

Health and Safety Plan

COVID-19 Addendum to the Parent Handbook

December 2020

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FISW Guiding Principles

- The health and well-being of all participants, including students, faculty, staff, parents are placed above all other considerations.
- All decisions for our school consider our mission, core values, educational priorities, and the developmental stages of our students.
- **As a community, we honor and respect each other. As such, FISW expects that all members of the community will comply with governing public health policy as ordered by local, state, and federal agencies. FISW reserves the right to address and take action as a result of any concerns that may arise regarding compliance, up to and including termination of the student or employee relationship.**

General Information and Expectations

General Information

FISW has decided on a Health and Safety Plan ("Plan") for the 2020-21 school year that is in line with public health policy and local, state, and federal guidance and requirements. We believe that this Plan is safe to deliver, provides a quality education, and supports both students and parents from PS through Grade 5. **Any student from PS to Grade 5 who wants to attend school in-person will be expected to strictly comply with the Plan and will be asked to affirm that expectation by signing an acknowledgement form.** All other students will follow our Distance Learning program. Staff will also be expected to strictly comply with the Plan and affirm that expectation by signing an acknowledgement form.

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus that emerged in 2019 has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to very severe illness and even death has been reported as a result.

What are the symptoms of COVID-19?

COVID-19 infection can result in mild to severe illness. As of this writing, the most common COVID-19 symptoms reported are:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4°F or higher or a sense of having a fever
- Sore throat or chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/runny nose – not related to seasonal allergies
- Unusual fatigue

COVID-19 is most likely to spread from person-to-person through:

- Close contact with an infected person (mostly spread by respiratory droplets released when people talk, cough, or sneeze)
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection and then touching face, nose, mouth.

If you develop a fever, cough, sore throat, tiredness, and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home or in a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities. Contact the school immediately so the school can take all necessary actions (informing the community, mitigating any risk). For more information about the transmission and symptoms of COVID-19, see CDC website.

General Expectations

Illness Policy

- For parents - If your child is exhibiting symptoms of COVID-19, they will not be permitted on campus and, if already on campus, will be sent home. They will not be able to return to campus until they are cleared to return, as discussed below in section **Health Protocol: Return**.
- For students - Immediately tell your teacher or staff member if you experience any of the COVID-19 symptoms identified above during the school day.
- For all adults (staff) - If you exhibit symptoms of COVID-19, you will not be permitted on campus and, if already on campus, you will be required to immediately leave to reduce opportunity for exposure to others on campus. The greatest risk of transmission in the school environment is between adults. As such, you will not be able to return to campus until you are cleared to return, as discussed below in section **Health Protocol: Return**.

Screening Process

- All individuals will undergo a screening process prior to entering FISW campus and buildings and will be required to agree to adhere to all published requirements for health, safety, and hygiene. Tracking of the screening results will take place at entry/exit points to the facilities.

Facecloth Covering

- All staff and all students K-5th must wear cloth face coverings throughout the day. It is recommended and strongly encouraged that preschool and pre-kindergarten wear face coverings.

Cleaning Protocol

- All areas, with particular focus on high contact and indoor surfaces, will be deep cleaned and disinfected on a regular basis during the day and at the end of each day.

Bus

- The bus will not be in operation until it is considered safe.

Physical Distancing

- Physical distancing is expected and is encouraged through physical symbols (demarcation and signs), verbal reinforcement, and modeling behavior.
- Physical distancing guidelines inform the maximum capacity of any room/space within the facility. All desks K-5th must be 6 feet apart.
- Physical distancing for younger children: maintaining physical distance is less practical with preschool-aged children, and the focus will be instead on minimizing physical contact by having fewer students in a classroom.
- Engineering controls such as plexiglass barriers will be provided, as required, to protect high contact areas like the Front Desk.
- The greatest risk of transmission in the school environment is between adults. It is of utmost importance that staff, teachers and other adults maintain physical distance among themselves at school.

