



Covid-19 Health and Safety Handbook

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Please note all information in this handbook supersedes/overrides any information contained in our annual FLRB School Parent Handbook.

First Lutheran Preschool & Kindergarten (hereafter FLRB School) has been serving the Shoreline, Edmonds and Seattle communities for 48 years and is a ministry of First Lutheran Church of Richmond Beach. We are committed to providing an outstanding early childhood education experience coupled with the highest standards to protect the health and safety of all students and staff in our care. During this current pandemic, FLRB School has given considerable thought and planning to update our current policies and to use best practices as required and recommended by the Centers for Disease Control (CDC), the Washington State Department of Health and King County Public Health.

We used the following guidelines to prepare for operating school during Covid-19:

- Washington State Department of Health Guidelines Evaluation and Management of Persons with New Unexplained Symptoms of Covid-19, updated December 15, 2020
- Seattle & King County Public Health Guidance for Child Care and Early Learning Centers
- CDC Guidance for Schools and Child Care Centers

Covid-19 Tuition Policies

With so many unknowns regarding Covid-19, FLRB School has made the following modifications regarding tuition refunds. FLRB School continues to require a 30-day notice to withdraw a child from our programming. The first tuition payment of 2020 was fully refundable or applied towards future programming at the parent's request. As FLRB School works to reopen, with a goal of beginning on February 1, 2021, the last day for a full refund will be January 28, 2021. If we are not able to open due to government guidelines, your first tuition payment will be refunded to you.

No tuition refunds or adjustments are made for days missed due to illness of family vacations taken at times different than the holidays and vacations on the school calendar. If your child is required to stay home for an extended period of time due to the diagnosis or risk of Covid-19 and tuition becomes a hardship, parents may contact school leadership to request tuition assistance as funds are available.

If a class or school closure of less than one month is required by health or government officials during the 2020-21 school year, tuition refunds will not be granted for the installments of tuition already paid, as that tuition goes directly into the costs of staff time already worked. Staff will provide learning from home packets, zoom meetings and online content to complete the period of tuition already paid. If the school closure lasts beyond the period covered by the last tuition payment or is required for longer than one month, families will be offered one of the following options and tuition will not be charged unless indicated by the parent's choice of options.

FLRB School leadership will determine if the school can stay open in a reduced capacity. Families will select one of the following options:

1. Request child continue to attend in person in the reduced capacity model. Preference will be given to children of essential workers. Tuition payments will continue as usual. This option is only available if we are able to remain open in a reduced capacity.
2. Opt into a temporary remote learning program with at home learning packets. A separate tuition amount will be charged for the remote learning program.
3. Pause tuition payments and access to virtual learning resources. Child's spot will be held until school resumes in person.

Covid-19 Parent Agreement

Parents must agree to keep their child home from school if the child or anyone in the household answers YES to any of the following statements:

- Is showing or has shown, in the last 14 days, symptoms of Covid-19
- Has tested positive for Covid-19
- Has knowingly encountered someone with Covid-19

Covid-19 Procedures Upon Arrival

Staff Arrival: All staff will participate in daily health screenings. Staff are responsible for completing an online self-screen prior to arriving at the building. A no-contact thermometer will be used to check each staff member's temperature upon arrival. Staff showing signs of illness, answering yes to any of the screening questions or with a temperature reading of 100.4 degrees Fahrenheit or higher will not be admitted into the facility. Staff will wash hands upon arrival and frequently throughout the day.

Student Arrival: Each class will be provided a 15-minute time frame in which you are asked to drop your child off at FRLB School. Please bring your child to the exterior door assigned to your child's class. An FLRB School staff member will meet you in the designated drop off area to conduct a health check. Masks must be worn by all individuals 2 and older at drop off. It is recommended by the CDC and Washington State Department of Health that the same parent drop off and pick up their child each day when possible.

Health Screening at Entry: Parents are responsible for completing an online Daily Health Screening for their child prior to entry. An FLRB School staff member will take the child's temperature with a non-contact thermometer. Any child showing signs of illness, answering yes to any of the screening questions or with a temperature reading of 100.4 degrees Fahrenheit or higher will not be admitted into the facility. Please see **Covid-19 Procedures for Leaving and Returning to School due to Illness** for details on when your child will be able to return to school.

Questions asked in the screening will include:

1. Does your child or anyone in your household have any of the following symptoms within the last 24 hours?
 - a. fever above 100.4 degrees Fahrenheit
 - b. cough
 - c. shortness of breath
 - d. chills
 - e. new loss of taste or smell
 - f. headache
 - g. fatigue
 - h. muscle or body aches
 - i. sore throat
 - j. congestion or runny nose
 - k. nausea or vomiting
 - l. diarrhea (at least 2 loose stools in the past 24 hours)
2. Has your child been in close contact with anyone with a confirmed case of Covid-19?
3. Has your child has a positive Covid-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told your child to self-monitor, self-isolate, or self-quarantine because of concerns about Covid-19?

Once your child is admitted into the facility, an FLRB School staff member will bring your child to the classroom, stopping to wash hands before engaging in any activities for the day.

