

HPMS and HPMELC COVID-19 Policies and Procedures

Updated: December 10, 2020

These policies are based on the latest information we have received from the Snohomish County Health District and the CDC. As we get new information we will update this document.

Guidelines for Keeping Sick Children and Staff Members Home:

Screening for COVID 19 Symptoms:

*Fever or chills * Cough * Shortness of breath/difficulty breathing * Fatigue * Muscle or body aches* Headache* Loss of taste or smell * Sore throat * Congestion or runny nose * Nausea or vomiting * Diarrhea*

If Exposed to COVID 19: Quarantine at home for 14 days from last date of close contact if no symptoms develop. Symptoms can occur 2- 14 days of exposure.

If COVID 19 Positive with No Symptoms: Quarantine at home for 10 days following positive test if no symptoms develop.

If Covid 19 Positive with Symptoms: Quarantine at home for at least 10 days since positive test or first symptoms appear (whichever is longer). At least 24 hours have passed since full recovery. Full recovery is defined as no fever without the use of meds and improvement in all other symptoms.

If No Covid 19 Test: Quarantine at home for at least 10 days after symptom onset AND at least 24 hours fever free without medication AND other symptoms have improved.

HPMS/HPMELC COVID-19 Response to Receiving Notice of a Positive Case: Receiving a report of a positive COVID-19 case in a child or staff at school can be stressful, especially if you receive this information on a weekend or nonworking holiday, when the Health District's COVID School and Child Care Response team has extremely limited capacity or is not available. Stay calm! **We are following the Guidelines from the CDC and Snohomish County Health District which are outlined below:**

Step 1: The Health District Determines if the Case was at School/Child Care While Contagious: When someone becomes sick with COVID, the health department is notified. The Health District will ask for the person's full name and date of birth to find the case in Washington States Disease Reporting System. They will, "also ask for the symptom onset or if asymptomatic, the testing date and last date of attendance at the school. They are considered contagious for the ***TWO DAYS prior to when their symptoms started. If someone tested positive for COVID but never***

had any symptoms, they are considered contagious for the TWO DAYS prior to the date of their test.” For example: If a person started to have symptoms on Thursday (or never had symptoms, but tested positive on Thursday), would be considered to have been contagious Tuesday, Wednesday (and Thursday). If they were not at school during the two days previous to their symptom onset, then no exposures occurred. **If they were at school during this contagious period then HPMS & HPMELC will work closely with the Health District to help determine who was exposed (also called a “close contact”).**

Step 2: Determining who is a Close Contact: A close contact is anyone who was around a COVID-positive case while:

- During their contagious period (as described above), **and**
- Within 6 feet of that person for more than 15 minutes of cumulative time while not wearing an approved N95 medical grade mask and have also received training on the use of the mask. (Updated November 27, 2020 CDC).

The Snohomish County Health District will help us determine those who are ‘close contacts’ and then will send a secure “Line List Template”. We will enter the names of the children and staff that have been exposed. The parents’ emails will also be entered. The Health District will then contact all of those listed and provide them with quarantine information, when to be tested and also answer any questions they may have.

We will follow the advice of The Health District and call the close contacts to let them know of a possible exposure. They will need to stay home and not come to school for 10-14 days depending on feedback from the Health Department. The Snohomish Health District will contact them with further details on quarantining and testing. We will protect the medical privacy of staff and families and not disclose details that would identify them. To share this information would be a HIPPA violation.

A copy of the “Line List Template” can be found here: <https://www.snohd.org/533/COVID-19-Info-for-Schools-and-Child-Care>

Step 3: Call or Email Close Contacts: You will also be notified immediately by the school if a staff member or child in our school has tested positive, whether you are considered a close contact or not.

Step 4: Caring for Someone with COVID-19: The ill person should be isolated as best as possible. Try to stay at least 6 feet away from them, limit shared space, wash hands frequently, wear a mask, wear gloves if touching the sick person’s bodily fluids, avoid touching eyes, nose and mouth, frequently clean and disinfect surfaces, and make sure the room has good air flow. Open windows to increase circulation. Improving ventilation helps remove respiratory droplets from the air.

Caregivers should stay home and quarantine for 14 days after sick person’s onset of symptoms or positive test. Watch for fever (100.4), cough, shortness of breath, or other symptoms of COVID-19.

Options to Reduce Quarantine:

A shorter quarantine period may be considered by The Department of Health after day 10 without testing, or after day 7 AND receiving a negative test result (test must occur on day 5 or later).

After quarantine you should watch for symptoms until 14 days after exposure.

HPMS/HPMS ELC School Policy Requires all Staff and Families to Follow the Most Current Travel and Gathering Advisory at this Time; Through January 4th, 2020:

- **Non-essential travel is strongly discouraged and requires 14-day quarantine after your arrival/return to Washington.**
- **Indoor gatherings with people, whom you do not live with, require 14 day quarantine before the event OR a 7 day quarantine before the event AND a negative COVID test.**

Health & Safety Practices HPMS/HPMELC are taking to Help Prevent the Exposure of COVID-19:

- Anyone entering building must wear a mask and have a temperature check.
- Parents are required to take temperatures of children before leaving home.
- Temperatures of all staff members and children are taken upon arrival at the school.
- All children in preschool/kindergarten classrooms must wear masks when inside the building.
- Children must have a supply of 5 masks in their backpack or stored at school at all times.
- Children will wear a freshly laundered or new disposable mask every day.
- All staff members wear a freshly laundered or new disposable mask anytime they are indoors at school.
- Parents and staff must sanitize hands before and after touching the fingerprinting keypad while checking their child in/out daily.
- Parents must wear a mask in their car when dropping off or picking up in car line.
- No visitors are allowed past the lobby area, unless emergency or otherwise arranged.
- Practice daily sanitation guidelines as mandated by CDC, DCYF and DOH.
- Frequent hand washing and disinfecting high touch surfaces throughout the day.
- Cleaning and disinfecting classrooms thoroughly at the end of each day.
- Monthly natural anti-viral mist is performed by a professional company monthly at both locations.
- Staff monitors and records absences daily requiring parents email or call when a child is absent and follows up when needed.
- To limit exposure, groups of the same children are kept together through the outbreak, with the same teachers to prevent the spread of the virus. Exceptions to this may be in before/aftercare when that is implemented and staff coverage of absences.
- Teachers and assistants walk children from their own class to and from cars during arrival/dismissals whenever possible.
- Maintain social distancing as best as possible when in the classrooms with the exception of lunch/rest time.
- Outside specialists that travel from other schools and childcare centers are not visiting at this time.

As a commitment from you, we require that all families in the schools will follow safe practices including:

- Keeping children home when they are sick or not feeling well including situations when a child is unable to control a cough and/or runny nose.
- Limiting their activities outside of school.
- Keeping within the social distancing guidelines.
- Wearing a mask while in groups outside your immediate family.
- Following the travel guidelines put into place by the Governor.

Thank you for helping to keep our school community healthy and safe!

