

COVID-19 Operations Plan for Olympia Waldorf School 21/22

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CONTEXT

To be implemented until the community transmission rate (CTR) or percent of COVID-19 positive tests calculated for one week is below 5% for two consecutive weeks, found here:

<https://www.thurstoncountywa.gov/phss/Coronavirus/Pages/covid-19-dashboard.aspx>

<https://www.governor.wa.gov/sites/default/files/WashingtonReady.pdf>

<https://www.thurstoncountywa.gov/phss/Coronavirus>

This policy will be a fluid document and will be amended as additional recommendations are considered from the US Center for Disease Control, WA and Thurston County Dept of Health, the Office of the Superintendent of Public Instruction and the Governor of WA state or necessitated by the faculty, staff and the Health Advisory Committee of the Olympia Waldorf School.

INTRODUCTION

The Olympia Waldorf School recognizes that we are a critical community institution serving teachers, staff, children and families. The threat of a highly infectious outbreak in our school could be detrimental to the community. By following this infectious disease preparedness plan, we are dedicated to reducing possible miscommunications, and establishing guidelines in advance for potential challenges.

This plan outlines Olympia Waldorf School's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (coronavirus), Pandemic Flu, etc. with a collective, community approach.

PURPOSE

The purpose of this highly infectious disease preparedness plan is to establish norms for responding to a disease outbreak, understand our roles and capacities for keeping our students and staff safe, and streamline the communication to our staff, students and families in the event of an outbreak. Highly infectious illnesses can spread quickly and have widespread impact on communities, such as Olympia Waldorf School, with regular close physical interactions. As such, this plan will serve as a resource guide for planning and responding to this pandemic within our Olympia Waldorf School.

The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives by reducing health risks while minimizing disruption to education and social interaction.
- Enable Olympia Waldorf School to continue to operate and provide education as effectively as possible during this highly infectious disease outbreak with minimal losses to finances, talent, enrolled students, and academic achievement.
- Olympia Waldorf School's response will be directed by the Public Health Department's direction and guidance. This plan also corresponds with federal, state, and local agencies' guidelines and will be adapted accordingly should recommendations change.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention efforts and infection control strategies.

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and

their ineffective hand sanitizing. At Olympia Waldorf School, we play an important role in protecting the health of our students and staff from contagious diseases. This pandemic flu/infectious disease plan provides guidance for reducing illness at Olympia Waldorf School on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods. It includes:

- 1) Strategies to prevent and reduce the spread of infectious diseases at our Olympia Waldorf Schools
- 2) Response to illness
- 3) Procedures for canceling Olympia Waldorf School due to an infectious disease outbreak
- 4) Considerations for reopening Olympia Waldorf School

STRATEGIES FOR PREVENTION

How Germs Spread: Illnesses such as the flu, COVID-19, and colds are caused by viruses that infect the nose, throat, and lungs and gastrointestinal tract. Often, viruses spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Other viruses are spread by infected persons passing germs through food or ineffective hand sanitizing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

Disease Prevention & Education: To help prevent the spread of any infectious disease, the Olympia Waldorf School has an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Olympia Waldorf School will provide hand sanitizing*, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff. The office will have illness/disease prevention information current and up to date. During times of suspected or identified infectious disease outbreaks, the Olympia Waldorf School may coordinate with Public Health agencies to address the outbreak at the school level.

Our basic educational message is:

- Cover Your Cough
- Sanitize Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)

Cover Your Cough: Teach students coughing and sneezing etiquette through demonstrations. Have an ample supply of tissues available in each classroom and school area. Give students time to sanitize their hands throughout the school day.

- Cover your mouth and nose with a tissue when you cough or sneeze OR
- When tissues are unavailable, cough or sneeze into your upper sleeve, not your hands.
- Sanitize your hands after you cough or sneeze.

Sanitize Your Hands Often: *Handwashing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at Olympia Waldorf School, after coughing and/or sneezing in hands, at the beginning of the snack/lunch before eating, after eating, after bathroom use, and after recess. The school will provide hand sanitizer with 60% alcohol in all outdoor covered spaces and will enforce frequent handwashing as the best means to prevent the spreading of germs. Soap and paper towels shall be provided at every sink on campus.

- Wet hands, apply soap and scrub for at least 20 seconds.

- Thoroughly rinse under warm, running water.
- Dry hands completely with paper towels. Use the paper towel to turn off faucet handles and open restroom doors.

Stay Home if You Are Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at Olympia Waldorf School will be identified and possibly modified, clearly communicated and consistently enforced.

