



# 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 (hereafter FLRB School) has been serving the Shoreline, Edmonds and Seattle communities for 49 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 Covid-19 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 for Child Care, Youth Development and Day Camps During the Covid-19 Outbreak
- 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.

No tuition refunds or adjustments are made for days missed due to illness, quarantine or 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 and tuition assistance funds may be given as available.

If a class or school closure of less than 14 calendar days is required by health or government officials during the 21-22 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/or 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 14 calendar days, 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 with appropriate staffing and safety while working within child care guidelines from King County Public Health. Families will select one of the following options:

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

### **Covid-19 Parent Agreement**

Parents must agree to follow the guidance put forth by the Washington State Department of Health and keep their child home from school if the child has one or more of the symptoms of Covid-19 or has tested positive for Covid-19. Parents must call the school office for guidance on returning to school. The Washington State Department of Health flowchart for returning to school is found at <https://doh.wa.gov/sites/default/files/2022-03/820-229-SymptomExposureFlowchartK12SchoolsChildCare.pdf>

### **Covid-19 Staff Agreement**

Staff must agree to follow the guidance put forth by the Washington State Department of Health. This includes staying home if experiencing one or more symptoms of Covid-19 or having tested positive for Covid-19. Proof of Covid-19 vaccination and boosters is required of all staff.

### **Covid-19 Procedures Upon Arrival**

**Staff 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:** 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 welcome you to the building.

**Attendance Check In:** Parents are responsible for scanning the attendance QR code and completing an online Daily Health Screening for their child prior to entry. Any child showing signs of illness or answering yes to any of the screening questions will not be admitted into the facility. Please see **Covid-19 Procedures for Leaving and Returning to School due to Illness** for when your child will be able to return to school.

Questions asked in the screening will include:

1. Does your child have any of the following symptoms within the last 24 hours?
  - a. fever above 100.4 degrees Fahrenheit
  - b. loss of taste or smell
  - c. cough
  - d. shortness of breath or difficulty breathing
  - e. chills
  - f. repeated shaking with chills
  - g. muscle pain
  - h. headache
  - i. sore throat
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.

### **Mask Requirements**

In accordance with the guidance of King County Public Health and the Washington State Department of Health, masks are optional for students and staff at First Lutheran Preschool. Anyone wishing to wear a mask will be fully supported and welcomed. Disposable adult and child sized masks are available for use at First Lutheran Preschool. There may be times when masks will be required in accordance with Public Health guidance. These instances will be communicated with families through Bloomz.

### **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. shortness of breath or difficulty breathing
- c. muscle pain or body aches
- d. new loss of taste or smell
- e. cough (new, changed or worsening)
- f. congestion or runny nose
- g. nausea, vomiting or diarrhea
- h. headache
- i. fatigue
- j. sore throat

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 have a positive test result for Covid-19, we will immediately notify 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 Washington State Department of Health** found at <https://doh.wa.gov/sites/default/files/2022-03/820-229-SymptomExposureFlowchartK12SchoolsChildCare.pdf>. These guidelines 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

Due to changing recommendations, these protocols 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.

### **Covid-19 Policy for Parents/Guests in the Building**

First Lutheran Preschool loves to welcome families into the school. Guests are welcome to join their child's class in the sanctuary for chapel time. Proof of vaccination is not required to attend chapel. Adults wishing to volunteer in their child's classroom must complete a Volunteer Application and Consent to Background Check form and provide proof of Covid-19 vaccination prior to coming into the classroom. The Volunteer Application and Consent to Background Check form can be found at <https://school.flrb.org/whats-happening/> or under media>documents on Bloomz.

### **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. Guidelines allow for up to 20 students and 2 teachers in our setting; however, FLRB School will prioritize smaller class sizes of up to 12 students and 2 teachers in Lambs and Giraffes, up to 14 students and 2 teachers in Doves, and up to 16 students and 2 teachers in Lions. Every effort will be made to keep each cohort together with minimal exposure to other groups, shared spaces or shared materials. During the school day, outdoor play areas will be used for one cohort at a time. Times when 2 or more cohorts might otherwise be brought together (such as chapel, enrichment or lunch bunch) will be offered with every effort made to keep students distanced or outside.

### **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. 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 eating. FLRB Staff will wear gloves and masks while 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. Individual Medify Air Purifiers with H13 HEPA filters are located in each classroom. Filters are changed frequently as recommended. Classroom windows are kept open during class time.

### **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
- encouraging 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 soap and water, hydrogen peroxide, alcohol 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 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 daily. 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 regular cleaning and disinfecting of daily use items and all hard surface toys that stay in the classroom. Toys will be thoroughly cleaned and disinfected before sharing between cohorts. Items such as stuffed animals or dress up clothes will be washed weekly.

**Bathrooms:** Each bathroom including faucets, sinks, doorknobs and toilets will be thoroughly cleaned and disinfected each day per Washington State Department of Health guidelines.

**Playground:** 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, the indoor playroom will be used by one cohort at a time, on a rotational basis.

**Common Areas:** High touch surfaces in common areas 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. 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 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.