after eating.
- Children and staff will eat own food brought from home, with the exception of class cooking projects and snacks provided by the school. We will always check allergies before serving your child any snacks not provided from home.

- Children must be able to open, seal and dispose of compost/garbage by themselves. Practicing this with your children before the start of school would be helpful.
- Children and staff will be spaced six or more feet apart, and may eat without a mask. Teacher will monitor closely physical distances and handling of food.
- When finished eating, children and staff will immediately put on masks and put away left over food.
- Children and staff will take turns bringing compost/garbage items to disposal station, before washing hands.

## **V. EMERGENCIES**

Each pod has an assigned class room space, in the event of an emergency. We have purchased air purifiers for each classroom, the office and the climbing room to improve air quality. Windows will also be open at all times. No pod will be permitted in the hallways or common areas (such as the bathroom) while another pod is present or while waiting for an emergency to be all cleared.

### **A. Extreme Weather**

- When unexpected extreme weather occurs (such as lightening, severe winds, torrential downpour etc.) each pod will go into their designated rooms, masks on and physically distance. The teacher will facilitate safe indoor activity until it is safe to return outside, or if necessary, until parent/guardian pick up.
- Warm Up. If a child or pod gets particularly cold we will let them come inside to warm up for a time. Masks will stay on during this time.

### **B. Lockdown**

- Lockdown's occasionally occur in the event of a potential threat in the surrounding area. Each pod will go into their designated rooms while physically distanced (unless the threat is such it is not possible). The teacher will facilitate an indoor activity until it is safe to return outside, or if necessary, until a parent/guardian can pick up.

## **VI. EMERGENCY RESPONSE DRILLS**

In accordance with licensing, we will prepare for emergencies that may occur while inside or outside of the school building. Each pod will perform these drills separately AND never on the

same day as another pod. Only one drill will be performed on any given day, to limit the exposure inside of the school building in one day.

#### **A. Fire Drills**

- Fire drills will occur once a month, according to licensing requirements. Each pod will practice how/where they are to exit the school and where their designated waiting area will be outside. Drills will be practiced with the most physical distancing safely possible. (In the event of a real fire, the physical distance protocols may not be possible.)

#### **B. Lockdown**

- Lockdown drills will occur monthly. We DO NOT talk to the children about threats. We just practice staying together as a group and hang out in the climbing room or classrooms together for a bit.

#### **C. Earthquake**

- Earthquake drills inside the school building will occur quarterly.
- Earthquake drills geared toward an outdoor response will occur the same day following an indoor earthquake drill.

### **VII. SAFETY PROTOCOLS AND PREVENTATIVE MEASURES**

#### **A. Mask Use**

- All children and staff/admin are required to wear a mask at all times while inside of school building, and anytime within six feet of child/grown-ups outdoors.
- Children must be able to put mask on by themselves.
- All cloth masks must be washed daily, and disposables used only once.
- Masks must have at least two (2) protective layers. Masks with exhalation valves release unfiltered droplets and are NOT permissible.
- All adults and children present for drop off/pick up MUST wear masks at all times while at or near Central Branch.
- Central Branch will have extra masks available in case they are needed.

## **B. Hand Hygiene**

- Upon arrival and leaving for the day, grown-ups and children will wash their hands at the hand washing stations.
- Children will wash their hands at least every hour while at school, including before and after eating.
- Children, staff/admin and families should practice not touching their eyes, nose, and mouth with unwashed hands.
- Children and staff/admin while indoors for bathroom breaks will wash their hands, and use paper towels to flush and turn on water faucets. Teachers will sanitize toilets after each class use.
- Teachers will carry with them at all times alcohol based hand sanitizer that is approved by the FDA and containing no Methanol or 1- Propanol.

## **C. Sanitation**

All cleaning and sanitation will be in accordance to King County Public Health guidelines.

- Bathroom surfaces will be immediately cleaned and sanitized in between each pod use, and after staff/admin use.
- Surfaces in entry points, hallways, designated seating spots or any other affected areas shall be cleaned and sanitized immediately after each pod contact.
- Any shared materials used by a pod will be cleaned and sanitized after use.
- School premises will be cleaned and sanitized at the end of each school day.

## **D. Air Quality Control**

- Windows shall be open inside of the school building at all times during school hours.
- Blueair Blue Pure Air Purifiers will be used in each classroom, the office and the climbing room at all times during school hours.

## E. Social Distancing Outside of School Hours

- The current health order from King County, we are currently in Phase 2 for King County (**11/16/20**), which continues to have some restrictions on activities outside of the home. Please find more detailed information at:  
<https://kingcounty.gov/elected/executive/constantine/covid-response/current-guidance.aspx>
- (11/15/20) Governor Inslee announced temporary **restrictions to be in effect statewide from November 17 until December 14**. The new restrictions include:
  - a. Indoor social gatherings with people who do not live with you are prohibited, unless you quarantine for 14 days prior OR quarantine for 7 days and receive a negative COVID test result.
  - b. Outdoor gatherings are limited to no more than 5 people who do not live with you.
- Wear a mask and physically distance when outside of the home.
- We encourage having the same family member doing drop off and pick up if at all possible.
- Refer to the social contract and protocols periodically throughout the year.