PEOPLE - Response Team (Team members may change as additional staff are added)

Health and Safety Committee:

Tiffany Korn, Facilities Manager
 Sweekriti Apple, Grade 3 Faculty
 Verena Smykatz-Kloss, Grade 4 Faculty
 Meg Stengel, OWS Board Member

Health and Safety Advisory Committee:

Erin Brewster, MPA TESC COVID Response Manager
 Bonnie Burlington, Epidemiologist WA Dept. of Health
 Marius Laumans, MD
 Justin Wheeler, MD
 Danielle Zola, Clinical Pharmacist
 Tim Zola, MD

Pandemic Response Team Leader/Incident Commander: Health and Safety Committee Members

Leader: Tiffany Korn
 Backup 2: Sweekriti Apple
 Backup 3: Meg Stengel
 Backup 4: Bary Hanson

Facilities Leader: Facilities Manager - Tiffany Korn

Backup: Custodial Staff - Ashley Wilson

Education Team Leader: Sweekriti Apple

Backup: Kelly Horn

Communications Leader:

Family Communications Point of Contact 1: Health and Safety Committee Members
 Family Communications Point of Contact 2: OWS Board

Contact Tracing Leader:

Health Department Liaison: Thurston County Public Health Director
 Contact Tracing Team Members: Health and Safety Committee Members and Health Coordinator

Health Coordinator: Maria Hemphill

Backup: Tiffany Korn

Decisions for exceptions to these guidelines must be made by Health and Safety Committee Members
 For changes and updates: Health and Safety Committee Members and Advisors with the OWS Board

PEOPLE - Faculty and Staff

- As per Washington State Guidelines, all employees of the Olympia Waldorf school must be fully vaccinated and submit proof of vaccination to the Health Coordinator
- COVID attendance reporting
 - The Health Coordinator, EC attendance tracker or designated staff will track daily attendance at drop off and pickup in the case of an outbreak. Faculty, staff and visitors will sign in and out everyday in the Main Office.
 - Attendance trackers should check in with the students to make sure they are feeling well enough to attend school and that they are properly wearing a mask.
- PPE
 - Masks are required. Masks must be at least 2 fabric layers and fit over the nose and chin.
 - Masks may be removed only following the below guidelines:
 - Outside during activities that require the removal of masks (eating, flute playing) while at a physical distance of 6 feet or more to be maintained at all times. Indoors for water breaks only.
 - Alone in a room or alone outdoors. (Except for the Faculty Office, Business Office and Main Office due to the fact that so many different people pass in and out of these spaces.)
 - Face shields are recommended in addition to masks for anyone who identifies as high-risk and for those working with sick children.
 - Gloves may be used by choice, but are not provided unless for cleaning purposes. Gloves, if not used appropriately, can increase risk of transmission. If an employee chooses to use gloves, they must be changed regularly. At minimum, they should be exchanged for clean gloves upon changing rooms, eating, or using the bathroom.
- Employment requirements/expectations
 - Travel: See [OWS Travel Policy](#)
 - Checking in/health screen: All employees must screen themselves daily. Employees showing symptoms must stay home or will be sent home and follow guidelines for when to return to work. Results of COVID-19 test must be from a PCR test. If an employee obtains a positive COVID-19 test, they must report it to the office immediately.
 - The following flow chart from the Thurston County Department of Health gives guidelines on how to process different symptoms and possible exposures.
<https://www.thurstoncountywa.gov/phss/phssdocuments/School-%20Communication%20Plan%20Chart%202021-2022.pdf>
 - Training/Professional Development requirements: During pandemic, training should be obtained online or remotely.
 - Specialty teachers: If a specialty teacher will be teaching multiple grades, sanitizing hands should take place between each class. If wearing gloves, remove and change between classes.
 - Substitute teachers: Must follow the same screening and PPE protocols as regular teachers. If a substitute is filling in for a specialist, sanitizing hands should take place upon entering each classroom.
 - Non-teaching staff: A KN95 mask is recommended when working with students from multiple classrooms throughout the day. It is also recommended to wear a face shield in addition to a mask whenever working with a sick child/adult. Staff should sanitize hands whenever changing locations.
 - Assistant/secondary teacher roles/responsibilities: While lead teachers are holding a class, assistants may be needed to escort students, clean or prepare food. Assistants, or lead teachers going between groups, must be particularly careful to maintain good hygiene with hand sanitizing and maintain physical distancing recommendations.