Daily Operation and Schedule

- Scheduling will minimize the density of individuals within specific rooms and during recess.
- Scattered drop-off and pick-up schedule at multiple entry points will reduce contact between classes.
- Lunch will take place in the classroom at individual desks.
- Students and staff must follow the staggered schedule to minimize 'gathering potential', adhere to the physical distancing protocols, and practice the outlined personal hygiene and hand washing/sanitizing guidelines.

Continued

Well-being of Faculty and Staff

- Students, faculty, and staff will be trained on the new protocols.
- Signage and modeling out the protocols (including face coverings and distancing) will allow us to educate our community and facilitate implementation.
- SEL (Social Emotional Learning) will remain a priority so our students understand these protocols and apply them. Positive reinforcement throughout the day will be necessary.

SectionEnd

New Protocols and Requirements

Screening Protocol

- Prior to entering the facilities, individuals will confirm that they:
 - Are free of new symptoms,
 - Have not been in contact with individuals who are symptomatic,
 - Have not taken any medication or product that may artificially lower a fever,
 - Understand the risks of contracting COVID-19, and
 - Agree to follow the general distance, health, and safety protocols and procedures outlined in this plan.
- All individuals, including staff and students, must be assessed daily. Parents, guardians and caregivers are responsible for completing and submitting this CONFIRMATION OF INDIVIDUAL WELLNESS electronic form for their child(ren) daily between 8 pm the evening before and 8am before arriving at school. Students without a completed parent assessment will not be permitted entry to the facilities. Staff must submit an assessment daily before arriving to work.
- Prior to arriving at campus, all individuals should perform a daily temperature check for all members of their household and submit the CONFIRMATION OF INDIVIDUAL WELLNESS electronic form.
- Daily temperature checks will be performed and recorded before students and staff enter the building.
- To aid in reducing potential for exposure, there will be engineered barriers and sanitizing materials located at the identified entrances/exits to the facilities.
- All Individuals who enter the facilities will sign in, be checked that they meet the screening requirements, and then guided to their designated spaces.
- **No other temperature checks will be conducted during the day unless triggered by symptomatic signs, which will then initiate existing health protocols.**

Travel

- Avoid nonessential travel. Anyone who travels during the school year must review and maintain compliance with the CDC guidelines for travel ([click here](#)) and current King County COVID-19 Guidance ([click here](#)).
- When you travel please inform the staff of the date of travel and destination. If you are traveling in a level 3 country or region, FISW will follow Department of Health recommendations. [Click here](#) to view the CDC risk assessment level of your destination.
- After travel outside of Washington state, you will have to quarantine for 14 days or take a test 5 days after your return and quarantine for a total of 7 days if test is negative.

Health Protocol

Illness Policy

- Anyone who exhibits any of the identified COVID-19 symptoms must not attend school.
- If any member of the household has symptoms of COVID-19, do NOT send your child to school.
- Please email attendance@fisw.org to inform the school of your child's absence and to share any relevant medical information including test results.

Symptoms Developed During the School Day

- Anyone who exhibits signs of COVID-19 illness or has a temperature of 100.4 F or higher while at school, will be isolated in the infirmary and then sent home from school.
- If an individual develops COVID-19 symptoms while at school, school administration will:
 - immediately separate the symptomatic individual from others and isolate them in the infirmary.
 - contact the individual's parents or emergency contact to arrange for them to be picked up as soon as possible.
 - contact King County Health Authorities to notify them of a potential case and seek further input.
 - follow King County Health Authority protocols with regard to responding.

Return After Illness or Contact

FISW will follow the Washington State Department of Health guidelines published on September 3, 2020. ([Click here for link.](#))

Returning to Campus After Having Suspected Signs of COVID-19

1. A staff member or student who has 1 or more COVID Symptom(s) and has tested positive or had no test can return to campus:
 - a. 10 days after symptoms started
 - b. AND At least 24 hours have passed since fever resolved (without medication)
 - c. AND symptoms have improved.
2. A staff member or student who has 1 or more COVID symptom(s) but tests negative for COVID-19 can return to campus:
 - a. After 24 hours have passed since fever resolved (without medication)
 - b. AND symptoms have improved.
 - c. If they are a close contact of confirmed COVID-19 case and have a negative test result, they still must quarantine for 14 days.

