



Parent Handbook Pandemic Response Plan

HOPE LUTHERAN SCHOOL | UPDATED 8/24/2020

Hope Lutheran School is committed to providing a safe and healthy environment for all its students, parents, employees, and community members. We have developed the following Pandemic Response Plan (PRP) for the 2020–2021 school year that will guide our decisions regarding the reopening of our campus to students and employees as well as our overall program. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

Hope Lutheran School may update this PRP as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to Hope Lutheran School's Parent Handbook. Until communicated otherwise, the rules and guidance of this PRP control to the extent that there is any inconsistency between it and the existing Parent or Employee Handbook. If you have any questions regarding current policies or procedures, parents should contact their child teacher and/or the school office

In addition to the comprehensive Pandemic Response Plan, we have linked a reference guide on this page that includes highlights of the PRP in an easy-to-read format.

CONTENTS

- 02 Resources and Guiding Entities
- 03 Implementation
- 03 School Program: On-campus & Distance Learning
- 04 Social - Emotional Support
- 06 Mitigation Strategies
- 10 Health Screenings and Symptom Assessment & Reporting

- 12 Policies for Individuals Exhibiting Symptoms at School
- 12 Contact Tracing & Returning to School
- 13 Extended Programs and Childcare
- 13 Training & Preparedness



Resources and Guiding Entities

Hope Lutheran School's Pandemic Response Plan is based on recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, King County Department of Health guidelines for reopening schools, and the recommendations from the Office of the Superintendent of Public Instruction (OSPI). In addition, the reopening task force comprised of Hope staff and community members with varied expertise worked together to develop this plan. The task force includes:

- o Kristen Okabayashi, Principal
- o Shari Wallace, Office Manager
- o Sally Heit, Admissions Director
- o Christina Figgins, Preschool Teacher and Director
- o Tammy Shelver, Preschool Teacher
- o Julie Hartley, Teacher
- o Lucy Kuhn, Teacher
- o Lisa Richardson, Teacher
- o Lisa Meyer, Middle School Teacher
- o Tjaden Pals, Facilities Director
- o Kris Kunkel, Fikes Products and Hope Parent
- o Dr. Charles Butler and Emily Butler ARNP, Medical Consultants and Hope parents
- o Katie Eilers, ARNP, Department of Health
- o Joffe Emergency Services, Pandemic Consultants

As part of our planning, the School has taken into account the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. According to the American Academy of Pediatrics, COVID-19 *appears to behave differently in children and adolescents than other common respiratory viruses, such as the flu, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with COVID-19. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 [COVID-19] infection. In addition, children may be less likely to become infected and to spread infection.*



Implementation

To be effective, Hope Lutheran School's PRP requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with the School's PRP. This plan includes steps—such as signage placement, face coverings, physical distancing, screening procedures, contact tracing, enhanced cleaning, HEPA air purifiers in each classroom, and electrostatic disinfection—that the School is taking to mitigate COVID-19 contagion.

This PRP addresses the health and safety procedures that HLS has implemented and the responsibilities of the School and its community members, including:

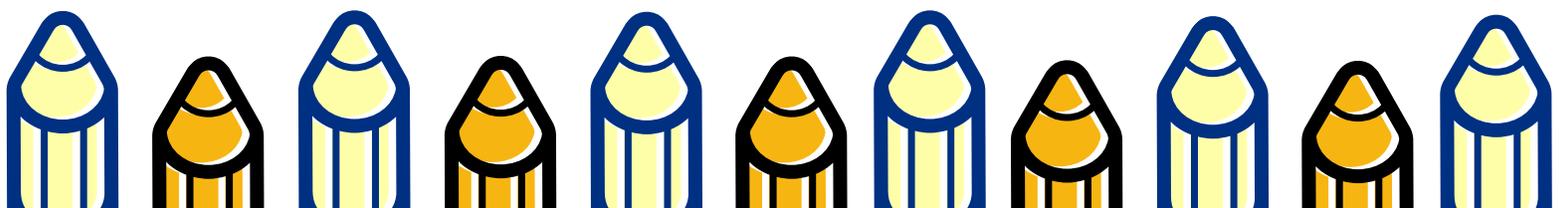
- a) prevention procedures, including hygiene and respiratory etiquette;
- b) procedures for safe physical distancing and limiting visitors, including parents, to campus;
- c) cleaning, sanitizing, and ventilation information;
- d) screening procedures and policies for anyone exhibiting COVID-19 symptoms;
- e) prompt identification and isolation of sick individuals and protocols for contact tracing;
- f) protection and controls for student pick-up and drop-off; and
- g) employee training and ongoing communications.