- Points of contact for reports and questions/concerns: reports of attendance tracking will be maintained in the main office. The Incident Commander should be advised of any concerns and respond to questions. Cases of COVID-19 should immediately be reported to Thurston County Public Health.
- Additional duties for 2021-2022 Olympia Waldorf School year:
 - Pickup/dropoff:
 - Attendance tracking: Office Staff
 - EC attendance tracking: EC faculty/assistants
 - Drills and emergency procedures: Facilities Manager
- Resources for faculty/staff
 - Emotional support: COVID Care Team (consisting of faculty and staff volunteers)
 - Scheduling: Grades and EC with input from Health and Safety
 - Admin/HR: OWS Board

PEOPLE - Families

- Health Screening/Reporting
 - Method of conducting attendance tracking: staff/faculty will meet cars at drop-off for grades and outside for EC. The Health coordinator is the lead for tracking in grades. EC teachers are leads for tracking in EC. Families are asked to take temperatures and screen themselves at home. Upon arriving on campus, employees will verify the student is healthy and visually look for any signs of illness.
 - See Arrival Procedures (page 11) for full details on health screening for students.
- Family requirements/expectations
 - Travel: See [OWS Travel Policy](#)
 - Extra-curricular activities: all on- or off-campus activities outside of school hours will not be allowed as OWS school sanctioned events unless COVID-19 Health and Safety Guidelines are strictly followed. The School will offer some education about risks.
 - Immunizations: Follow WA State requirements
 - Reporting of symptoms, history, etc.: required as part of screening
- Communications commitments and questions
 - Regular communication from the Health and Safety Committee via email
 - Immediate communications will be by phone or email for most issues and via FlashAlert Newswire for school closures.
 - Questions regarding health and safety issues and illnesses should be directed to the Health and Safety Committee: health@olympiawaldorf.org
- Visiting family policy
 - Parents will be asked to not enter the buildings unless they have a pre-scheduled appointment. Anyone with appointments or needing immediate assistance may come to the office located in the basement at the south end of Prairie Hall.
 - Dropoff/pickup - Parents may not come onto campus for grades and not enter the building for EC without permission.
 - Early dismissal for Grades students - The office must be notified of any students leaving early, so that the student can be retrieved and brought to the basement office for pickup.
 - Volunteering in class is not advised and must be approved by the Health and Safety Committee. Vaccination for COVID-19, PPE and physical distancing will be required.

PEOPLE - Visitors

All visitors should come directly to the office via the south basement door. The front door of Prairie Hall will remain locked.

- Visitor Procedures
 - Anyone entering the buildings must come to the office first. The information will be logged in the visitors log by the Office Assistant. They will be required to wash or sanitize their hands.
 - PPE requirements: Double-layered cloth mask is minimum as well as maintaining physical distancing.
 - Visitors must wear a badge showing they are an approved visitor.
 - Tracking is not necessary for those that only enter the office but do not need to go further into the building.
 - Visitors must sign out in the office before leaving campus.
- The Office Assistant manages the visitor process. Office Staff provides backup as needed.

CAMPUS SPACES

- See physical distancing (page 10) below for classroom configuration guidelines.
- Prairie Hall and Middle School In-class guidelines
 - Students will not enter the building in the morning until guided by their teacher.
 - Students will keep their school supplies, books and from-home items they will need throughout the day (ie: lunches) at their desks when inside a building. They may not share with other students any of their school supplies or personal items. Outdoor items, such as boots and raincoats may be stored in hallway cubbies, along with replacement clothing.
 - Students must remain at their desk area to maintain physical distancing. The use of cozy corners or class community spaces is strictly prohibited.
 - Masks will remain on during inside classroom time and outside lesson time.
 - Faculty and students will sanitize hands anytime they are leaving or entering the classroom (unless just previously washed in a bathroom or sanitized with hand sanitiser). The best method for sanitizing hands is hand washing with soap and water. Hand sanitizer should only be used when washing is not an option.
 - Grades will maintain an 80% outside and 20% inside program of 1 hour inside followed by 1 hour outside if the Community Transmission Rate (CTR) is above 5%.
 - Grades will move to a 50% program of 1 hr inside followed by 1 hr outside when the CTR is 5% or lower.
- Early childhood
 - Students will not enter the building without an adult.
 - All three early childhood programs will use either of the bathrooms off the Cubby room, however only one class at a time will use the space with 15 minutes of time between each class's use.
 - The Hut will be used to isolate sick children. A teacher or assistant will supervise the child until their parent/guardian can pick them up. Otherwise, they may be brought over, with their belongings, to the main office.
 - Students will keep all of their belongings in the outdoor cubbies.
 - Early Childhood will maintain an all outdoor program if the Community Transmission Rate (CTR) is above 5%.
 - Early Childhood will move to 1.5 hrs inside followed by 1 hr outside when the CTR is 5% or lower.
- Bathrooms:

1. Bathroom toilets, stall handles, sinks, soap and hand sanitizer dispensers and door handles will be sprayed with a sanitizing solution twice within a 24 hr period..
 2. Children will be instructed on closing the toilet seat lid prior to flushing.
 3. Children must wear masks while using the bathroom.
 4. **Prairie Hall:** In the event that a student needs to use the bathroom outside of class designated time, they will wash or sanitize their hands upon returning to class.
Middle School: In the event that a student needs to use the bathroom outside of class designated time, they will wash or sanitize their hands upon returning to class.
Early childhood: The assistants will supervise the student's hygiene.
- Common Areas/Large spaces
 - The Community Room is designated for orchestra classes. Use of the room by other classes needs to be pre-approved by the Health and Safety Committee. It will serve as an emergency classroom for EC classes and grades extended care in the event of poor weather conditions. The teacher or extended care staff is responsible for sanitizing all touched surfaces at the end of each use.
 - Outdoor Areas
 - Classes morning line-up locations.
 - Little Violets families will greet their teacher in the Preschool yard before storing cubby items. Sunflower and Thimbleberry classes will rotate between three areas of the main Kinderhaus yard. Kindergarten families will greet their class teacher in one of the three zones before proceeding to cubbies. The zones are known as the Garden Grove, Fern Forest and Log Land.
 - 1st - Pea Gravel side Four Square at Blacktop Basketball Hoop
 - 2nd - South of Ball Wall towards the Pea Gravel at the Blacktop's far side
 - 3rd - In Pea Gravel at Pump House
 - 4th - North Basketball Hoop by the Field
 - 5th - North of the Ball Wall towards the Field
 - 6th/7th/8th - In Front of Middle School
 - Outdoor covered areas are designated to classes to avoid cross-contamination.
 - Outdoor Campus Use for Recess:
 - Classes may not play in the same area at the same time with other classes.
 - The Facility Manager will mark off the appropriate areas and classes will stay in designated space for that recess. These will be designated with color flags, tap or a displayed map.
 - Faculty will determine a schedule and rotation for play areas, assigning one class per area for any given recess.
 - Play areas, fields, and outdoor classrooms may not be used by community members before or after school.
 - Health Office/Isolation Room
 - Daily procedures: Clean common touched surfaces after each visitor. The custodial staff will sanitize the entire office at the end of day.
 - Procedures in case of illness: The student will be assessed by the office assistant (health coordinator). Sick students will be put in a designated space (also known as isolation) in the office and supervised by office staff. The student's emergency contacts will be called to pick up the student. After the student leaves, the isolation area should be sanitized thoroughly.
 - Isolation will be a curtained space with an open window and an appropriate air filter running at all times.
 - Supplies: Emergency and first aid supplies are stored in the main office in the basement, including the emergency bag. Extra supplies (such as bandaids) are given to teachers to be used in classrooms.
 - Personnel/staffing: If there are no staff in the office, the door shall be locked to avoid visitors entering.

- Record-keeping and documentation: Screening logs shall be maintained by the office staff for the school year.
- Communication with families: The office staff shall answer questions directly related to the family inquiring, but all broader questions should be referred first to the Health and Safety Committee (health@olympiawaldorf.org), then if not available, to the Board. For example, a family calling to ask about an exposure at the school should be referred to a staff member of the Health and Safety Committee member.

SPACES - Flow

- Student traffic flow - Spacing reminders will be placed on the floor near bathrooms and where needed.
- Each class will have a designated entry and exit space for each building.
 - Grades:
 - 1st: Will use the entrance door in the Apple Garden.
 - 2nd: Will use the entrance by the 2nd-grade downstairs at the north end of the building.
 - 3rd: Will use the entrance at the Pea Gravel closest to the Community Room.
 - 4th: Will use the downstairs/basement entrance at the north end of the building (same as 2nd grade).
 - 5th: Will use the entrance by the Pea Gravel and the 5th Grade classroom.
 - 6th/7th/8th will use the main doors