Covid-19 Policy for Parents/Guests in the Building

During this Covid-19 Public Health Emergency, adults outside of FLRB School staff will not be permitted to enter the facility beyond the designated drop off and pick up areas. This is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. If a parent or authorized adult is required to enter the facility beyond the designated area, they will be required to sanitize their hands, have their temperature taken and wear a mask.

Covid-19 Procedures for Leaving and Returning to School due to Illness

Leaving School: If, while at school, a child or staff member displays any of the following symptoms, the child or staff member will immediately be isolated from others. Parents will be contacted and the child must be picked up from the facility within 30 minutes of being notified. Staff members exhibiting these symptoms will be required to leave the school immediately. Symptoms include:

- a. fever above 100.4 degrees Fahrenheit
- b. cough
- c. shortness of breath
- d. chills
- e. new loss of taste or smell
- f. headache
- g. fatigue
- h. muscle or body aches
- i. sore throat
- j. congestion or runny nose
- k. nausea or vomiting
- l. diarrhea

While we understand that many of these symptoms can also be related to non-Covid-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency.

If a child or staff member, or any of their family members have a positive test result for Covid-19, we will immediately notify Seattle & King County Public Health for guidance on steps needed to minimize risk for other children and staff. We will follow their guidance for closure, cleaning and other steps based on the situation and the amount of contact. After we have consulted with them, we will communicate with all families and staff.

Returning to School: FLRB School will use the guidelines provided by **the CDC** to outline when students or staff may return to school after a suspected or confirmed case of Covid-19. The date when a student or staff can return to school in-person is determined by:

- If they are confirmed or suspected to have Covid-19, or are a close contact of someone with confirmed Covid-19 AND
- If they have or do not have symptoms AND
- If their symptoms have improved, if they do have symptoms

Returning to School After Positive Covid-19 With Symptoms: Anyone who has symptoms and is confirmed to have Covid-19 should remain at home and away from others for:

- At least 10 days from when symptoms began
- AND 24 hours after fever has resolved without fever-reducing medication
- AND symptoms have improved

Returning to School After Confirmed Covid-19 Without Symptoms: People who test positive for Covid-19, but never develop symptoms should remain at home and away from others for at least 10 days after the date of their first positive Covid-19 test.

Returning to School After Suspected Covid-19: Anyone who has symptoms and has **not** been tested should remain at home and away from others for:

- At least 10 days from when symptoms began
- AND 24 hours after fever has resolved without fever-reducing medication
- AND symptoms have improved

Returning to School After Negative Covid-19 Result: Anyone who has symptoms and has been tested for Covid-19 and received a negative result can return after:

- 72 hours after fever has resolved (without fever-reducing medication)
- AND other symptoms have improved

Returning to School after Close Contact with someone with confirmed Covid-19: Anyone who has been in close contact with someone with confirmed Covid-19 should remain home and away from others for:

- 14 days from the last day they had close contact with the person with Covid-19
- Monitor for fever, cough, shortness of breath and other Covid-19 symptoms
OR isolate until at least:
- 10 days since symptoms started
- AND 24 hours after fever has resolved without fever-reducing medication
- AND symptoms have improved
Whichever is longer

Close contact includes anyone in one or more of the following categories:

- Been within 6 feet of a person confirmed to have Covid-19 for at least 15 minutes
- Live in the same household as a person with Covid-19
- Cared for a person with Covid-19
- Been in direct contact with saliva or other body secretions from a person with Covid-19 (for example been coughed on, kissed, shared utensils, etc.)

Close contact definition still applies when cloth face coverings or masks are worn by the person with Covid-19 or the other person. Close contacts should be tested for Covid-19 no sooner than 48 hours from the date of exposure.

Due to changing recommendations, these precautions may change at any time. FLRB School reserves the right to refuse attendance to any child or staff due to concern regarding health and the potential spread of Covid-19. FLRB School cannot be held liable for any exposure to the virus.

Mask Requirements

All staff and children in attendance at FLRB School are required to wear a face mask that follows CDC guidelines. FLRB School acknowledges that it is recommended and helpful for children to build comfort with masks through safe practice. We will work with children to build this skill as we grow in the knowledge that masks help to keep ourselves and each other safe. Reusable masks should be washed each evening. We ask that parents supply an extra mask, if possible, for their child in a marked paper or zip-lock bag inside their child's backpack. FLRB School will have an emergency supply of adult and child-sized masks as well as other PPE equipment.

Masks will be worn at all times except while eating. FLRB School staff will assist children with times for short and safe "mask breaks" during the day if needed. These breaks will only be when there is an appropriate area for social distancing and preferably outdoors.

Handwashing Procedures

Teachers and students are required to wash hands vigorously for 20 seconds upon entering the building and regularly throughout the day. Handwashing will occur when moving from one area to another in the classroom, at each transition, after using the bathroom, before and after snack and before dismissal.