School Program: On-Campus & Distance Learning

Our current plan is to start the 2020-2021 school year with on-campus learning in grades preschool through fourth grade, and hybrid learning in fifth grade through eighth grade. All K-8 students may also choose virtual learning. Safeguarding the health of our community members is our top priority, and we are prepared for a change to all hybrid learning or switching to distance learning throughout the school year if public health guidelines require us to do so.

On-Campus Learning

We are excited to welcome students back to HLS for on-campus learning, and we will offer a complete schedule that includes early morning drop-off, lunch and recesses, specials/electives classes, and extended school care. Hope's physical and human resources enable us to provide an at-school, in-person education under new health and safety guidelines to preschool through 4th grade, and a hybrid for the upper grades.



On-Campus Learning Cont.

Some program modifications that you will see will include: staggered drop-off times, limiting student travel during the day; a new daily schedule with the ability to pivot to distance learning quickly if necessary; cancellation of in-person, large group meetings and activities including chapel; limited off-campus travel; increased use of outdoor spaces for student learning and socialization; and enhanced technology, including iPads for all K-8 students and digital access into the classroom via Zoom and live streaming.

Virtual Learning Model

We learned a lot through our Hope to Home online learning experience in the spring, and we are eager to teach students who are not able to be in class this fall via our virtual learning model. In addition, if we are required to move to full virtual learning, our students will still experience the meaningful and joyful learning that is a hallmark of the Hope School education. Students will participate in developmentally appropriate schedules that are a balance of live streaming, group discussion, and completion of schoolwork. All students will have access to their own electronic device. The school will continue to utilize a number of digital tools—including Schoology and SeeSaw—for learning, engagement, and assessment.

Social-Emotional Support

Supporting our students' social-emotional development is more important than ever during these trying and uncertain times. Emily Tanis-Likkel will teach a weekly skills of wellness class based on DBT strategies in grades 4-8. Teachers realize our students will need to adjust to attending school again after several months away, and may have some anxiety about being around others again. For families who want outside support for children who need more help transitioning back to school, please reach out to Principal Mrs. Okabayashi for a list of resources.



Considerations for Parents

Children are looking to their parents to let them know how they should be feeling about things. As much as possible, parents should try to be a non-anxious presence in their children's lives and communicate their confidence in their children's ability to cope with stressful situations, including going back to school or learning virtually.

Parents are encouraged to help children reestablish routines at home that will help prepare them for coming back to school. This could include setting up a quiet homework/study area with needed supplies, setting up a fun time together to pick out new uniforms or a new backpack, and establishing a new bedtime routine.

Once parents read through the School's PRP and understand more about the 2020–2021 school year, they are encouraged to communicate clearly with their children about the return to school to begin to prepare them for how things are going to look different this school year. Frequent brief conversations—e.g., “See how the mailman has a mask on? You and your teachers will wear masks at school, too!”—are recommended, instead of one or two long conversations that hash out all of the changes.

Parents are encouraged to reinforce the idea that children have ownership in keeping themselves safe and healthy rather than emphasizing the many unknowns. Although no one knows exactly what the school year will bring, it is important that children feel a sense of comfort knowing that there are specific things they can do (e.g., hand washing and maintaining a safe distance) to help keep themselves and others healthy.

Ample evidence shows that maintaining balanced nutrition, getting moderate exercise, practicing mindfulness, establishing good sleep habits, and having adequate social support are the best ways to counteract the effects of stress on children (and adults). Little things can help to make big improvements in the reduction of stress!

Parents can help the School by communicating with their children that although every family has dealt with COVID-19 differently, the community at Hope supports each other. There will be a different set of expectations at school, and we hope that everyone will respect differences in how families have approached dealing with the virus.



Mitigation Strategies

We recognize that through the implementation of coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. Hope Lutheran School strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

We have implemented basic infection prevention measures, including the promotion of handwashing and respiratory etiquette and the use of face coverings and physical distancing. Continual on-campus learning will only be possible with all of us working together to follow these health and safety guidelines, on and off-campus.

Handwashing

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) are at entrances, classrooms and other locations throughout the school. Students, employees, parents, and visitors should wash or sanitize their hands upon entering the building. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using the restroom.

Respiratory etiquette

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette signage will be displayed throughout the School.

Face coverings

Everyone must wear a face covering while on campus—including during drop-off and pickup—and provide their own face coverings. Students should have two additional clean face masks available each day at school. According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. While not a substitute for physical distancing, the use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.



Face coverings cont.

Exceptions may be made to accommodate eating and drinking and during challenging physical education classes where additional social distancing is possible. Students who are not able to wear face coverings for medical reasons are encouraged to enroll in the virtual learning model for their safety.

CDC guidelines provide general considerations for wearing and maintaining a face covering, including the following:

- a) The mouth and nose are fully covered
- b) The covering fits snugly against the sides of the face so there are no gaps
- c) The wearer does not have any difficulty breathing while wearing the covering
- d) The face covering can be tied or otherwise secured to prevent slipping

Face coverings do not have to be worn by employees when they are alone in their classroom or office.