PPE REQUIREMENTS

- All students and staff will be expected to wear a cloth face mask at all times. Cloth masks must be at least 2 layers. Individuals are asked to provide their own masks (at least 3 per day are recommended). The school will have extras on hand for those that do not have one available for that day.
 - Exceptions are only allowed for staff and faculty who are working alone in a room or outdoor space or those excused for medical reasons by their physician. Those with medical reasons to not wear a mask, must provide a doctor's note to the office stating clearly that a mask poses a risk to the individual due to a medical condition.
 - Anytime a mask is removed, the individual should sanitize hands and inspect the mask to determine if it is soiled enough to require a new one. "Soiled" can include damp from breathing, damp from a cough or sneeze, or dirty.
- Masks are required of all visitors on campus.
- In addition to face masks, face shields are recommended for all staff/faculty that will be doing screenings or working with sick students.
- Those working with sick students will have a KN95 mask provided.

PHYSICAL DISTANCING AND MISC.

- Furniture arrangements
 - Classroom desks will be checked by the Facilities Manager to be sure the appropriate amount of distance is maintained between each person in a class. Most desks will be spaced 4-7 feet between the center of each desk with an absolute minimum of 3 feet and 6 feet from the instructor. These numbers will be dependent on the number of students in the class.
 - Outdoor desks will be at least 6 feet apart.
- Physical distancing

- Faculty and staff will remind students to uphold physical distancing of at least 3 feet at all times while masked. Within the building halls and for outside congregation areas, marks will be placed to assist the students in maintaining 3-6 feet of distance where space allows.
- Class cohorts should be maintained when at all possible.
- High risk activities
 - Flute playing, physical activity, and any additional activity that requires the removal of masks will take place outside. All activities that require projection or heavy breathing should take place outside. Physical distancing of 6 ft will still be required for these activities and extra distance is highly recommended.
- Food service
 - There is no “family service”, “buffet”, or “potluck service” unless given express permission from the Health and Safety Committee.
 - Early childhood teachers/assistants may prepare and serve food individually to students.
 - The 3rd grade class teacher and students may prepare food that is going to be cooked. Only the teacher may handle the cooked food and serve it individually to students.
 - Preparation and service items must be cleaned and sanitized according to food service guidelines after use.
 - Gloves are required for food service in addition to cloth face coverings
 - Birthday treats brought in from home must be individually wrapped.
- Lunch and Snack Protocols
 - Lunches and snacks will be consumed maintaining 6 ft of physical distance.
 - Hands must be washed or sanitized with hand sanitizer prior to and after eating.
 - During snack and lunchtimes masks may be removed while seated.
 - Students may not share food.
 - Golden silence should be maintained during eating times.
 - Students are required to bring water bottles from home each day. Drinking fountains will be closed and cups will not be available in the classrooms.
 - Outdoor eating is required unless pre-approved to be inside (due to extreme weather).
- Field trips
 - Only allowed if physical distancing can be assured, including during transportation. Field trips need pre-approval from the Health and Safety Committee.
- Home visits
 - Home visits are allowed for new teachers or new students if both the teacher and family are comfortable with this interaction.
 - Teacher will remain outdoors at the student’s home or meeting location
 - Teacher and family will wear masks
 - Social distancing will be maintained
- Events
 - Community festivals will be suspended until community transmission rates fall below 5%. Festivals will be adapted as class celebrations or outdoors with distance.
- Meetings
 - Faculty and collegial meetings may be held outdoors or via zoom
 - Parent meetings will be held via zoom or Google Meet
- State mandates and guidance
 - School faculty, staff, and families are expected to follow all local, state and federal guidelines surrounding gatherings, travel, and other COVID protocols.

