

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 survey also asks families to attest that they have followed all state and county guidance around travel and social gatherings. The school will send out a link via text and email 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.
- Any student or adult who has had to stay home for any of the above reasons needs to have their return to school approved by Carol, the Pandemic Safety Coordinator.
- In accordance with guidance from the CDC and state and county health departments, Explorer West has updated its requirements for post-travel quarantine. Anyone who travels by air or travels outside of Washington/Oregon, will need to quarantine at home and not come to school for 14 days from their return home. Alternatively, a traveler may quarantine for 10 days and then have a negative COVID-19 test at the end of those 10 days, and return to campus and school activities.

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.
- Teachers working indoors with students will wear KN95 masks provided by the school.

School Day Procedures

- 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 indoor or 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 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 pod.

- Campus access is limited to faculty, staff, and students. Adults transporting students should remain in their vehicles.
- Lunch and breaks will take place outdoors. Students will not have access to microwaves for lunch.
- Students will not have access to lockers, but will keep their belongings with them.
- 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, a temperature verification will take place.
- For indoor classes, each tri-pod of students will be primarily assigned to one classroom for multiple classes, to minimize hallway traffic and congestion. Transitions between these primary classrooms and specialized classrooms (e.g. Science), or outdoors, will be monitored, with one group traveling through the hallway at a time.
- Explorer West classrooms have individual HVAC systems which have high-efficiency filters and 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.
- Teacher work-spaces within classrooms will have plexiglass barriers to enhance safety and separation.
- Teachers will not share work spaces at the same time.
- Regular monitoring by faculty and staff to ensure adherence to protocols is built into the schedule.

Group Sizes and Distancing

- Students will be organized in small groups of 10-13 students (tri-pods) and will stay with their groups for the duration of the school day.
- Rooms will be vacant for at least an hour between groups.
- Workspaces with proper distancing (six feet) and orientation (all students will face the same direction in the room) 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 Public Health Seattle & King County are that:
 - Anyone who has symptoms and is confirmed to have COVID-19 should remain home and away from others for:
 - At least 10 days from when symptoms started;
 - **AND** At least 24 hours after fever has resolved (without fever-reducing medication)
 - **AND** symptoms have improved.
 - Anyone who tests positive for COVID-19 but never develops symptoms should remain at home and away from others for at least 10 days after the date of their first positive COVID-19 test.
 - Anyone who has symptoms and has not been tested or is waiting for test results should remain at home and away from others
 - A student may return to school after *suspected* COVID-19 infection:
 - At least 10 days from when symptoms started;
 - **AND** At least 24 hours after fever has resolved (without fever-reducing medication)
 - **AND** symptoms have improved.
 - Anyone who has symptoms and has been tested for COVID-19 and received a negative result can return after:
 - 24 hours after fever has resolved (without fever-reducing medication)
 - **AND** other symptoms have improved.
 - NOTE: If a person has **only one short term symptom**, as defined below, they may be able to return the next day:
 - **ONE of the following symptoms:** fatigue; headache; muscle pain or body aches; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea
 - **AND** the symptom begins and resolves in less than 24 hours
 - **AND** no known COVID-19 exposure (close contact).
 - 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 includes anyone in one or more of the following categories:
 - Been within 6 feet (2 meters) of a person confirmed to have COVID-19 for a combined total of 15 minutes or more within a 24-hour period.
 - Live in the same household as a person with COVID-19
 - Cared for a person with COVID-19
 - Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, shared utensils, etc.)
- The close contact definition still applies when face coverings are worn by the person with COVID-19 or the other person.
- Close contacts should be tested for COVID-19 no sooner than 48 hours from the exposure.
- 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 and doors will be kept open while the building is occupied.

Community Notification in the Event of a Reported Case of COVID-19

In the event that a member of our community who has been on campus reports a positive test for COVID-19, we will communicate the information about the date and potentially exposed group to the community. In the event that a family member of a student or faculty member reports a positive test, if there is relevance to the community we will also communicate the information. Our notification practices are aligned with the guidelines provided by Public Health - Seattle & King County.

These procedures will be updated as needed as the year progresses. Please call us at (206) 935-0495 with any questions about this information.