

# CENTRAL BRANCH COVID-19 SAFETY PROTOCOLS (8/30/21)

*(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 2021-2022 school year. It was informed by federal, state, and local regulations, and practices that have worked for us. We encourage and welcome your on-going feedback as this document evolves.

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 handed out at the parent meeting.)

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, and gatherings with extended family and friends, we ask you to commit to:

- Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic and keep our community healthy. Get vaccinated if medically eligible.
- 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. Unless fully vaccinated, get tested (with a viral test) 3-5 days after travel AND stay home and self-quarantine for 7 days after travel. If you don't get tested, it's safest to stay home and self-quarantine for 10 days after travel. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- 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). Get tested if you have symptoms.
- 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.
- Following the Central Branch COVID-19 Handbook to the best of your ability, and checking regularly for updates.

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

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**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. If you are unable to take it at home, please do so upon arrival. We have thermometers available in the office. Just ask Wendy or Lesli. 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 10 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 extended contact with other classes. It is imperative that a parent/guardian or designated adult arrive on time for pick up.

## A. DROP OFF/LOCATIONS

**These locations may change.** Occasionally teachers will start in a location outdoors (park, beach etc.), so please check Brightwheel each morning and afternoon for possible updates. If a teacher has something planned in advance, they will let you know.

- Early Birds M-F  
Drop off: Between 8:30am-9:30am  
Check in/Entrance Location: **Side Yard Gate**
- Teacher Abeer's AM 4/5s Class M-F  
Arrival: 9:30am  
Check in/Entrance Location: **Side Yard Gate**
- Teacher Abeer's PM 4/5s Class M-F  
Arrival: 1:00pm  
Check in/Entrance Location: **Side Yard Gate**
- Teacher Henry's 3/4s Class M,T,W  
Drop off: 9:30am  
Check in/Entrance Location: **Middle Door of School**
- Teacher Henry's 2/3s Class Th, F  
Drop off: 9:30am  
Check in/Entrance Location: **Middle Door of School**
- Teacher Rosalinda's 3/4s Class W, Th, F  
Drop off: 9:30am  
Check in/Entrance Location: **Front Door of School**
- Teacher Rosalinda's 2/3s Class M, T  
Drop off: 9:30am  
Check in/Entrance Location: **Front Door of School**
- Teacher Levell's Mixed Age Class M-F  
Drop off: 1:00pm  
Check in/Entrance Location: **Front Door of School**
- Teacher KC's Mixed Age Class M-F  
Drop off: 1:00pm  
Check in/Entrance Location: **Middle Door of School**
- Lunch  
Drop off: 12pm  
Check in/Entrance Location: **Check Brightwheel daily as we will be eating outside.**

## B. PICK UP LOCATIONS

**These locations will change daily.** Morning classes will need to be outside so the afternoon classes can start safely. Please check Brightwheel daily for pick up location.

## C. Drop off/Check in Procedures

We will be using an 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 designated area for pre-screening. (We will have cones/markers to help spacing.)
- 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 the door/gate for drop off.
- 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 Procedures

- Grown-ups and children must be wearing masks covering mouth AND nose, for entire pick-up procedure.
- Your child’s teacher or a staff member will brightwheel you the location of pick up.

- Please be sure to remain at least six feet in front/behind other families and staff as you approach your child as they are waiting for pick up.
- 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. CLASSTIME SAFETY STRATEGIES**

#### **A. In the classrooms**

- Each class has an assigned space indoors. We have air purifiers for each classroom, the office, climbing room and bathroom/kitchen hallway to improve air quality. Windows will also be open at all times. No class will be permitted in the hallways or common areas (such as the bathroom) while another class is present or while waiting. Masks will be worn at all times. Snack and lunch will be eaten outside. PLEASE make sure your child eats breakfast before arriving to school.
- Though we will play in our classrooms, we will try to spend much of each day outside. Please make sure your child has the appropriate gear for rainy and cold weather. If you need help with gear, we are happy to help. Talk with Wendy or Lesli.

#### **B. Bathroom Breaks**

- Each class will have one scheduled bathroom break.
- While waiting to use the bathroom, each child within the class will remain seated/standing on designated floor markers.
- If a child needs to use the bathroom independent of scheduled bathroom breaks, Wendy or Lesli will assist.

#### **C. Outdoor Play**

- Children and staff will wear masks at all times with the exception of eating and drinking.
- Children will remain within their own class while playing when at all possible.
- Classes will bring hand washing station when venturing off-site, and wash hands after play.

#### **IV. SNACKS AND LUNCH**

- Snacks and/or lunch will be eaten outside. (We will have tented areas available for each class while eating during inclement weather.)
- 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 should 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. (Teachers will wear gloves when necessary if help is needed.)
- Children and staff will be spaced six or more feet apart, and may eat without a mask. Teacher will monitor physical distances and handling of food.
- When finished eating, children and staff will immediately put on masks and put away left over food.

#### **V. EMERGENCIES**

##### **A. Extreme Weather**

We will spending a great amount of time outdoors during the pandemic and windows will remain open at all times.

- If the temperature is 31 degrees or below, the class will remain inside, or if playing outdoors, come in to warm up every 20-30 minutes (this includes wind chill). If the temperature is below 27 degrees (this includes wind chill) we may open for a shorter period of time or close for the day.
- Air Quality. If it is Good (green) or Moderate (yellow) we are open. If it is Unhealthy For Sensitive Groups (orange), Unhealthy (red), or Very Unhealthy (purple) we will be closed. We will message all families via brightwheel by 6:30 am if we are closed that day. You may also check for yourselves at [airnow.gov](http://airnow.gov).

## **B. Lockdown**

- Lockdown's occasionally occur in the event of a potential threat in the surrounding area. Each class will go into their designated rooms (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.

### **A. Fire Drills**

- Fire drills will occur once a month, according to licensing requirements. Each class has a designated waiting area after exiting the school. Each class 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, and each class will be separate.

## **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, children will wash their hands at the hand washing stations or classroom sinks.
- 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.

## **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 class 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 class contact.
- Any shared materials used by a class will be cleaned and sanitized after use.
- School premises will be cleaned and sanitized in between classes and 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, climbing room bathroom/kitchen hallway at all times during school hours.

#### **E. Safe Practices Outside of School Hours**

- Wear a mask and physically distance while indoors 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**

- 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.
- 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. Unless fully vaccinated, get tested (with a viral test) 3-5 days after travel AND stay home and self-quarantine for 7 days after travel. If you don't get tested, it's safest to stay home and self-quarantine for 10 days after travel. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

### **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. Please do stay home if cold symptoms persist to lessen the transmission to others.
- If a teacher develops symptoms, they will get tested for COVID-19 and stay home until they have tested negative and symptoms have improved.
- If any family member has had close contact with someone who is suspected or confirmed with COVID-19, you should stay home for 10 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 will stay home for 10 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 class quarantine closures, teachers will connect with their classes remotely unless they are ill.

## RESOURCES (check)

<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 \(CDC\)](#)

[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)