ARRIVAL PROCEDURE

1. As stated previously, prior to the start of school, all employees will check in at the office prior to the start of their shift.
2. Faculty and staff will ensure that each student is wearing a mask and that the mask is properly covering the students mouth and nose. If the student is without an appropriate mask, the school will provide a disposable mask to them.
 - Parents will be asked to screen their children prior to arrival and the school will provide the following guidelines for that screening. The Thurston County Department of Health offers guidelines for determining when a student needs to be kept home. There are three qualifications and further information can be found at <https://www.thurstoncountywa.gov/phss/phssdocuments/School-%20Communication%20Plan%20Chart%202021-2022.pdf>
 - Class A Symptoms: Stay home and get tested for COVID (PCR test).
 - Does anyone in your household have one or more of the following symptoms?
 - Fever of 100.4° F or higher
 - Cough
 - Loss of taste and/or smell
 - Shortness of breath or difficulty breathing
 - Class B Symptoms: Stay home and get tested for COVID (PCR test).
 - Does anyone in your household have two or more of the following symptoms?
 - Fatigue
 - Headache
 - Muscle or body aches
 - Sore Throat
 - Congestion/running nose - not related to seasonal allergies
 - Nausea/vomiting/diarrhea
 - Diarrhea (defined as two or more loose stools within 24 hours)
 - If only one symptom then no COVID test needed and the student may return to school 24 hours after the symptoms have resolved
 - No symptoms but determined by public health to be a close contact of someone with COVID-19:
 - If not vaccinated, quarantine at home for 14 days and cannot go to school
 - If fully vaccinated, can return to school with a negative test 5 days after exposure.
3. Arrival for Early Childhood families will be staggered to prevent cross-contamination between classes and parents dropping off children. Parents must check in with the teacher before dropping their child's belongings at their cubby. Parents will need to drop off and exit the parking lot promptly. Carpools and families with multiple start times will be asked to wait in their cars in designated areas. Careful consideration has gone into choosing start times. Below are the arrival times and drop off locations.
 - Early Childhood
 - Little Violets
8:15 AM - 8:30 AM
 - Sunflower
8:30 AM - 8:45 AM
 - Thimbleberry
8:30 AM - 8:45 AM
 - Grades (Drop off is in the gravel parking lot between Prairie Hall and the Middle School where all students will be screened)
 - 1st - 8th 8:00 to 8:15 AM

- Parents are not allowed on campus unless they have an appointment.
4. All classes will gather outside.
 5. Late arrivals will go directly to the main office in the basement. A staff member will check in the student then escort the student to their class.

DEPARTURE PROCEDURE

- Teachers will lead their students to the designated departure areas.
- Grades parents should be encouraged to remain in their cars while the students are being dismissed by the teacher. While waiting for students to be released, vehicles should be turned off to protect the students, faculty and staff from excessive car exhaust.
- For early departures in grades, staff will bring the student to the basement main office. The parents will sign them out in the office. For early departures in EC, an assistant will bring the child outside to the parent.
- Early Childhood:
 - Little Violets
 - 12:30 - 12:45 PM (except those in aftercare)
 - Sunflower and Thimbleberry
 - 1:00 - 1:15 PM
- Grades:
 - 1st - 5th
 - 3:00 - 3:15 PM On Monday, Tuesday, Thursday and Friday in Gravel Parking Lot
 - 1:00 - 1:15 PM On Wednesday
 - 6th - 8th
 - 3:00 - 3:15 PM Monday, Tuesday, Thursday and Friday in Cedar Woods Lane by MS 8th Grade
 - 1:00 - 1:15 PM On Wednesday

CLEANING PROTOCOLS

Classroom Cleaning Procedure:

1. During the day, classrooms that will be used by another group, will be wiped down after each use. For grades classrooms, high-touch surfaces (sinks, doorknobs) will be sanitized twice daily.
2. At the end of the day, teachers will remove all items from desks and chairs. The custodial staff will wipe down all desks, chairs, counters and high-touch areas to remove debris; then sanitize.
3. Carpets will be vacuumed every day by teachers or students (upper grades). Vacuums should be purchased with class funds.

Building Cleaning Schedule and Procedure:

1. At the end of each day the custodial staff will sanitize all commonly touched surfaces, vacuum entry rugs.
2. All bathrooms will be cleaned, sanitized, floors mopped daily and supplies of paper product, soap, and sanitizer will be restocked.

COVID ILLNESS

Staff, students, and parents may not enter the campus if they have been diagnosed with COVID-19 (have not recovered or are still within the 14-day quarantine), had symptoms of COVID-19 (within the last 72 hours), or had contact with a person that has or is suspected to have COVID-19 within the last 14 days (regardless of vaccination status). This also applies to the student if anyone in the household needs to isolate or quarantine.

When a student, faculty or staff on campus becomes sick during school day:

- The person will be assessed by the Health Coordinator.
 - Sick students will be put in a designated space (also known as isolation) in the office for unwell students where they can be supervised. The student's emergency contacts will be called to pick up the student. After the student leaves, the isolation area will be sanitized.
 - Faculty or staff will leave campus if they present any symptoms.
- The office staff, in conjunction with the Health and Safety Committee members and health authorities, will determine if the symptoms warrant changes to the rest of the class that may have been exposed. Immediate options include:
 - Class continues the rest of their classes outside for the day then the classroom is cleaned
 - Class is canceled until further information is available then the classroom is cleaned

When the school is informed that a person with a confirmed case of COVID-19 has been on campus within the last 14 days or that a student or staff needs to be quarantined because of possible exposure, the school will do the following....

