



Sunnybeam School COVID Health Policies and Procedures:

These policies and procedures are to be used exclusively until Sunnybeam School deems it safe to return to our traditional school and policies.

The safety of our children, teachers, families and community at large is paramount. This document has been developed by Sunnybeam School with guidance from federal, state, and local regulations to outline practices and safety measures that must be agreed to and followed for the 2020-2021 school year in order to reduce the risk of infection.

Sunnybeam School recognizes that it is impossible to create a zero-risk environment. We also recognize that a child's emotional wellbeing is equally important for their development and their physical health. To that end, we will continuously evaluate risks while supporting our children's emotional needs for social interaction and connection. Families are free to exercise their right to keep their child(ren) at home if they are uncomfortable with anything outlined in this protocol. Multigenerational households with elderly residents are at the greatest risk and should be thoughtful about reentry.

Sunnybeam depends on an honest partnership between parents and staff in order to keep our community safe and healthy. All staff and families must follow the current government's phases and guidelines to help minimize the spread of COVID-19. All visitors over the age of 2 need to wear a mask at all times while on the property outside of the car. A minimum of 6 feet must be maintained between non-family members at all times. There is to be no congregating of parents/visitors in the parking lot. We appreciate you partnering with Sunnybeam to help mitigate the risk of COVID transmission.

BEFORE SCHOOL SCREENING:

If your child is not acting like their normal self, consider keeping them home regardless.

Please notify Sunnybeam School should your child develop any symptoms outside of school.

Children and staff may not attend school if they have had any of the following symptoms within the last 24 hours:

- Dry cough, shortness of breath, or breathing difficulty
- Fever of 100.4 degrees Fahrenheit or more, or a sense of having a fever
- Nausea or Diarrhea or Vomiting
- Sore throat
- Chills
- New loss of taste or smell
- Congestion / runny nose – NOT related to seasonal allergies

- Muscle or body aches
- Unusual fatigue

Children and staff must also stay home if:

- They have taken any medication to reduce fever in the last 24 hours
- Anyone in their household has any of the above symptoms
- They have been near anyone suspected or confirmed with COVID-19 in the last 14 days

DROP OFF and PICK UP:

DROP OFF

Students are to be dropped off at their pod's assigned gate (please refer to the Pod schedule for specifics).

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children due to the elevated risk of severe illness from COVID-19. Siblings should not accompany the parent/caregiver if possible.
- Before exiting their vehicles, adults dropping off their child(ren) must put on masks. Masks should be worn over mouth and nose during the entire drop off procedure until you re-enter your vehicle.
- At your designated gate, please line up at the marked 6-foot increments. Always maintain at least six (6) feet distance between your family and the families in front and behind you in line.
- A teacher will take the child's temperature, ask for a verbal daily attestation that the student has not been exhibiting symptoms or been exposed to COVID, per our posted placards, as well as if anyone different will be picking up. A teacher will sign in your child when recording their temperature. There is no need for you to physically sign in your child.
- Exterior gates will be propped open during drop off and pick up to ensure contactless entry/exit.
- In order to minimize unnecessary contact and contamination of the schoolyard, non-essential adults and/or children will not be permitted to enter the schoolyard during school hours.

LATE ARRIVALS

A teacher will staff the gate for the first 15 minutes of the session or until all the students arrive, whichever comes first. If you have arrived after this time, please text Teacher Michele, 206-769-7856, so that she can have the appropriate staff member come to the gate to meet you and your child to perform our daily drop off procedure. On-time arrivals are important, otherwise you may need to wait for a teacher to become available to perform check in procedures.

PICK-UP

Children will be picked up by a masked parent/caregiver at their pod's designated gate.

- Before exiting their vehicles, adults dropping off their child(ren) must put on masks. Masks should be worn over mouth and nose during the entire pick-up procedure until you re-enter your vehicle.

- Please line up at the marked 6 foot increments. Always keep at least six (6) feet distance between your family and the families in front and behind you in line.
- Parents/caregivers/siblings will not be permitted to enter the schoolyard.
- We will be propping open the outside entry gates so that families do not need to touch the handles of the gate.
- Please avoid gathering with other families or lingering anywhere on campus after school, including the parking lot. Please limit interactions with other parents to the parking lot and ensure that you wear a mask and maintain a safe distance (>6 ft) while talking.

SCHOOL SAFETY DURING POD SESSIONS SOCIAL DISTANCE PROTOCOLS

- For the time being, children will be placed into small pods of up to five children.
- All pods will remain grouped with the same primary teacher and up to five children until winter break.
- There will be up to 2 pods on the Sunnybeam grounds during one 2-hour session.
- Each pod shall be separated in a designated space that is equipped with outdoor tents to provide shelter.
- Pods shall not mix with each other.
- Students will have individual bins with their personal supplies.
- There will be limited time standing in lines. Students will maintain social distance while standing in lines.
- Students will be spaced out when gathered for circle time as well as table time.
- There will be no Sunnybeam family events during COVID.
- Teachers will not congregate. Separate spaces will be dedicated for teachers for their breaks.
- Students will be strongly discouraged from playing games that involve regular close contact.
- Playground equipment can be used, but usage will have to be limited to an acceptable student number.
- Playground toys will be rotated so that two Pods do not share toys during the same day, and the toys will be cleaned each day.

