

COVID-19 Operations Plan for Olympia Waldorf School

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Context

To be implemented until Thurston County has been designated and moved out of Phase 4

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

<https://coronavirus.wa.gov/what-you-need-know/safe-start>

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 and staff of the Olympia Waldorf School.

Introduction

Olympia Waldorf 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, Olympia Waldorf Schools have 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 Olympia Waldorf 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 using the instructional videos and/or 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. These are provided in each classroom. 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 classrooms including those outdoors and the office but 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're 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

Pandemic Response Team Leader/Incident Commander: Stephanie Redden

Backup 1: Sweekriti Apple

Backup 2: Meg Stengel

Backup 3: Bary Hanson

Facilities Leader: Tiffany Korn

Backup: Custodian

Education Team Leader: Sweekriti Apple

Backup: Faculty Chair

Communications Leader:

Family Communications Point of Contact 1: Stephanie Redden

Family Communications Point of Contact 2: Sweekriti Apple

Contact Tracing Leader:

Health Department Liaison: Thurston County Public Health Director

Contact Tracing Team Members: Stephanie Redden & Maria Hemphill

Health Coordinator: Maria Hemphill

Backup: Tiffany Korn

Decisions for exceptions to these guidelines must be made by both Mrs Redden and Mrs Apple.

PEOPLE - Faculty and Staff

- Health screening/reporting
 - Every person on campus must be screened daily (See Arrival Procedure Page 11).
 - Health coordinator will track everyone that is screened daily. The screening log will not contain health information for those that are cleared. For those that are sent home, basic symptoms are recorded to be passed to health officials but not maintained in records.
 - Early childhood will keep their own log and bring it to the health coordinator weekly.
- PPE
 - Masks are required.
 - Masks may be removed
 - During outdoor physical activity, activities that require the removal of masks (eating, flute playing, running) but physical distance of over 6 feet must be maintained at all times.
 - Alone in a room or outdoor space where 6 feet of physical distancing is more than sufficient.
 - Face shields are recommended in addition to masks for anyone who identifies as high-risk, for those working with sick children, and for those visiting/teaching more than one cohort in a day.

- Gloves may be used by choice, but are not provided unless for cleaning needs. 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: Restrictions or requirements regarding employee travel is governed by local, state, and federal guidelines.
 - Checking in/health screen: All employees must be screened daily. If an employee determines before arriving at school that they should not work, substitute protocols must be followed. If an employee obtains a positive COVID-19 test, they must report it to the office immediately.
 - Training/Professional Development requirements: During pandemic, training should be obtained online or remotely.
 - Substitute teachers: Must follow the same screening and PPE protocols as regular teachers. If a substitute is filling in for a specialist, a face shield should be worn in addition to a mask. Sanitizing hands should take place upon entering each classroom.
 - Specialist teachers: If a specialty teacher will be teaching multiple grades, a face shield is recommended in addition to a mask. Sanitizing hands should take place between each class. If wearing gloves, remove and change between classes.
 - Non-teaching staff: Must wear a face shield in addition to a mask whenever screening or 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.
- Additional duties for 2020-2021 Olympia Waldorf School year:
 - Pickup/dropoff:
 - Hallway monitors: Office Staff
 - Screening responsibilities: Office Staff
 - EC screening: EC teachers
 - Drills and emergency procedures: Facilities Manager
- Resources for faculty/staff
 - Emotional support: Pedagogical Chair
 - Scheduling: Pedagogical Chair
 - Admin/HR: Business Administrator

PEOPLE - Families

- Health Screening/Reporting
 - Method of conducting screenings: staff will meet cars at drop-off for grades and outside for EC. Health coordinator is lead for screenings in grades. EC teachers are leads for screening in EC. Families are asked to take temperatures and screen themselves at home. Upon arriving on campus, they will be asked all of the screening questions.
 - See Arrival Procedures (page 11) for full details on health screening for students.
 - Points of contact for reports and questions/concerns: reports of screening should be maintained in the main office. The Incident Commander should be advised of any concerns. Suspected cases of COVID-19 should be reported to Thurston County Public Health.
- Registration requirements/expectations
 - Travel: Restrictions or requirements regarding travel quarantine is governed by local, state, and federal guidelines.