- Inform the county (if not already done) and other local authorities as needed.
- Begin contact tracing, in coordination with health authorities
 - all persons who came into 'close contact' which is defined as more than 15 minutes being face to face within 6 ft or were in the same room for more than 2 hours
 - physical places that have come into contact with the infected person
- Inform the schoolwide community this will include parents, faculty and staff. We will follow Health Privacy Guidelines by not identifying the individual.
- Work with the infected individual and the counties/state contact tracing authority to identify individuals who were most at risk of infections.
- If the known infected person was in a particular space we will:
 - Thoroughly clean with a COVID-19 appropriate disinfectant. This will include but not be limited to touched surfaces (desks, chairs, doors handles, sink areas, etc), floors, rugs (if present). The person's personal items will be placed into a bag for the duration of their absence and sent home if necessary. Before use, the cleaned areas will be thoroughly vented with fresh air using fans and air filters.

(Note: this section is very dependent upon health authorities recommendations for each incident, but these protocols are designed to give direction when no contradicting or alternative steps are offered by health authorities.)

Returning to Campus after suspected case of COVID-19

A staff member or student who had signs of suspected or confirmed COVID-19 can return to campus when:

- Without PCR test or diagnosed with COVID-19 - At least ten days have passed since initial illness onset AND at least 24 hours since recovery - defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.
- With PCR test - It has been at least three days (72 hours) since recovery AND a health care provider provides a note that the student does not have suspected or confirmed COVID-19.

In some cases, the county does allow early return to campus. If an individual only has one of the following symptoms for 24 hours or less, they may return to school without a COVID test and without isolating after symptoms have passed:

- Fatigue
- Headache
- Muscle or body Aches
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea (defined as 2 or more loose stools in 24 hours)

In the case of symptoms associated with the administration of the COVID or other vaccine, the individual may return to campus after symptoms have passed.

Returning to Campus after exposure to COVID-19

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 (unvaccinated)/5(vaccinated) days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for the corresponding days. Guidelines do allow for a shorter quarantine in these cases:

- If a person who is in quarantine has no symptoms, quarantine can end after Day 10.
- If a person who is in quarantine receives a negative COVID-19 test and has no symptoms, quarantine can end after Day 7. Get tested within 48 hours before ending quarantine.

COVID-19 outbreaks in school

Definition: Two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

- Dismiss the entire classroom for remote learning and home quarantine for 14 days if two or more confirmed cases of COVID-19 occur within the group or cohort within a 14 day period.
- Close school and switch to remote learning for 14 days when
 - 2 or more classrooms are dismissed due to outbreaks
 - School cannot function due to insufficient teaching or support staff

EXTENDED CARE

It is the goal of Olympia Waldorf School to make the school accessible to working families, especially our essential workers during this COVID-19 period, and our own staff and faculty. For this reason, we are continuing with extended care during this pandemic. Two requirements must be met: 1) the program does not put the school in a financially unstable position and 2) care is taken to maintain the same protocols as the school day requires.

1. To keep the program financially viable, only bulk extended care will be offered. Parents must register in advance and pay for the service monthly with their tuition. No hourly service will be provided.
2. Early childhood will strictly maintain cohorts and grades will maintain very strict physical distancing protocols. See more below:

Early Childhood Extended Care

Early childhood extended care will keep students in extended care with their same cohorts. Thus, students must be enrolled in the correct class for the extended care they need.

Extended care consists of

- Morning Care
- Nap Care - During Nap Care a student may remove their mask while they are sleeping to avoid the risk associated with sleeping with a mask on. If the student is lying down but is one who does not sleep, they need to keep their mask on. Cots are placed 6 ft apart in a space with adequate air flow and filters.
- Extended After Care (beyond 3 PM).

Grades Extended Care

Grades extended care will be held outdoors and maintain strict physical distancing, paying particular attention to keeping grades cohorts separate. Food will be served directly to the students at their seated location on paper plates to avoid potential contamination and all other school-day protocols will be followed.

The community room will only be used in the case of extreme weather.

CLOSURE AND REOPENING

Olympia Waldorf School will monitor local and state government announcements to keep educated and updated.

COVID Closures

Olympia Waldorf School will comply with the local and state health department directives to close the campus.

If there is a need to consider closing the campus due to the pandemic, the Incident Commander will consult with Thurston County Public Health and with the internal Pandemic Response Team to decide on a school closure. In the case of an immediate need, the Incident Commander has the ability to call a closure.

