



Bellevue Discovery Preschool Pandemic Safety Guidelines

Board of Trustees

Sandra Tseng, President
Yuan Zheng, Vice President
JJ Lin, Treasurer
Eric Passmore, Secretary
Saurabh Bajji
Mine Demir
Lindsey Francis
Madhu Hosaagrahara
Callisto Rojas

Staff Leadership

Erica Goodman, Preschool and Admissions Director
Beth Friesner, Office Manager and Health and Safety Officer
Caitlin Schwartz, Early Childhood Specialist

Bellevue Discovery Preschool



Pandemic Safety Guidelines Agreement Form

I/We, the parents of _____ have reviewed the Bellevue Discovery Preschool 2022-2023 Pandemic Safety Guidelines.

We understand that, while Bellevue Discovery will do its best to follow all CDC, AAP, King County Health Department and Washington Department of Children, Youth and Families health and safety guidelines related to the coronavirus pandemic, Bellevue Discovery cannot guarantee that our child will not be exposed to the coronavirus disease, or other similar communicable diseases, at the preschool. Additionally, we understand and accept any and all risks of infection and illness involved in sending our child to school. Therefore, in consideration of the opportunities provided by Bellevue Discovery, we agree to indemnify and hold harmless Bellevue Discovery and its employees, volunteers, directors, and agents from any and all claims, demands, damages, and causes of action arising out of or resulting from our child's exposure to, by or resulting from COVID-19, and/or any variation thereof.

We understand that all parents and staff members must work together as a community to protect the health and safety of our preschool students and staff.

Parent Signature/Date

Parent Signature/Date

Summary

Our pandemic plan will adjust based on current conditions, looking to CDC guidelines, local public and private schools, as well as science specific to the 2-6 year old age range. As of the beginning of the school year, based on these factors, we will encourage but not require masking. We may adjust this policy based on current conditions. As always, we support the choices of families who want their children to mask. Families should let teachers know if they would prefer their child to stay masked throughout the day, and staff will support and assist the children with parent preference.

Summary of Bellevue Discovery COVID-19 mitigation strategies

- Stay home if child or any household member is showing **any** signs of cold or illness
- Teach and practice good hand and cough hygiene
- Support families and staff who choose to wear face coverings
- Mandatory face coverings for children and staff should the need arise, e.g. after a positive test among the students and/or staff
- HEPA filters in all rooms
- Utilize outdoor spaces when possible
- Limit unnecessary visitors into the building
- Frequent and regular cleaning and sanitation procedures

Table of Contents

COMMUNICATION	5
Building Signs	5
Staff and Parent Communication	5
Expectations of Bellevue Discovery families	5
Travel Policy	6
CLASSROOM HEALTH & SAFETY	6
Symptom and Temperature Checks	6
Dropping Children Off at Preschool	Error! Bookmark not defined.
Handwashing	6
Hand Sanitizer	6
Face Coverings	6
Masks	7
Covering Coughs and Sneezes	7
Illness checks throughout the school day	7
Indoor and Outdoor Safety	7
Health & Safety Supplies	7
ILLNESS AND EXPOSURE TO COVID-19	7
Covid-19 Screening Flow Chart	7
If a child or staff member becomes ill at school	7
Possible or Known Exposure to Coronavirus	8
Staff illness during the school day	9
CLEANING AND SANITATION	9
Janitorial Service	9
Cleaning Schedule and Staffing	9
Ventilation	9
Appendix A: Classroom Cleaning Guidelines	11
Appendix B: Janitorial Service Weekly Cleaning List	12
Appendix C: Teachers Daily Cleaning List	13

COMMUNICATION

Building Signs

At each entrance, Bellevue Discovery will display signs to encourage physical distancing, covering cough, frequent handwashing, and staying home if ill.

A poster of the Symptoms Checklist will be adjacent to the daily sign-in forms. See **Appendix D: Preschool Entry Symptom Screening Checklist**