Cleaning, Disinfecting, and Ventilation

HLS uses CDC-approved, eco-friendly medical-grade disinfectants and has implemented updated cleaning, disinfecting, and ventilation practices. This includes routine cleaning and disinfecting throughout the campus. During the school day, teachers and students in classrooms will clean their desks before and after snack and lunch, and at the end of the day at a minimum. Teachers will clean high touch areas within their class such as light switches and door knobs. We will administer electrostatic spray disinfecting of high-touch areas and items, such as door handles, light switches, hand railings, copy machines, water fountains, and bathrooms after morning recesses and lunch recesses. The school will be thoroughly cleaned and disinfected each night, and will be electrostatically sprayed with disinfectant and a protectant weekly in a partnership with Fikes Products, whose professional team will provide the service.

All students and employees will practice healthy hygiene, including frequent handwashing, throughout the day.

The School's HVAC system allows for the maximum amount of incoming fresh air, air recirculation is being limited, and ventilation systems are being properly used and maintained. In addition, each classroom will utilize a HEPA air purifier.



If someone within the community contracts COVID-19, contact tracing will be used to identify and notify people who may have been exposed at school, and also to determine the exposed areas and equipment within the building. These areas and equipment will be disinfected per CDC guidelines, including a treatment from Fikes Products professional team.

Limiting Campus Access

As virus spread is more likely between adults, we are restricting parent and visitor access to student learning spaces. All parents and visitors must enter through the main reception area, wear face coverings, and be screened upon arrival.

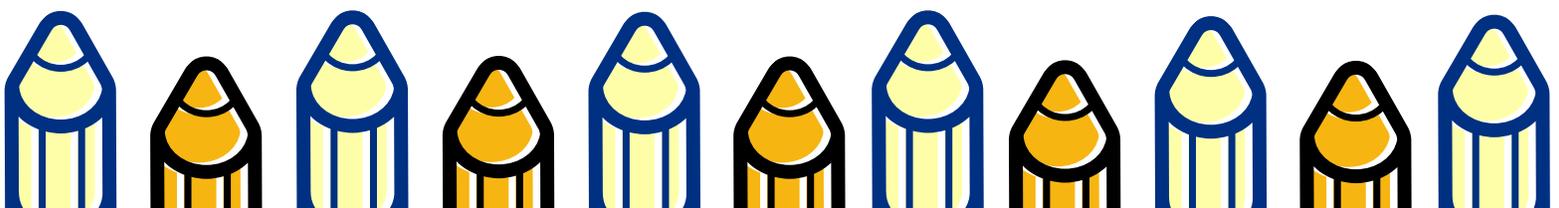
Physical Distancing, Student Cohorts, and Group Gatherings

All individuals at HLS will maintain a safe physical distance of six feet as feasible. Signage throughout the School will reinforce physical distancing. Hope will maintain cohorts of students and teachers to minimize crossover among children and adults within the school. We will minimize travel throughout the building to arrival, dismissal, recess, and PE. This includes specialist teachers (excluding P.E.) traveling to classrooms to facilitate learning. At this time, students, staff, and families are not meeting together in large groups. We are re-imagining how we come together as a community, including the opportunity for students to perform and speak in public through virtual and small group settings.

Shared Items and Water Fountains

Teachers will limit the sharing of classroom materials and workspaces between students and will sanitize items as needed. Only items that can be easily disinfected will be used. No personal toys will be allowed on campus.

Students and employees should bring and use a refillable water bottle and use the water bottle refilling stations as well as faucets in classrooms. Please label your child's water bottle. Water fountains will be available for refilling bottles only.



Travel and Field Trips

At this time, we ask that all community members with students on campus limit non-essential travel. Off-campus field trips will be postponed at this time.

Student Drop-off and Pickup

Everyone should wear face coverings when they arrive on campus. During student drop-off and pickup, employees will wear face coverings, maintain six feet of physical distance whenever possible, and avoid physical contact with other individuals. Full-day preschool students will be screened upon arrival in the north parking lot. Half-day preschool students will be screened upon arrival to the Oregon Street entrance; families may need to ring the doorbell for assistance. K-8 students will be screened upon arrival in cars to the 42nd Ave SW entrance. Students should remain in their car until a screener approaches; as the screener approaches, please roll down the car window.

Screener will take a temperature and ask COVID screening questions. Once students are approved for entry, they may approach the entry door and use hand sanitizer and head to class.

Full-day preschool families should ring the doorbell in the doorway on the north parking lot for pickup. Half-day preschool families can pick up from the Oregon Street door. K-8 students will be walked out to the front of the school on 42nd Ave. and remain with their class until they are picked up.