In the case of closure, the Incident Commander with the help of the Pandemic Response Team will immediately notify all faculty, staff, families, and the board. Any communication will address the cause of the closure, the effective time or date, and if there is an anticipated return date.

COVID Reopening

The Pandemic Response Team will (considering advice of public health) determine if the school is ready for reopening. The team will consider whether the school is complying with current local, state, and federal guidelines and can open responsibly.

Weather Related Closures

The Facilities Manager along with the Board President may choose to close the school for a variety of weather conditions. Notifications will be made on the school's voice messaging system, to the website and to FlashAlert. Some weather related closures may occur during the school day and parents will be notified to pick up their children.

- Wildfire smoke: Smoke in the vicinity of the school that has an Air Quality Index of 150 or higher will necessitate school closure with grades going online from home.
- Wind: Wind events with expected gusts of over 18 mph will necessitate a closure for the Early Childhood program and an increase in indoor time for the grades students. Wind events significantly increase the flow of air through all classrooms diminishing the risk of transmission.
- Snow: The school's outdoor tents cannot safely shelter children when snow accumulates. In the event of snow accumulation greater than 1 in., school will be closed and snow days will be taken.

RESOURCES

Government Recommendations and Resources:

COVID-19 Vaccination Mandate for Schools

<https://www.governor.wa.gov/sites/default/files/proclamations/21-14.1%20-%20COVID-19%20Vax%20Washington%20Amendment.pdf>

Thurston County COVID Testing Sites

<https://www.thurstoncountywa.gov/phss/phssdocuments/COVID-19%20Testing%20Locations%20FINAL%2010.13.2020.pdf>

Lewis County COVID Testing Sites

https://phsscovid19.lewiscountywa.gov/media/documents/10-27-20_LC_COVID_testing_sites.pdf

Mason County COVID Testing Sites

<https://www.masoncountywa.gov/COVID-19/index.php>

Pierce County COVID Testing Sites

<https://www.tpchd.org/healthy-people/diseases/covid-19/testing-information#testing>

Thurston County Public Health Corona Virus (COVID-19) Information:

<https://www.thurstoncountywa.gov/phss/Pages/coronavirus.aspx>

WA Dept of Health COVID-19 Resources

<https://www.doh.wa.gov/Emergencies/COVID19>

CDC Guidance for COVID-19 Prevention in K-12 Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

WA State Mandate for School Vaccination Info

<https://www.k12.wa.us/sites/default/files/public/communications/2021docs/FAQ-COVID-19-Vaccine-Requirement-for-K-12-School-Employees.pdf>

WA State Professional Sports & Other Sporting Activities Phase 2 and 3 COVID-19 Requirements:

<https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%202%20and%203%20Sporting%20Activities%20Guidance.pdf>

WA State Office of Superintendent of Public Instruction Novel Coronavirus (COVID-19) Guidance and Resources:

<https://www.k12.wa.us/about-osp/press-releases/novel-coronavirus-covid-19-guidance-resources>

CDC Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Other Resources:

Social Distancing and Masks:

WA DOH Guidance on cloth masks:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

CDC Considerations for Wearing Cloth Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Navigating Social Distance with Children Under Age 6:

<https://commercialfreechildhood.org/young-kids-social-distancing/>

Navigating Social Distancing with Older Children (Age 6-12):

<https://commercialfreechildhood.org/social-distancing-with-older-children/>

Cleaning:

Safer Cleaning, Sanitizing and Disinfecting to Reduce COVID-19 Transmission:

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Toilet Flushing Safety:

Article Flushing May Release Corona Virus

<https://www.washingtonpost.com/health/2020/06/16/coronavirus-toilet-flushing/>

Transmission Information:

Article How Corona Virus Spreads through the Air

<https://www.scientificamerican.com/article/how-coronavirus-spreads-through-the-air-what-we-know-so-far1/>

Understanding Transmission Rate

<https://www.cnn.com/2021/07/28/health/substantial-or-high-covid-19-transmission-wellness/index.html>

Asymptomatic Transmission:

CDC Evidence Supporting Transmission of Acute Respiratory Syndrome

https://wwwnc.cdc.gov/eid/article/26/7/20-1595_article

Understanding How the Delta Variant is Different

<https://www.tampabay.com/opinion/2021/08/10/what-we-now-know-about-how-to-fight-the-delta-variant-of-covid-column/?fbclid=IwAR3sPk9zAMzLykHih1BaL7D24wb2AXVKFWXoYsLwamtopxtDwYNyAUAg4Cs>