Returning to Campus After Having Close Contact with Someone with 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, childcare, school, or public places for 14 days, even if they test negative for COVID-19.

Communication Plan for COVID-19: Confirmed Case in the School Community

- In accordance with local and state laws and regulations, FISW will notify local Health Officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
- FISW will communicate and follow all recommendations from the Health Officials including:
 - asking those who have been in close contact with the person diagnosed with COVID-19 to be tested and to self-quarantine (depending on the result of the test). For returning to school, please refer to the article above "**RETURN AFTER ILLNESS**".
 - thoroughly cleaning/disinfecting the campus.
 - closing the campus or part of the campus if directed by the Health Officials.

Cleaning Protocol

As informed by the Centre for Disease Control, and FISW expectations, the normal cleaning practices will be enhanced to include the following:

- The school will be cleaned and disinfected in accordance with the CDC's and EPA (US Environmental Protection Agency's Cleaning and Disinfectants for Public Settings.
- Cleaning practices will be in line with the CDC and the DEL Guidance for Childcare Settings.

Specific Cleaning Protocols at the End of the Day

The cleaning crew will clean and disinfect the campus every evening after 6:00 pm.

- Surfaces and objects such as:
 - Doorknobs and handles
 - Stair rails
 - Classroom desks and chairs
 - Countertops
 - Handrails
 - Light switches
 - Handles on equipment
 - Toys
 - Telephones
- Clean and disinfect all washrooms
 - Clean, disinfect & polish all dispensers and fixtures and light switches.

- Clean and sanitize sinks, toilets & urinals.
- Sweep, mop and disinfect all restroom floors.
- Clean, and disinfect all metal and mirror
- Clean and disinfect wall and restroom partitions.
- Disinfect toilet using Insert name of machine and product.
- Clean and disinfect all ground and carpet
 - Vacuum with HEPA backpack & remove spots using approved spot removal (1" in diameter) on all carpeted areas.
 - Dust mop resilient floor areas including baseboard
 - Damp mop resilient floor areas, including baseboards
 - Disinfect floor using Protexus Electrostatic Spraying System

Specific Cleaning Protocols During the Day

- All spaces will be cleaned and disinfected at regular intervals by our staff and the cleaning company a minimum of 2 times per day under typical situations.
- Special focus and attention will be placed on high-traffic areas and high-contact surfaces such as door and cabinet handles, railings, washrooms, toilet handles, shared office spaces, desks, light switches. These areas will be cleaned and disinfected a minimum of 3 times per day.
 - high-traffic areas and high-contact surfaces such as door and cabinet handles, railings, washrooms, toilet handles- by Facility Manager
 - shared office spaces, desks, keyboards, light switches, and communication devices by staff and teacher
- This cleaning will also be concentrated around times after increased traffic, such as breaks, activities, and lunch time. Approximate 'sweep' times are:
 - 10 am – 1st sweep (during recess) – by Facility Manager
 - 11-1 pm – 2nd sweep (as students are outside for lunch recess) – by the cleaning crew
 - 6-10 pm – 3rd sweep (deep clean at end of the school day; prep for the next day) – by the cleaning crew
- Toilets and sinks will be cleaned and sanitized on a regular basis throughout the day by the Facility Manager (3 times throughout the day and once at the end).
 - After the morning recess by Facility Manager
 - After lunch recess by the cleaning crew
 - After the afternoon by Facility Manager
- In addition to the scheduled cleaning/disinfecting, adults clean after themselves: restroom wipes and gloves available.
- Outdoor spaces will be cleaned daily.
- Staff are to wear disposable gloves when cleaning up.
- Students will be given school materials that are easily cleaned.