- Extra-curricular activities: Off campus activities associated with Olympia Waldorf School should not be allowed as 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
 - Regularity of communication - weekly updates via email
 - Immediate communications should be via email or phone for individual or class concerns and via FlashAlert Newswire for school closures.
 - Questions regarding health and safety issues and illnesses should be directed to Business Administrator.
- 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.
 - Volunteering is not advised and must be approved by Pedagogical Chair and Administrator. Screening, PPE, and physical distancing will be required.
 - Dropoff/pickup - Parents may not come onto campus for grades and not in the building for EC.
 - Early dismissal - Office must be notified of any students leaving early so that the student can be retrieved and brought to the basement office for pickup.

PEOPLE - Visitors

All visitors should come directly to the office via the south basement door. The front door of Prairie Hall will remain locked so that visitors may not enter the building that way.

- Screening Procedures
 - Screening is not necessary for those that only enter the office but do not need to go further into building.
 - Anyone entering the buildings must be screened in the office first. The information will be logged in the visitors log by the Office Assistant. They will be required to wash hands or use hand sanitizer.
 - PPE requirements: Cloth mask is minimum
- Security
 - Must wear a badge showing they are an approved visitor and have been screened.
- Visitor Policies
 - Visitors must be approved by the Administrator or Pedagogical Chair and recorded in the visitor log book.
- Office Assistant manages the visitor process. Office Staff provides backup as needed.
- Visitors must sign out in the office before leaving campus.
- Volunteers must be approved Bus Administrator and Ped Chair

SPACES

- See physical distancing below for classroom configuration guidelines.
- Prairie Hall and Middle School In-class guidelines
 - Students will not enter the building until guided by their teacher. They will then be taken to use the bathroom.
 - Students will keep their school supplies, books and from-home items (backpacks/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.

- Students must remain at their desk area at all times 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 bathroom or similar). 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.
- Early childhood
 - Students will not enter the building without an adult.
 - Little Violet will use the single-use bathroom adjacent to their classroom
 - Sunflower will use the student bathrooms off of the old cubby room.
 - A corner of the kitchen (near the sliding glass door) will be used to quarantine sick students until they are picked 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.
- Bathrooms:
 1. Bathroom toilets, stall handles, sinks, soap and hand sanitizer dispensers and door handles will be sprayed with a sanitizing solution after each class's use.
 2. Children will be instructed on closing the toilet seat and 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 clean after each use.
 5. Bathroom use will be restricted so students use the same bathroom each time. physical distancing protocols will be taught and kindly enforced. Students will be instructed on proper flushing (with the toilet seat and lid down) and hand washing after toilet use. The school will ensure that the bathrooms are properly sanitized hourly.
 - Prairie Hall students must use the Prairie Hall bathrooms.
 - MS students use the MS bathrooms only.
 - Employees will use the bathroom most convenient to their class or office, using the same one throughout the year.
- Common Areas/Large spaces
 - The Community Room will no longer hold multiple classes. Use of the room must be pre-approved by Business Administrator and Ped Chair. It will serve as an emergency classroom for EC classes in poor weather and grades extended care. The teacher is responsible to clean all touched surfaces at the end of each use.
- Outdoor Areas
 - Classes morning line-up locations.
 - Little Violet - The front of the Kinderhaus
 - Sunflower - The back of the Kinderhaus in the Kinderwoods
 - 1st - Four Square at Field Basketball Hoop
 - 2nd - Apple Garden at gate
 - 3rd - In Pea Gravel at Pump House
 - 4th - Basketball Hoop by Pea Gravel
 - 5th - Ball Wall
 - 6th/7th - In Front of Middle School
 - 8th - In Cedar Grove
 - Outdoor covered areas will be scheduled for use 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 7 areas and classes will stay in designated space for that recess. These will be designated with color flags or tape.
- Faculty may determine a schedule or rotation for play areas, assigning one class per area for any given recess.
- Play equipment will be designated to each class and stored in the class.
- The playscapes will have at least 1 hour between the times that classes are present.
- Play areas, fields, and outdoor classrooms may not be used by community members before or after school. Use of spaces must be regulated to avoid cross-contamination.
- Health Office/Isolation Room
 - Daily procedures: Clean common surfaces after each visitor, wipe down 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 for unwell students and kept an eye on. The students emergency contacts will be called to pick up the student. After the student leaves, the isolation area should be wiped down thoroughly and disinfected.
 - 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 Admin Asst. for the school year.
 - Communication with families: The office assistant shall answer questions directly related to the family inquiring, but all broader questions should be referred first to the Administrator, then if not available, to the Ped Chair. For example, a family calling to ask about an exposure at the school should be referred.

