

COVID-19 Procedures

We will operate the campus with the following practices to care for the health and well-being of our community:

Reporting and Screening

- Everyone should stay home and away from school and others if experiencing any of the following possible symptoms of COVID-19, including:
 - Fever (temperature of 100.4 or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Any person who comes to the Explorer West campus will submit a daily health screening survey (online report) regarding current day health, attesting to the absence of any COVID-19 symptoms and known exposures. The school will send out a link via text each day to the screening survey, which must be completed PRIOR to arrival at campus.
- Temperature will be verified during the day on campus by Explorer West staff. Any student or adult with a temperature of 100.4 or higher will not be allowed to remain at school.

Face coverings:

- Masks are to be worn at all times while indoors and while in outdoor classes unless there is a medical exemption.
- Masks must cover the nose and mouth.
- Mask breaks may be taken outdoors when adequate distance can be assured, and the student is not walking or moving from place to place.
- Masks should be 3-layer cloth or disposable surgical masks. The school will supply masks as a backup in the event anyone does not have an appropriate mask.
- Masks with venting valves may not be worn on their own; they may be worn together with another covering which prevents the outbound flow exhaled respiratory droplets.

- Students should have an extra mask in their backpacks. Reusable masks should be laundered regularly and disposable masks should be replaced daily.

School Day Procedures - Outdoor Learning Days

- Upon arrival at school, students will report to a campus access monitor in one of two locations: on the sidewalk at the East (front/28th Ave SW) driveway or on the walkway from the West (back/gravel- 30th Ave SW) parking lot. Drivers should remain in their vehicles and should remain on campus until all students they have transported have been cleared by the monitor. Clearance means the monitor has confirmed that we have received a record of the completed screening survey and the student has passed screening criteria to be admitted to campus.
- Students should then proceed from there directly to their outdoor classroom areas to drop off their belongings, and then to designated handwashing stations (outdoors or in the building) to wash their hands. Campus access monitors will be able to direct students to their appropriate outdoor classrooms.
- All students and teachers will also wash hands before and after eating, after using the restroom, and as needed throughout the day; hand sanitizer will also be available to supplement hand washing.
- All students and teachers should use their own materials to prevent sharing.
- Each student will be issued a chromebook which they can use while on campus as needed and which they can take home to use there if they choose to do so. If they do not take it home, they will store it in the appropriate chromebook cart for their section.
- Campus access is limited to faculty, staff, and students. Adults transporting students should remain in their vehicles.
- Students will remain outdoors except to use the restroom or retrieve necessary items from within the building.
- Lunch and breaks will also take place outdoors.
- Everyone should be dressed appropriately and prepared for a variety of weather conditions.
- Outdoor class areas will be set up with overhead tents for limited weather protection, and areas will be separated from one another.
- During the school day, at least temperature verification will take place

School Day Procedures - In-Building Access (when allowable)

- Upon arrival at school, students will report to a campus access monitor in one of two locations: on the sidewalk at the East (front/28th Ave SW) driveway or on the walkway from the West (back/gravel- 30th Ave SW) parking lot. Drivers should remain in their vehicles and should remain on campus until all students they have transported have been cleared by the monitor. Clearance means the monitor has

received a record of the completed screening survey and the student has passed screening criteria to be admitted to campus.

- Students should then proceed from there directly to their classroom to drop off their belongings, and then to designated handwashing stations (in the classroom or restroom) to wash their hands. Campus access monitors will be able to direct students to their appropriate outdoor classrooms.
- All students and teachers will also wash hands before and after eating, after using the restroom, and as needed throughout the day; hand sanitizer will also be available to supplement hand washing.
- All students and teachers should use their own materials to prevent sharing.
- Each student will be issued a chromebook which they can use while on campus and which they can take home to use there if they choose to do so. If they do not take it home, they will store it in the appropriate chromebook cart for their section.
- Campus access is limited to faculty, staff, and students. Adults transporting students should remain in their vehicles.
- Students will be primarily in the assigned classroom and will not move from room to room for different classes. Certain classes will involve one group at a time moving throughout the hallway to get to the appropriate classroom (for example Art).
- Explorer West classrooms have individual HVAC systems which do not transfer air to other rooms. In order to maximize air flow and bring in outside air, windows will be open in the classrooms. Dress for comfort with open windows.

Group Sizes and Distancing

- Students will be organized in small groups of 7-9 students (half sections) and will stay with their groups for the duration of the school day.
- Student small groups will remain consistent each time they are on campus. When there are school breaks of more than one week, groups may be reconfigured.
- Workspaces with proper distancing (six feet) will be allocated and enforced.
- Outdoor class areas will be set up with overhead tents for limited weather protection, and areas will be separated from one another to allow for adequate distancing.

In the Event of Illness

- Anyone who indicates the presence of symptoms or exposure in the screening survey will be required to stay away from school.
- If a student develops symptoms at school, they will be isolated in a designated area or room and Parents/Guardians will be called for immediate pickup.
- Faculty/Staff with symptoms will be sent home immediately.

- Current guidelines from WA State OSPI for returning to school after suspected COVID infection:
 - At least 3 days (72 hours) have passed since recovery - defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; **AND**
 - At least 10 days have passed since symptoms started; **OR**
 - At least 3 days (72 hours) have passed since recovery **AND** a health care provider has certified **IN WRITING** that there is no suspected or confirmed case of COVID-19.
- If someone believes they have had close contact with someone diagnosed with COVID-19, but they have no symptoms, they should watch their health for signs of fever, cough, shortness of breath, and other symptoms during the 14 days following close contact with the COVID-19 patient. *They should not come to school for 14 days.* Close contact is defined as being within 6 feet for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on), or the person lives in your household. If the close contact is someone in the household, the 14 day period commences when exposure ends.
- If anyone in your household becomes ill with COVID-19 or suspects they have, please notify the school at Office@explorer-west.org and we will determine together the next steps.
- Explorer West will notify community members as appropriate in the event of COVID-19 infections in the community.

Cleaning and Disinfection

- The classrooms and public areas will be cleaned daily, following CDC and Department of Health protocols.
- Equipment and gear in outdoor learning areas will be disinfected daily.
- Classrooms and restrooms will be sanitized during the day, following CDC and Department of Health protocols.
- Windows will be kept open while the building is occupied.

These procedures will be updated as needed as the year progresses. Please acknowledge that you have read and understand them in the Fall 2020 universal acknowledgement form.

Please call us at (206) 935-0495 with any questions about this form.