Supervision Protocol

- Staff will be provided with a specific support document outlining the details for each day.
- Preferred ratio of staff to students: 1 staff for up to 10 students in preschool. 1 staff to 22 students in elementary school.
- A dedicated member of the admin team will be connected with a pod and will relieve teachers in that pod.
- A coding system will establish individuals in a specific pod, so that their movements and interactions can be tracked and traced if need be. (e.g. Pod A - red, located in room 210, washroom A)

Facilities and Building Maintenance Protocol

- All areas of the building have been checked by our Facility Manager and are in good working order - ready for restart.
- HVAC system has been tested and rooms have been tested to ensure adequate ventilation needs.
- Separate units of air purifier have been added to each classroom, office, and restroom.

- Per CDC guidelines, water testing will take place prior to re-opening the school.

General Space Information

- Every room/office/space will be assessed for maximum number of people per space (including teacher or staff). The capacity of each space will be posted at the entrance.
 - 6 ft (2 m) distance and flow in hallways and classrooms:
 - 6 ft (2 m) spacing markers will be placed in front of doors.
 - Individuals will be separated by 6 ft (2 m) throughout the school day, in K-5th grade classrooms (desks 6 ft (2 m) apart) and when transitioning to and from recess, outdoor time, washroom use.
 - Student workspaces will be designated in classrooms.
 - Signage for COVID-19 protocols will be posted in rooms and common areas.

Classrooms

- Windows will be adjusted for maximum ventilation and HVAC systems will be enhanced to maximize refresh rates.
- Student school materials are stored in individual desks and/or in a personalized container.
- Student belongings including backpack and coat are stored next to or under student's desk or chair.
- Doors left open to limit use of handles and better air flow.

Hallway Flow

- Arrows on the floor.
- Markings on the ground to maintain physical distancing.

Library

- The library room will be repurposed into a classroom.
- The librarian will work with the classroom teachers to be sure that students have access to skill-level appropriate French and English books.
- Students will borrow books less frequently but will be permitted to checkout more books at one time.

Bathrooms

- Students will use a dedicated bathroom stall per class.

Water Fountains

- Water fountains are out of bounds.
- Students are to bring their own full water bottle.
- Refill won't be possible from the fountain for 1st to 5th grade students are asked to bring enough water for a full day.

High Traffic Areas

- Engineering barriers (such as plexiglass) will be used for high traffic spaces such as for reception/office area.

Outdoor

- To limit sharing of outdoor equipment, each class will have a dedicated set of playground equipment.
- Play structures that are too difficult to clean will be closed (jungle gym, tire swing, yellow slide).
- Outdoor activities will follow distance, health, and safety protocols which minimize intensity and duration of interactions.
- Canopy tents will be added to facilitate the use of outdoor spaces.

Hygiene Protocol

- Students will be shown the correct method of and duration for proper handwashing
- Hand sanitizer will be placed inside each building entry door:
 - Parking lot
 - Playground (4)
 - Bus door
 - Bridge/trail door

- Hand sanitizer will be placed at regular intersection points of the building:
 - Bottom of the stairs
 - Top of the stairs
- Handwashing/sanitization is required by all individuals at the following times:
 - Upon arrival at school and prior to departure for home
 - Before and after any breaks (e.g. recess, lunch, activities)
 - Between different learning environments (e.g., outdoor-indoor transitions, activities)
 - Before and after eating and drinking
 - After using the toilet
 - After handling common resources/equipment/supplies
 - Before putting on and after taking off your mask
 - After blowing your nose, sneezing or coughing
 - Whenever hands are visibly dirty
- Individual Hygiene
 - Individuals will keep their things to themselves (do not share or borrow materials)
 - Individuals will limit (or eliminate) the amount of face touching
 - Individuals will cough into the crook of their elbows
- Routine cleaning of student and staff workspace
 - Teachers and assistants will have disinfectant spray bottles, wipes, and gloves. They will maintain the minor sanitizing of the classroom and materials or seek assistance from the administrative staff, if required.
 - Individual workspaces (preschool to kindergarten) will be cleaned and disinfected three times during the day (morning recess, lunch recess, afternoon recess) and deep cleaned at night by our cleaning crew.
 - Morning recess – assistant or teacher
 - Lunch recess - cleaning crew
 - Afternoon recess – assistant or teacher
 - Evening – cleaning crew
 - Individual workspaces (1st grade through 5th grade) will be cleaned and disinfected three times during the day (morning recess, lunch recess, afternoon recess) and deep cleaned at night by our cleaning crew.
 - Morning recess – students
 - Lunch recess - cleaning crew
 - Afternoon recess – students
 - Evening – cleaning crew
 - It is essential that the teachers require students to keep their workspaces organized and tidy before leaving for break, lunch, and the end of day so that the deep clean and disinfect can be completed.