MASKS

All teachers and staff are required to wear a mask while in the schoolyard, walking a child to the restroom, or when anywhere on the property, except when they are alone and on break. Breaks will be staggered to facilitate physical distancing.

- All children are required to wear a mask while at Sunnybeam, with the exception of those who have sensory issues, for whom wearing a mask creates exceptional emotional distress or for other medical reasons. Please contact Sunnybeam's Director if your child meets these requirements.

- All masks must be washed or changed at least daily.
- Masks must have at least two protective layers. Masks with exhalation valves release unfiltered droplets and are not permissible.
- All adults dropping off their child(ren) must wear masks at all times when outside of their cars.
- Students must bring an extra mask with them to each school day. Sunnybeam will have disposable masks available should one be necessary.
- Parents should regularly clean their child's masks, ensure that the masks are a good fit, and help child identify their own mask
- Parents are strongly encouraged to find masks for their students and practice wearing them for extended time throughout the summer to maximize comfort and prepare for learning

HYGIENE

Sunnybeam will continue our increased and frequent hand washing procedures and other hygiene practices. Additionally, children and staff will wash their hands when arriving and leaving the school

- Students and staff will be required to wash their hands before/upon entering the schoolyard.
- Teachers will wipe down tables, chairs and other surfaces with approved cleaning supplies between each new Pod session and at the end of the day.
- Shared equipment and other non paper-based instructional materials will be cleaned in between sessions and at the end of the day.
- Grab bars and railings will be cleaning in between Pod sessions and at the end of each day.
- Teachers will wipe down bathrooms/sinks after each use.
- Our professional cleaning company will continue inside the school house focusing on high touch surfaces like door handles and the shared bathroom and hallway.

CHILD ILLNESS

- Students who exhibit symptoms while at school will be isolated and the student's temperature will be checked
- If the student's temperature is 100.4 degrees or higher, or they are clearly displaying any symptoms from the pre screening list (described above), the parent will be contacted to pick them up immediately, if a parent is unavailable emergency contacts will be called.
- Please be prepared to pick up your child(ren) at a moment's notice.
- Children will not be permitted to return to school for the first ten days after COVID-19 symptoms develop or the student has tested positive for COVID-19, while symptomatic, or for the first 24 hours after symptoms have resolved. The ten-day period may be shortened to 24 hours after symptoms have resolved if a doctor certifies that the student does not have COVID-19.

STAFF ILLNESS

- In the event a teacher is out sick, for non-COVID-19 related illness, they will be required to stay home for 24 hours from the last symptom and 10 days from the first symptom.
- The Director will substitute for the teacher while they are out sick if necessary.
- To minimize exposure, we will not be using substitute teachers until further notice.
- Because we are not using substitutes, if enough teachers are out on one day that we cannot maintain the pods' student-staff ratios, families will be contacted, and school will be conducted remotely.

SOCIAL DISTANCING OUTSIDE SCHOOL

- The current health order (8/4/20) from King County continues to restrict activities outside the home. Please find more information and the current health orders on the [county website](#).
- Please notify the Sunnybeam Director by email if any member of your household has been in contact with a person diagnosed with COVID-19.

TRAVEL PRECAUTIONS

- The county order also asks that all travel be suspended unless it falls under the category of "essential activities."
- If anyone that you have contact with has traveled recently, please notify the school so that we are able to look out for development of symptoms. You may consider keeping your child home for a period of 3-5 days. Please share this information with other families in your pod so that each family can decide for themselves whether or not they want to send their child(ren) to school during that time.
- When returning from essential travel, particularly via airplane, we recommend waiting a period of 3-5 days as a precaution for other families before sending your child to school. If you choose to send your child(ren) to school, please share this information with other families in your pod so that each family can decide for themselves whether or not they want to send their child(ren) to school at that time.
- Should any adult that you are in contact with that is returning from a [CDC Level 3 area](#) must notify Sunnybeam in writing and the child should stay home for 7 days. Students and staff that have traveled to a CDC Level 3 area should stay home for 14 days.

CONFIRMED COVID-19 CASE:

If there has been a confirmed COVID-19 case at Sunnybeam:

- Sunnybeam will immediately contact and coordinate with the [King County Department of Health](#).
- Students and staff will be dismissed for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school, so they can help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- During any period of closure or quarantine due to a confirmed case of COVID-19 at the school, staff and families are discouraged from gathering or socializing with people that are not members of their immediate household.
- Sunnybeam, working with the county health department, will attempt to identify adults or children who may have had contact within six feet of the individual for more than 15 minutes during the time between two days prior to when the individual's symptoms

appeared or they tested positive and the last time the individual attended school. Regardless of how long Sunnybeam remains closed, close contacts* should home-quarantine for 14 days from the last date of close contact.

**Close contacts are currently defined as household members, intimate partners, home caregivers, and those who have spent prolonged, close face-to-face contact with the case during their infectious period.*

- All school areas will be closed and areas and supplies will be cleaned and disinfected.
- Sunnybeam will coordinate directly with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
- While we are closed for a COVID case we will offer virtual classes for our students.

PLAN AND COMMUNICATE

We are committed to regular communication with all our parents, children, and staff about:

- COVID-19 and the steps one can take to protect themselves and prevent further spread
- The possibility of a closure during the school year
- Any suspected COVID exposure within a Pod or a staff member