Staff and Parent Communication

- The Pandemic Response Guidelines will be:
 - Emailed to families
 - Posted in Family section of website
 - Shared at Parent Orientation
 - Emailed to staff
 - Shared at Staff Orientation
- Note: Bellevue Discovery does not have a school nurse or other health professional on-site.
- Stay home if you are sick
 - Any staff member, preschooler or caretaker with a temperature of 100°F or higher, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell, other signs of new illness unrelated to a pre-existing condition (such as seasonal allergies) should not come to Bellevue Discovery, even if waiting in a car while dropping off a child
- Steps to take to protect your family and prevent virus spread
 - CDC: How to Protect Yourself and Others, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- How to communicate with the preschool
 - Board President: Sandra@BellevueDiscovery.org
 - Staff Leadership:
 - Preschool Director: Erica@BellevueDiscovery.org
 - Early Childhood Specialist: Caitlin@BellevueDiscovery.org
 - Office Manager/Health & Safety Officer: Admin@BellevueDiscovery.org
 - Office phone, school days, 9:00am-1:30pm: (425) 362-6919
- Bellevue Discovery welcomes feedback and encourages parents and staff to share their concerns; email BD's Health & Safety Officer at Admin@BellevueDiscovery.org
- How Bellevue Discovery typically communicates with families
 - Weekly newsletter
 - Emails from staff leadership or Board President
 - Newsletter and emails supplemented by building signs and drop-off/pick-up instructions from staff (primarily safety-related)

Expectations of Bellevue Discovery families

- All eligible family members are strongly encouraged to get vaccinated
- Follow CDC, AAP and King County Health Department recommendations to stop the spread of COVID-19
- Should your child or any member of your household show symptoms of illness, for the safety of our school community, keep the child at home.
- Quarantine your household (see **Possible or Known Exposure to Coronavirus**) and inform Bellevue Discovery staff leadership if:

- You believe your family has been exposed to coronavirus or if a household member has been tested for coronavirus and is awaiting the test results.
- A household member has any COVID-19 symptoms or has tested positive for coronavirus.
- Support Bellevue Discovery's non-discrimination policy and join our Trustees and staff in creating a stigma-free learning environment (eg: as it pertains to a family's choice to mask).

Travel Policy

We encourage our families and staff to avoid all nonessential travel.

For general information on travel during COVID-19, please review [CDC](#) and [Washington State Department of Health](#) travel health notices before leaving home.

CLASSROOM HEALTH & SAFETY

Symptom and Temperature Checks

If any member of your household is experiencing **any** cold or flu symptoms, please keep your child at home. See **Illness and Exposure to COVID-19**

Although not required by the CDC, Bellevue Discovery will conduct a symptom screening for students and staff upon arrival at school. Staff and parents will certify daily that the staff person, student, and all members of the staff or student's households are healthy and not showing any signs of illness. Bellevue Discovery will also take the temperature of each staff and student.

Handwashing

Children will be taught to wash their hands thoroughly with soap and water for at least 20 seconds. Since 2007, Bellevue Discovery has scheduled "Germs Week" during the second week of preschool to help children understand the importance of handwashing and other illness-prevention hygiene practices.

Children are frequently instructed to wash their hands with soap and water: upon entering the building, before snack and lunch times, after outdoor play, after using the bathroom, and at other times as needed.

Adults are also required to frequently wash their hands with soap and water: upon entering the building, before and after snack and lunch times, after outdoor supervision, before and after dispensing medication, after helping a sick child, after handling bodily fluids (while wearing disposable gloves), after coaching a child in the bathroom, and at other times as needed.

Hand Sanitizer

Parents will put hand sanitizer on their own children's hands as part of the drop-off procedures should they choose.

Face Coverings

Masks

All adults and children (over the age of 2) are encouraged, but not required, to wear masks at all times when on campus.

Covering Coughs and Sneezes

Bellevue Discovery teaches our preschoolers to use their “elbow pockets” to cover a cough or sneeze, then to use a tissue, throw it in the trash can, and wash their hands. Teachers will use their best judgment on whether a child just needs to change into a new mask or needs to be sent home for illness. To keep everyone safe and healthy, the school will err on the side of caution. The decision to send a child home will be at the discretion of Bellevue Discovery.

Illness checks throughout the school day

Bellevue Discovery staff members will visually inspect children for flushed cheeks, rapid breathing, difficulty breathing, fatigue, extreme fussiness, cold/flu symptoms or other signs of COVID-19 infection during the school day. Teachers will document the illness checks.

Indoor and Outdoor Safety

Teachers will follow DCYF and Washington State guidelines for cleaning and sanitizing the classroom, furnishings, and materials, indoors and out. See **Cleaning and Sanitation**. Natural materials such as cedar chips, trees, rocks and wood do not need to be cleaned or sanitized.

See also **Ventilation**.