In-School Illness and Student Release Protocol

- Individuals who are displaying COVID-19 type symptoms will be isolated in the infirmary.
- Parents or emergency contacts who have been contacted by the school due to possible symptoms of COVID-19 are required to pick up students as soon as possible after being notified by the school. Individual students will be escorted out to the parents by a staff member. Parents are to remain outside the building.

Infirmary Protocol

- New temperature checks will be performed on students who are symptomatic.
- The infirmary space will only be available for students who are injured or those who need to be isolated prior to being sent home due to illness.
- There will be two areas designated in the infirmary: one area for general issues and triage, and a separate area for isolation.
- Cleaning and disinfecting of the spaces will be completed prior to any new students being admitted.

SectionEnd

Overview of the School Day

General Expectations

All individuals are expected to follow the physical distancing protocol and must not enter the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone who has been designated as positive.

- All individuals will undergo a screening process prior to entry into the School facilities and will agree to adhere to all published guidelines for health, safety, and hygiene. Tracking of the screening results will take place at entry/exit points to the facilities.
- All students will be connected to a pod to minimize interactions and enable tracking when necessary.

Drop-off Process

- No parents or guardians are permitted in the building.
- All movement in the building is to happen with expected physical distancing observed.

Elementary school

Staggered times for drop-off

- 8:00 –8:15: 3rd – 5th
- 8:15- 8:30: 1st – 2nd
- 8:30-8:45: K

Locations for drop-off

- Drop-off will take place in front of the school. Students will be directed by staff members to their assigned entrance door
- Front door: K and 1st grade and 3rd grade
- Upstairs bridge/trail emergency exit door: 2nd grade
- Downstairs bridge/trail emergency exit door: 4th grade
- Downstairs bus emergency exit door: 5th grade

Process

- Children cannot open the car door until a staff member instructs them to open the car door.
- Staff will greet students and direct students to their specific entrance door.
- Entrance protocol. Before entering through your designated door, individuals will:
- Use sanitizer
- Have your temperature taken and recorded
- Check that electronic screening form has been approved (after an absence or a break)
- Proceed directly to your classroom
- K students will be welcomed at the door by the class assistant.

Preschool

Staggered times for drop-off

- 8:15- 8:30: Moyens
- 8:30 – 8:45: Petits

Locations for drop-off

- Drop-off will take place in the recess area (accessible through the bus driveway)

Process

- Students may not enter the building prior to their defined arrival time. Students must line up observing physical distancing protocols.
- Teacher and assistant greet students in 2 separate areas of the recess area where tables (one per class) are set up to welcome parents and students.
- Parents line up with their children at their assigned table.
- Staff member assigned to the pod takes temperature.
- Parents electronically sign in students.
- Assistant enters the classroom with first 3 students who have arrived.
- Teacher brings newly arriving students to classroom by groups of 2.

Pick-up Process

- **To facilitate this process, parents must pick up their children on time. After the designated pick up time, a late fee of \$12 per 5 minutes will be billed monthly to your incidental account.**

Authorized pickup

- To facilitate the process, families are allowed up to 4 authorized pick-up contacts/individuals.
- Changes should be communicated in writing to the Front Office at least 48 hours in advance so they can be provided with a QR-code.