## F. Travel Precautions

(11/15/20) Governor Inslee announced temporary **restrictions to be in effect statewide from November 17 until December 14**. The new restrictions include:

- Everyone is encouraged to stay home or in their region and avoid non-essential travel to other states or countries.
- Persons arriving from other states or countries, including returning Washington residents, should self-quarantine for 14 days after arrival.

When the restrictions are lifted travel precautions still include:

- Before travel, please check CDC's Travel Alerts and Tips for Covid-19.
- If anyone in your "bubble" outside of your household has traveled recently, please notify the school so that we are able to look out for development of symptoms. Families are encouraged to keep your child home after anyone in the household has traveled.

- Considering all options if travelling, such as taking a road trip rather than flying, or if flying choosing an airline that physically distances passengers and requires masks.
- Making an appointment to get tested five (7) days after an airplane trip, large gathering, protest, or other potentially “COVID risky” activity or, alternatively, keeping your child home from school for 14 days before returning.

## **IX. ILLNESS AND COVID-19 SYMPTOMS**

### **A. Illness**

- If your child is not acting like usual, please consider keeping them home regardless.
- Please notify us if your child develops any symptoms outside of school. Please do not send your child to school if they have to take medicine for a fever or aches in the last 48-72 hours.
- It is advised that you call your child’s health care provider to get tested for COVID-19 if ill. (We can provide you with information for free testing sites.) If you think symptoms are due to a chronic or preexisting condition, please consult your child’s doctor and have them provide a note stating as such, and that they are not suspected having COVID-19.
- Children exhibiting ANY of the pre-screening symptoms during the school day will be sent home immediately.
- While waiting to be picked up, they will wait with a member of administration on the outdoor bench at the entrance of the school building.
- Any surfaces, materials and/or rooms the child has come in contact with will be cleaned and sanitized.

- Children and staff who develop symptoms will be required to stay home for 3 days from the last symptom and 10 days from the first symptom, unless we have been provided a note from staff member/child's doctor stating symptoms are due to chronic or preexisting condition, OR, your child gets tested for COVID-19, tests negative, and symptoms have improved.
- If a pod teacher develops symptoms, they will get tested for COVID-19 and stay home. The pod will not have a substitute. The teacher will connect with students virtually for the duration of required isolation time, or until they have tested negative.
- If any family member has had close contact with someone who is suspected or confirmed with COVID-19, you should stay home for 14 days, monitor for symptoms and call their healthcare provider if they become ill. **Please notify Central Branch.**

#### **X. SUSPECTED (due to likely exposure) OR CONFIRMED COVID-19 CASES**

- If a child or staff/admin person is suspected or confirmed with COVID-19, the person must stay home, and may only return when it has been:
  - \*10 days since symptoms began or person tested positive  
**AND**
  - \*at least 24 hours since fever has resolved (WITHOUT fever-reducing medication)  
**AND**
  - \*symptoms have improved
- The affected class pod will stay home for 14 days, monitor for symptoms and call their healthcare provider if they become ill. **Please notify Central Branch if symptoms develop.**
- Central Branch will immediately notify the King County Dept. of Public Health and follow any other school closure guidelines as deemed necessary.
- Central Branch will work with King County Dept. of Health to identify other grown-ups and children who may have had contact within six feet of the

individual for more than 15 minutes during the 48 hours prior to when the individual's symptoms appeared and the last time the individual attended school.

- After consulting with King County Public Health, children and most staff may be dismissed for 2-5 days. This initial short term closure would allow time for the county to help us determine appropriate next steps, including whether an extended dismissal is needed to stop or slow further spread. County recommendations for the scope and duration of dismissals and closures will be made on a case-by-case basis using the most up-to-date information about COVID-19 and specific cases in the community.
- In the event of a brief closure, teachers will connect with their classes remotely.

## **RESOURCES**

<https://www.kingcounty.gov/depts/health/covid19/~media/depts/health/communicable-diseases/documents/c19/SSTAR-stop-spread-of-COVID-19.ashx>

[www.kingcounty.gov/covid/FAQ](http://www.kingcounty.gov/covid/FAQ)

<https://www.doh.wa.gov/>

[Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/)

[www.kingcounty.gov/covid/testing](http://www.kingcounty.gov/covid/testing)

[www.kingcounty.gov/depts/health/covid-19/care](http://www.kingcounty.gov/depts/health/covid-19/care)