Health & Safety Supplies

Bellevue Discovery will keep on hand a one-month (at least) supply of:

- EPA-approved disinfectant wipes and cleaning spray
- Paper towels
- Baby wipes
- Hand soap
- Hand sanitizer
- Disposable gloves
- Adult-size masks
- Disposable child-size masks
- No-contact digital thermometer
- Plastic disposable gowns, not hospital-grade (for child illness)
- HEPA-certified air purifiers for each classroom

ILLNESS AND EXPOSURE TO COVID-19

Covid-19 Screening Flow Chart

https://www.kingcounty.gov/depts/health/covid-19/schools-childcare/~/_media/depts/health/communicable-diseases/documents/C19/schools-toolkit/C-COVID-19-screening-flow-chart.ashx

If a child or staff member becomes ill at school

Isolation Area

Bellevue Discovery does not have a school nurse or illness room. Bellevue Discovery is able to set up an isolation area in the office. A staff member will supervise the child at all times until the parent arrives for pick-up.

Send-home Procedure

- If classroom teachers observe symptoms of illness, the classroom teachers will remove the child from the classroom.
- The parents will be called to come quickly to pick up their child.
- Staff will document the illness and provide a copy of the documentation to parents at pick-up.
- After the child leaves the classroom, the teachers will manage sanitizing the classrooms while ensuring the children are not exposed to the cleaning products or fumes.

Cleaning Procedures: if a child or staff person was sent home for illness symptoms

Bellevue Discovery will follow the CDC cleaning and disinfecting guidelines

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

If no known exposure to coronavirus: How long does my child need to remain at home?

- CDC policy, if no known exposure to COVID-19: 24 hours with no medications or symptoms
Bellevue Discovery policy: Children should remain at home for **24 hours** with no medications or symptoms.

Possible or Known Exposure to Coronavirus

Parent Guidelines for possible or known exposure to coronavirus, with or without symptoms:

Per CDC Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>:

Anyone, regardless of vaccination status, who has had close contact with someone with COVID-19 should stay home for 5 days after their last exposure to that person.

Unless the exact date of exposure is known and there is time for a detectable viral load to be present following that exposure date, a negative test does not rule out the development of COVID-19 during the 14-day period.

If a child or staff person believes or knows they have COVID-19:

- They must not return to preschool for 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*
**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If at any point you or someone in your household develops symptoms consistent with COVID-19, notify the school immediately and get tested for COVID-19.

Preschool Guidelines for possible or known exposure to coronavirus, with or without symptoms:

- A member of the Bellevue Discovery Leadership Team will call the King County Health Department for guidance about whether to close the preschool. **Public Health COVID-19 Call Center at (206) 477-3977**
- Bellevue Discovery will follow the CDC cleaning and disinfecting guidelines:

- Bellevue Discovery will maintain communication with staff and families.

Please be prepared that the entire preschool may physically close and potentially move online if a child, staff person, or household member has been exposed to coronavirus. The King County Health Department makes decisions on a case-by-case basis.

Staff illness during the school day

If a staff member develops any symptoms of illness at preschool, they must

- 1) separate themselves from the classroom
- 2) report their symptoms to the Leadership Team
- 3) leave the school campus

Staff member must contact their health provider, follow health provider's instructions, and report their health status to staff leadership.

Bellevue Discovery will ensure a staff member substitutes for the sick teacher immediately to maintain the teacher-child ratio.

CLEANING AND SANITATION

Bellevue Discovery will be following DCYF, CDC and Washington State Classroom Cleaning Guidelines for daily classroom cleaning. See **Appendix A: Classroom Cleaning Guidelines**.

Janitorial Service

Bellevue Discovery teachers sanitize the classrooms Monday through Thursday after school, and throughout the day as needed. An outside janitorial service that follows CDC standards cleans and sanitizes the classrooms each weekend, using a cleaning checklist designed by Bellevue Discovery.

Cleaning Schedule and Staffing

See **Appendix C: Teachers Daily Cleaning List**.

Extra staff time is needed for daily cleaning and sanitizing:

- Use 5-step method: 1) clean, 2) rinse, 3) sanitize/disinfect, 4) wait for disinfectant to air dry, 5) re-clean with soap and water or baby wipe to remove excess cleaning chemicals
- **Before school:** surfaces must be wiped with soap and water or a baby wipe to remove excess cleaning chemicals; individual student toy/game/supply bins must be organized
- **During the school day:** high-touch surfaces should be cleaned with soap and water or baby wipes regularly during the school day
- **If bodily fluids are present:** follow CDC guidelines for sanitizing surfaces; children must be removed when cleaning products other than soap/baby wipes are present
- **After school:** follow the Teachers Daily Cleaning List
- **Document cleaning and sanitizing:** discuss issues with teaching team and Leadership Team

Ventilation

- Bellevue Discovery has installed HEPA-quality air purifiers in each classroom.
- Each Grasshoppers classroom has a separate heating system; however, the 2 Grasshoppers classrooms share an air-intake system and share air through the bathroom hallway.

- The two Dragonflies classrooms have a shared heating/air-intake system and shared hallway/bathrooms.
- If outdoor temperatures are safe: keep windows open per CDC recommendation.