Elementary School

Staggered pick-up times

- 3:00 – 3:15: 3rd – 5th
- 3:15 – 3:30: 1st – 2nd
- 3:30 – 3:45: Kindergarten

Locations

- Front door: K and 1st grade and 3rd grade
- Upstairs bridge/trail emergency exit door: 2nd grade
- Downstairs bridge/trail emergency exit door: 4th grade
- Downstairs bus emergency exit door: 5th grade

Process

- At the end of the day, the teacher stays in the classroom with their students.
- During their pick-up window, parent enters the parking lot, comes to a complete stop, and scans QR code on the back of student placard.
- Parents cannot scan the QR code until they are in the parking lot.
- Designated admin walks their students to their assigned exit door.
- Staff member releases student to parent/guardian at their car.
- All siblings (elementary and preschool) will be picked up around the time of the child with the earliest listed pick-up time, following the pick-up process outlined above.
- Families with siblings in both elementary and preschool should follow the procedure below:
 - Scan for your preschooler and follow the preschool pick-up process.
 - After you have picked-up your preschooler, scan for your elementary child(ren) and, walk to the front door to pick them up.

Preschool

Staggered pick-up times

- 2:55 – 3:05: Moyens
- 3:05 – 3:15: Petits

Locations

- Pick-up will take place in the recess area (accessible through the bus driveway)

Process

- Parent drives up, comes to a complete stop, and scans QR code on back of student placard.
- Parent parks on the paved parking lot and walks to recess area, maintaining 6-foot distance from others.
- Parent taps their fob to sign out their child.
- Supervisor releases child to parent/guardian.
- All siblings (elementary and preschool) will be picked up around the time of the child with the earliest listed pick-up time, following the pick-up process outlined above.
- Families with siblings in both elementary and preschool should follow the procedure below:
 - Scan for your preschooler and follow the preschool pick-up process.
 - After you have picked-up your preschooler, scan for your elementary child(ren) and walk to the front door to pick them up.

Preschool Mid-day Pick-up

Pick-up time

- Students enrolled in our half-day programs are picked-up at 11:55am.

Location

- Front door

Process

- Parent drives up, comes to a complete stop, and scans QR code on back of student placard.
- Parent parks on the paved parking lot and walks to the front door, maintaining 6-foot distance from others.
- Parent taps their fob to sign out their child.
- Supervisor releases child to parent/guardian.

After School Care Pick-up

- Students attending after school care will follow the same pick-up procedures outlined above at their selected time (5:00 p.m. or 6:00 p.m.)

Personal Equipment for Students to Bring

Children bring only the minimum number of items (see specific personal equipment list below) that are needed.

Personal equipment list (elementary school)

- Backpack with the homework folder
- Full water bottle (no refill possible during the day)
- Lunch and snacks. Enough food should be brought for the day, and all packaging material is to be taken home at end of day.
- Items not permitted in the school are any toys from home.

Personal equipment list (preschool)

- Lunch
- Sheet that will be cleaned weekly
- Comfortable shoes for the classroom that will stay at school
- Full water bottle
- Lunch. All packaging material is to be taken home at end of day.
- Items not permitted in the school are soft toys, pillows, cushions, clay, playdough, or any toys from home.

Personal Equipment for the School to Provide Each Student

Elementary School

Each student will be provided a learning tub to store all materials in their learning space, which will be left on their desk at the end of each day. In the learning tub each student will have:

- 3-4 pencils, a handheld pencil sharpener, an eraser, one set of colored pencils, one set of pens, one pair of scissors, one ruler, and one glue stick.
- Notebooks/cahiers, books
- Homework folder (everything transferred to the cahier afterwards).
- Students are to tidy their tub at the end of each day so that the cleaning crew can disinfect and sanitize the classroom.

Preschool

Each student will be provided a learning tub to store all materials in their learning space, which will be left on the classroom tables at the end of each day. Students and teachers are to tidy their tub at the end of each day so that the cleaning crew can disinfect and sanitize the classroom.

Pod

A pod is a unit of students (A group of 2-3 classes who can have recess at the same time is considered a pod). Pods will be established to minimize the number of adults interacting with each group.