SPACES - Flow

- Traffic flow - Spacing reminders will be placed throughout school
- Each class will have a designated entry and exit space for each building.
 - Kinderhaus:
 - Little Violet - Will use the front entrance to the Kinderhaus.
 - Sunflower - Will use the back entrance to the Kinderhaus.
 - Grades:
 - 1st: Will use the downstairs/basement entrance at the north end of the building.
 - 2nd: Will use the entrance by the 2nd-grade from the Apple Garden.
 - 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.
 - 5th: Will use the entrance by the Pea Gravel and the 5th Grade classroom.
 - 6th/7th: Will use the outside entrance by the Van parking spot
 - 8th: Will use the outside door near the Cedar Grove.

PPE REQUIREMENTS

- All students and staff will be expected to wear a cloth face mask at all times. 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, working with sick students, or rotating between different classes.
- Those working with sick students will have a medical-grade mask provided.

PHYSICAL DISTANCING AND MISC.

- The school will provide hand sanitizer with 60% alcohol in all classrooms and the office but 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.
- Furniture arrangements
 - Classrooms will be set up 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 7 feet between the center of each desk with an absolute minimum of 6 feet and 6 feet from the instructor.
 - Outdoor desks will also be at least 6 feet apart.
- Physical distancing
 - Faculty and staff will remind students to uphold physical distancing of 6 feet at all times. Within the building halls and for outside congregation areas marks will be placed to assist the students in maintaining this distance.
 - 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 will still be required for these activities and extra distance is highly recommended.
- Food service
 - There is no "family service", "buffet", or "potluck service".
 - 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 pre-packaged, still in the box, and individually wrapped.
- Lunch and Snack Protocols
 - Lunches and snacks will be consumed maintaining 6 ft of physical distancing.
 - Hands must be washed or sterilized 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.
- Field trips
 - Only allowed if physical distancing can be assured, including during transportation.
- Home visits
 - Home visits are allowed for new teachers or new students if both the teacher and family is comfortable.
 - 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 during pandemic. Festivals will be adapted as class celebrations.
- Book lending
 - Books should not be interchanged between classes. Teachers should distribute books rather than having them accessed by students via shared shelves. The same book should not be used by two students on the same day.
 - Glossy covers should be gently cleansed after the student is done with it.
- Meetings
 - Faculty meeting will be held via zoom
 - School leadership will maintain distance and meet via zoom
 - Parent meetings will be held via zoom or Google Meet

ARRIVAL PROCEDURE

1. As stated previously, prior to the start of school, all employees will be checked for signs/symptoms of COVID-19 at 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.
3. Faculty and staff will meet the vehicles and ask each student's parent or caregiver the following questions before the student is checked in each morning. For middle school, ask the student directly.
 - Does anyone in your household have any of the following symptoms (within last 72 hrs) that are not attributable to another condition previously confirmed by a medical health professional?
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4° F or higher or a sense of having fever
 - A sore throat
 - Chills
 - A recent loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose - not related to seasonal allergies
 - Unusual fatigue
 - Has your student been in close contact with anyone with suspected or confirmed COVID-19?
 - Has your student had any medication to reduce a fever before coming to school?
 - Within the past 14 days, has a health professional asked you to self-quarantine or self-isolate because of concerns of COVID-19 infection?