Appendix A: Classroom Cleaning Guidelines

WA State Department of Health: Classroom Cleaning Guidelines

Acceptable products for Daily Classroom Cleaning

- Soap and water
- Fragrance-free baby wipes
- Fragrance-free green cleaners, certified by a third party such Green Seal or EPA's Safer Choice

Daily Classroom Cleaning

- Children's regular surfaces (tables, chairs, etc.) must be cleaned with "Acceptable products for Daily Classroom Cleaning" every day
- All cleaning products used in the classrooms must be purchased by Bellevue Discovery; staff may not bring cleaning products from home

Chemical disinfectants for high-germ areas

- High germ areas include: door handles, faucet handles, toilet seats and handles
- Examples: Bleach or non-green spray cleansers
- May not be used when children are present
- Must be allowed to dry on the surface (the surface must remain wet for 4-10 minutes for the chemical disinfectant to be effective)
- After drying, each surface must be re-cleaned with "Acceptable products for Daily Classroom Cleaning"
 - For example, if teachers use a bleach solution on high-germ areas after all children have left for the day, the chemical disinfectant will dry overnight; in the morning teachers must re-wipe each Cloroxed surface with a baby wipe or other soap-and-water method.

Hand Sanitizers

- The CDC recommends that hand sanitizers contain at least 60% alcohol; non-alcohol sanitizers are not as effective
- Children should wash their hands with soap and water, not use hand sanitizers
 - If a sink is not available (ex., on a field trip), written parent permission is needed for children to use hand sanitizers (or they must be given a baby wipe)
 - Hand sanitizer given to children (ex. on a field trip) should contain alcohol, but no other antibacterial ingredients
- Anti-bacterial ingredients such as triclosan and quaternary ammonia compounds only kill a few types of germs and can have adverse effects, especially with children; Bellevue Discovery staff are allowed to use any kind of hand sanitizers on themselves.

Over-use of Chemical Disinfectants and Hand Sanitizers

- Chemical build-up on surfaces is unsafe for children
- Chemicals from non-green cleansers, Clorox wipes, and anti-bacterial hand sanitizers can irritate children's skin, cause headaches and exacerbate asthma and allergies.

Appendix B: Janitorial Service Weekly Cleaning List

Bellevue Discovery Janitorial List

All Areas

	Remove trash, recycling and compost
	Refill TP and trash liners as needed

Floors

	Vacuum, all the way to the edges and corners
	Mop with floor cleaner, especially in the bathrooms
	Spot clean rugs as needed (when rugs are in place)

Bathrooms and Hallways

	Scrub toilet bowls thoroughly
	Clean/disinfect outside toilets and handles with spray cleanser
	Clean mirrors
	Scrub/disinfect sinks and counters with spray cleanser
	Clean/disinfect door handles

Classrooms

	Dust all surfaces and open shelving
	Clean/disinfect counters, tables and door handles with spray cleanser
	If there are stains on tables: let cleanser sit on table for a while, then scrub

Appendix C: Teachers Daily Cleaning List

*No disinfectant spray may be used while children are in the room

Classrooms

- Clean and disinfect classroom materials as needed
- Straighten materials and return them back to where they belong
- Clean white boards
- Restock paper towels
- Wipe and disinfect tables, counters, doorknobs according to DCYF guidelines
- Sweep/vacuum floors (janitor cleans weekly)

Restrooms & Hallway Sinks

- Disinfect faucets, doorknobs, toilet seats, handles, sink
- Restock toilet paper and paper towels
- Clean trash off floor; mop if needed
- Scrub toilets if needed (janitor cleans weekly)

Appendix D: Preschool Entry Symptom Screening Checklist



Bellevue Discovery Preschool Entry Symptoms Screening Checklist

Does your child have any of the following symptoms?

- cough
- shortness of breath
- temperature of 100°F or higher
- congestion or runny nose
- headache
- muscle or body aches or chills
- sore throat
- fatigue
- nausea, vomiting, or diarrhea
- new loss of taste or smell
- other signs of new illness unrelated to a preexisting condition (such as seasonal allergies)

Does anyone in your household have any of the above symptoms?

Has your child been in close contact with anyone with suspected or confirmed COVID-19 in the last 14 days?

Has your child had any medication to reduce a fever before coming to care?

If the answer is “yes” to any of the above questions, your child cannot attend school.

Thank you from the Bellevue Discovery Community!

Revisions

Date	Revisions
9/10/2021	Updated Travel Policy for fully vaccinated travelers
8/26/2022	Full update for the 2022-2023 school year