Class Groups/Cohorts

FLRB School will group children and staff in small cohorts as recommended by the Washington State Department of Health. These cohorts will consist of no more than 15 individuals in total (13 students, a lead teacher and an assistant teacher). Every effort will be made to keep each cohort together with minimal exposure to other groups, shared spaces or shared materials. Each cohort will have one classroom and one single occupant bathroom designated for them. During the school day, outdoor play areas will be used for one cohort at a time, on a rotational basis. During this Covid-19 Public Health Emergency, times when 2 or more cohorts might otherwise be brought together (such as chapel, music, enrichment or lunch bunch) will be temporarily suspended. FLRB School will resume some of these activities within each cohort as we are able, prioritizing minimal exposure to other groups or individuals.

FLRB School will limit the use of shared materials to those that can be easily cleaned, sanitized and disinfected. Toys will be thoroughly cleaned and disinfected often and after each use. Toys will be rotated for use, and cleaned and sanitized when not in use. Children will have individual containers for frequently used items such as crayons, scissors, and sensory materials. Items that cannot easily be cleaned and sanitized such as stuffed animals or dress up clothes will be kept from the classroom during this Covid-19 Public Health Emergency.

Snacks and Meals

Families are asked to send a snack to school each day with their child. The school will provide water and disposable cups for each child. Food brought from home should be in a container or Ziploc bag that the child is able to open independently. All snacks and meals will be eaten in each cohort's designated space or outside as weather and space permits. Tables and chairs will be cleaned and sanitized before and after each time of eating. FLRB Staff will wear gloves and masks while preparing and serving snacks. Children and Staff will wash hands before and after snack.

Transportation

FLRB School will avoid transporting children by vehicle as much as possible during this Covid-19 Public Health Emergency, as recommended by the Washington State Department of Health.

Air Circulation

Merv 13 furnace filters have been installed on all school furnaces to support cleaner air circulation. Classroom windows will be kept open during the school day to increase fresh air in each classroom.

Physical Distancing

FLRB School acknowledges the need for both physical distancing to help slow the spread of germs as well as social interaction and play for the growth and development of children. We will work to slow the spread of germs by:

- limiting the number of children in each program space
- planning activities that do not need close physical contact
- increasing the distance between children during table activities and snacks
- wearing masks
- increasing fresh air through open windows as much as possible

School Cleaning Protocols

Cleaning Materials: FLRB School will use cleaning, sanitizing and disinfecting materials based on hydrogen peroxide, alcohol, soap and/or bleach and water mixtures as recommended by the Department of Health and CDC. All cleaning materials will be kept secure and out of reach of children. Cleaning and disinfection products will not be used by children or near children.

Classrooms: All high touch surfaces will be cleaned and disinfected daily (or more as needed). Classroom tables will be cleaned and disinfected before school, at each time of transition, before and after snack, and at the end of the day. Doorknobs, faucets, counters, sinks, light switches, chairs and other high touch surfaces will be disinfected throughout the school day. Windows to the outside will be kept open throughout the day to increase air circulation in the room.

Toys: Toys will be cleaned, sanitized and/or disinfected in accordance with the CDC recommendations. This will include daily cleaning and disinfecting of daily use items and bi-weekly cleaning and disinfecting of all hard surface toys. Soft surface toys will not be used in the classroom at this time. Each child will have his/her own kit of frequent use art and sensory materials for individual use.

Bathrooms: Each classroom will have one assigned bathroom for use during the school day. Each bathroom including faucets, sinks, doorknobs and toilets will be thoroughly cleaned and disinfected frequently each day per Washington State Department of Health guidelines.

Playground: During this Covid-19 Public Health Emergency, we ask that the playground be reserved for FLRB School use to limit to the extent possible everyone's risk of exposure. During the school day, outdoor play areas will be used for one cohort at a time, on a rotational basis. We will do our best to play outside every day. However, in the event of severe inclement weather, each cohort will remain in their classroom. Outdoor toys will be used by one cohort alone for a set period of time and sanitized daily as well as prior to being rotated to the next class. High touch surfaces made of plastic or metal will be disinfected after each cohort ends their playground time.

Common Areas: The majority of common areas will not be used by cohorts during the school day. However, high touch surfaces will be cleaned and disinfected regularly.

Substitute Staff

FLRB School will make every effort to keep each cohort together with minimal exposure to other individuals. However, we acknowledge that there will be a need for substitute staff members from time to time. All substitute staff will follow the same health screenings, hand washing and cleaning practices outlined in this handbook. Substitute staff must wash hands immediately upon entering and leaving the space and will wear cloth face coverings at all time. All cohorts must have one of the two regular FLRB Staff members present at all time. If both cohort FLRB Staff members are sick, the class will be canceled until one can return to school per the **Covid-19 Procedures for Leaving and Returning to School due to Illness** guidelines. If this occurs, parents will be alerted as soon as possible to the temporary cancelation of the class.

Due to changing recommendations, these policies, procedures and precautions may change at any time. FLRB School reserves the right to adapt this manual as revised guidelines from the CDC, Washington State Department of Health and Seattle and King County Public Health become available. FLRB School reserves the right to refuse attendance to any child or staff due to concern regarding health and the potential spread of Covid-19. FLRB School cannot be held liable for any exposure to the virus.