Day organization

Beginning of the Day

- Students will bring their belongings with them to the classroom, including coats and bags.
- Once their hands are washed, students will enter the classroom placing their coats on the back of their chair and their bag(s) on the chair next to them.
- After removing any clothing or items from their bags, students must wash hands thoroughly for 20 seconds or use hand sanitizer.

During the Day

- Students must wash their hands after recess, after PE/physical activities, after using the toilet, any time they enter the classroom, before putting on the mask/face covering, after taking off the mask/face covering.
- Each class will have an assigned sink and toilet. Students will visit the bathroom before being excused to recess and activities. Students who ask to use the restroom outside of this time will visit the reception desk where a supervising adult will instruct them that it is ok to enter bathroom or that they should wait with distancing.
- Physical distancing protocols will guide movement throughout the day for individuals and groups.
- Recesses will be staggered and only students from the same pod will have recess together.
- Lunch will happen in the classroom before recess (and cleaning/disinfecting).

End of the Day

- Students put on their coats and take their belongings.
- Students wash/sanitize their hands before walking out of the door.
- Students who are pre-registered for after school care will remain in or be transported to their designated classrooms:
 - Preschool and Kindergarten in their own classrooms
 - 1st to 5th with students from their pod

Extended Day

Before School Care

- Before School Care will not be available.

After School Care

- Daily After School Care will be available from the end of the school day until 6:00 p.m. with pre-registration through June and/or we are no longer under the COVID-19 Addendum.
- For the health and safety of our students, students will be grouped by pod. Approximately 10 spots are available per grade level.
- To maintain stable groups, pre-registration is required through June and/or we are no longer under the COVID-19 Addendum. Families can choose from the following options: Daily pick-up at 5:00 p.m. (\$100/week) or daily pick-up at 6:00 p.m. (\$150/week).
- A minimum enrollment of 5 students is required to offer an After School Care pod.
- Students will follow the same pick-up plan outlined for their grade level (see Pick-Up Process above) at their chosen pick-up time: 5:00 p.m. or 6:00 p.m. The school cannot accommodate pick-up outside of these designated times.

Mini Camps and Summer Camps

- We are still developing our plan for Mini Camps (typically held during the October, February, and April Breaks) and Summer Camps. Mini Camps may be possible for preschool students, but they will likely not be possible for elementary students. Families will be notified once we have determined our plan.

SectionEnd

Remote Learning

Shelter in Place or School Closure

FISW is prepared to immediately shift from in-person, face-to-face instruction to continuous remote learning in the event circumstances arise that indicate we need to close school facilities in the short- or long-term. This program will be an enhanced version of the learning that took place in spring 2020.

Closed classroom

FISW is prepared to shift from in-person, face-to-face instruction to continuous remote learning should we need to close a classroom for the short-term.

Distance Learners

Children who do not return to campus for health reasons, will participate in our remote learning program through Microsoft Teams. This will include both synchronous and asynchronous activities.

- Each classroom will have daily Microsoft Team meetings.
- Teachers will communicate the arrival time for remote learners and start the Teams meeting.
- Remote learners will be responsible for on-time, non-disruptive attendance during the session.
- Teachers will be able to see the remote learners.
- Remote learners will be able to hear both teachers and classmates.

Unwell or Quarantining Students

Unwell or quarantining students will be able to join the distance learners during the time that they are unable to come to campus.

Section End

Summary of Expectations

Expectations for Students

- Students in grades K-5 must wear a mask/face covering. FISW also requires that preschool and pre-kindergarten students wear a mask/face covering.
- Students must not enter the school if they display any signs or symptoms of COVID-19, or if they have had recent contact with someone who has displayed any signs or symptoms of COVID-19 or who has been diagnosed as positive for COVID-19.
- Students will be allowed to enter the building at the assigned staggered start time.
- Students will enter the building without parents at their assigned entrance door with age-appropriate supervision and assistance.
- Students must follow handwashing/sanitizing protocols.
- Students must adhere to physical distancing protocols.
- Students will bring only the minimal number of items that are needed and take all materials directly to the classroom.
- Students who arrive late must enter using the main entrance (regardless of designated pod entrance).
 - Parents should call reception (425-653-3970) to let us know that they have arrived.
 - Students must be screened and signed in at the door with the Front Office reception staff.
 - Students will then be guided to their class.