- *The student must be excluded from school if the answer to any of the above questions is “yes.” Refer to “Returning to school after suspected COVID-19 symptoms” below page 15.*
 - *Staff notes: If the answer to all of the above questions is “no,” check the student for signs of being sick, such as flushed cheeks, runny nose, glassy eyes or tiredness. Keep a distance of at least six feet of space or have a physical barrier between you and the student during assessment.*
4. Arrival will be staggered to prevent cross-contamination between classes and parents dropping off children. 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.
 - a. Below are the arrival times and drop off locations.
 - Early Childhood
 - Little Violets (bring students to LV cubby area)
8:15 AM - 8:35 AM
 - Sunflower (bring students to Sunflower cubby area)
8:15 AM - 8:35 AM Group A (all students in morning care)
8:45 AM - 9:05 AM Group B
 - Grades (Drop off is in the gravel parking lot between Prairie Hall and the Middle School where all students will be screened)
 - 1st - 8:15 to 8:25 AM
 - 2nd - 8:15 to 8:25 AM
 - 3rd - 8:15 to 8:25 AM
 - 4th - 8:00 to 8:10 AM
 - 5th - 8:00 to 8:10 AM
 - 6th - 8:00 to 8:10 AM
 - 7th - 8:00 to 8:10 AM
 - 8th - 8:00 to 8:10 AM
 - Parents are not allowed on campus unless they have an appointment.
 5. All classes will gather outside.
 6. Late arrivals will go directly to the main office in the basement. A staff member will do a health screening 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 -
 - 12:30 - 12:45 PM Group A (except those in aftercare)
 - 1:00 - 1:15 PM Group B (contains no extended care)
- Grades:
 - 1st - (2:45 - 2:55 PM) Gravel Parking Lot (*between Prairie Hall and the Middle School)
 - 2nd - (2:45 - 2:55 PM) Gravel Parking Lot *
 - 3rd - (3:00 - 3:15 PM) Gravel Parking Lot *

- 4th - (3:00 - 3:15 PM) Gravel Parking Lot *
- 5th - (3:00 - 3:15 PM) Gravel Parking Lot *
- 6th - (3:00 - 3:15 PM) Cedar Woods Lane by MS 8th Grade
- 7th - (3:00 - 3:15 PM) Cedar Woods Lane by MS 8th Grade
- 8th - (3:00 - 3:15 PM) Cedar Woods Lane by MS 8th Grade

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 frequently.
2. At the end of the day, teachers will wipe down all desks, chairs, counters and high-touch areas with paper towels and water 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 custodian will sanitize all commonly touched surfaces, vacuum entry rugs.
2. All bathrooms will be sanitized, floors mopped daily and supplies of paper product, soap, and sanitizer will be restocked.

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.)

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

- The person 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 for unwell students and kept an eye on. The students emergency contacts will be called to pick up the student. After the student leaves, the isolation area should be wiped down thoroughly and disinfected.
 - Faculty or staff will leave campus if they present any symptoms.
- The office staff, in conjunction with the Administrator 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, clean classroom
 - Class is canceled until further information is available, clean classroom

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....
 - Day one: leave the areas that the person occupied undisturbed.
 - Day two: the areas that the person occupied will be thoroughly cleaned 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.
 - Day three: 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.

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 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 14 days.

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/cohort for the extended care they need.

- Morning care: must be in Sunflower, Cohort A
- Nap care: must be in Little Violet or Sunflower, Cohort A (will have 2 nap rooms)
- Extended (beyond 3pm) after care: must be in Sunflower, Cohort A

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.

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.

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.

RESOURCES

Government Recommendations and Resources:

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

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

WA Dept of Health Summer 2020 Guidance:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/SummerGuidanceK-12.pdf>

WA Dept of Health Fall 2020-2021 Guidance:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>

CDC Interim Guidance for Administrators of US k-12 Schools and Childcare Programs:

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

CDC Considerations for Schools:

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

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

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

WA State Office of Superintendent of Public Instruction Reopening Washington Schools 2020 District Planning Guide:

<https://www.k12.wa.us/sites/default/files/public/workgroups/Reopening%20Washington%20Schools%202020%20Planning%20Guide.pdf>

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/cloth-face-cover-guidance.html>

CDC How to Wash a Cloth Face Covering

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

Caring for Students and Self as an early childhood educator during social distancing:

<https://commercialfreechildhood.org/social-distancing-ece/>

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/>

Asymptomatic Transmission:

CDC Evidence Supporting Transmission of Acute Respiratory Syndrome
https://wwwnc.cdc.gov/eid/article/26/7/20-1595_article