Expectations for Staff

- Staff members are expected to agree to and adhere to all protocols as outlined in this Plan.
- Staff are expected to enforce the guidelines outlined in this FISW COVID-19 Safety Plan.

Screening

Staff are expected to be screened for COVID-19 type symptoms prior to entering the facilities. At any indication of illness or symptoms, or recent contact with someone who has displayed any signs of COVID-19, they are to stay home and follow the Health, Safety & Hygiene procedures as outlined in this Plan.

Personal Protective Equipment (PPE)

Staff will be provided with and instructed to wear PPE or cloth face coverings.

Physical Distancing

- Staff common areas will have reduced capacity and modified health and safety procedures.
- Staff meetings will be online.
- Staff must follow protocols on greeting others including not shaking hands or hugging.
- Messaging signs and arrows will support the flow of staff through public spaces in the school.

Hygiene

- Handwashing supplies and sanitizer are available at all times, and regular and frequent handwashing will be mandated.
- All staff need to follow proper handwashing protocols, which are posted at each handwashing station.

Expectations for Parents

- Parents must complete the health assessment form for their child after each break and absences in order for their child(ren) to return to school.
- Prior to dropping-off, parents should perform a daily temperature check for all members of their household and submit the CONFIRMATION OF INDIVIDUAL WELLNESS electronic form daily.
- Parents are expected to maintain the physical distancing protocols.
- Parents must keep their child(ren) at home if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19 or who has been diagnosed as positive for COVID-19

- Parents must follow the drop-off and pick-up procedures.
- If you have multiple drop-off times (siblings) and need to wait, please park and wait in your car. Do not block the car line, fire lane or disabled parking spot.

Expectations for Visitors and Third-Party Staff

- No visitors will be admitted to the school.
- Delivery personnel must contact the Front Office reception area by phone and will be asked to drop their packages.
- Lunches for students participating in the hot lunch program will be delivered to the front of the school and brought to each classroom by the admin staff member assigned to their pod.
- FISW outsources its cleaning to a cleaning company that will send three staff members daily. All staff members will wear PPE and will not be in contact with children. They will be cleaning the classrooms when children are in recess and after school hours.
- Our librarian will be our main substitute teacher along with a few trained outside contractors who will be screened and will wear PPE.

SectionEnd

CONFIRMATION OF INDIVIDUAL WELLNESS

You will be asked to submit a written or electronic response to these questions daily.

These questions should also serve as a daily COVID-19 exposure checklist. Please ask yourself these questions and perform a temperature check for every member of your family each morning. If the answers to any of these questions at any time is "No," please notify us and do not come to campus.

Please indicate if you agree or disagree to the following statements.	Yes	No
No one in my household has a fever (100.4°F or above).		
No one in my household has taken medication to artificially lower a fever in the last 72 hours.		
All members of my household have been free of COVID-19 symptoms such as fever, cough, sore throat, and fatigue for 72 hours.		
I/my child agree to follow FISW's physical distance, health, and safety protocols.		
No one in my family has been in contact in the last 14 days with someone who has displayed any signs or symptoms of COVID-19 or who has been diagnosed as positive for COVID-19.		
No one in my family has been in contact in the last 14 days with someone who has been diagnosed as positive for COVID-19.		
No one in my household has been instructed to self-isolate in the last 14 days for any reason including travel outside of the region.		

External resources

Centers for Disease Control

Childcare, Schools and Youth

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

Travel

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-2>

Washington State

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

King County Health

Schools and Childcare

<https://www.kingcounty.gov/depts/health/covid-19/schools-childcare.aspx>

COVID-19 Screening Flow Chart

<https://ofe10a5f-b6ae-47e9-a878->

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