Deliveries

Parents/guardians may drop off forgotten or missed items to the drop box at the front of the school on 42nd Ave SW. Parents may also drop off paperwork or other items to the drop box.



Health Screenings & Symptom Testing & Reporting

We will continue to inform and encourage families and employees to self-monitor for signs and symptoms of COVID-19. As defined by the CDC, individuals with COVID-19 may have any of the following symptoms, which may appear two to 14 days after exposure to the virus: cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, congestion or runny nose, new loss of taste or smell, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, nausea or vomiting, and diarrhea. Also according to the CDC, this list of symptoms does not include all possible symptoms. Please contact your healthcare provider for any other symptoms that are severe or concerning to you.

HLS has implemented the following policies and procedures to assess a person's health status prior to entering the School; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19.

Before arriving on campus

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home. In addition, parents should communicate with the HLS—using the methods listed below—if one of them or a member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact* with someone who is positive or symptomatic of COVID-19.

*CDC currently defines “close contact” as “someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.”

Parents should take their children's temperature before arriving on campus and keep their child home if they have a temperature of 100.4° Fahrenheit or above. In addition, student temperatures will be checked upon arrival to school.

Parents should continue to report student absences, COVID-19 symptoms, close contacts, and COVID-19 diagnoses to the school office via email to swallace@hopeseattle.org or phone (206) 935-8500.



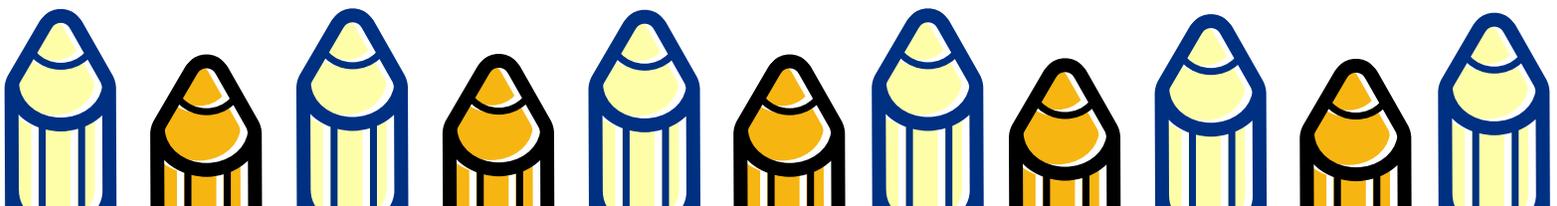
Screening Procedure for Students

A face covering is meant to protect others, therefore all employees, parents, visitors, and students are required to wear a mask on campus.

Students will have their temperatures checked on campus each day. Any student with a temperature of 100.4° Fahrenheit or above must immediately leave the campus or be further evaluated by the school office staff.

Screening Procedures for Employees, Parents, and Visitors

- a) Employees, parents, and visitors must enter through the main school lobby at this time.
- b) Non-essential visitors will be limited and all visitors must have an appointment prior to being screened and admitted.
- c) Parent access will be limited once school resumes unless they have an appointment or have received a communication from the school that states otherwise.
- d) A face covering is meant to protect others, therefore all employees, parents, visitors, and students are required to wear a mask on campus.
- e) Upon arrival, employees, parents, and visitors will form one line, maintaining at least six feet of distance from others.
- f) All adults entering the building will have their temperature checked.
- g) Anyone with a temperature of 100.4° Fahrenheit or above must immediately leave the campus or be further evaluated by the school office staff.
- h) If the screening reveals any COVID-19 symptoms, the individual will immediately leave the campus or will report to a designated isolation room until the school office staff or designee can evaluate their condition and determine the appropriate next steps.
- i) All individuals should wash or sanitize their hands upon entering the building.



Policies for Individuals Exhibiting Symptoms at School

If a student is sick or experiencing symptoms at school, the student should go directly to the isolation room and report to the staff person there.

Parents/visitors who become sick or experience symptoms while at Hope should notify the school office staff and leave the building immediately or report to the designated isolation room until able to leave the School.

HLS has implemented a specific COVID-19 health support policy that promotes everyone staying at home when they are sick or displaying symptoms of COVID-19, when household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Contact Tracing & Returning to School

Contact tracing is part of the process of mitigating the spread of infection. Hope Lutheran School has a plan to work with public health officials if a community member tests positive for COVID-19. Hope School's contact tracing team and/or local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. This may or may not include students from the same class; Hope School will follow direction of the department of health. Patient confidentiality will be maintained but the entire class will be notified in the event of a positive COVID case. Instructions that follow current CDC and King County department of health guidance will be provided to the infected person and all close contacts regarding isolation and quarantine. If you have any questions about the plan, please contact the school office.

Returning to school

Anyone who is absent or sent home due to illness shall not be permitted back in school again until they have:

- a) Been fever and fever medication free for at least 24 hours, AND
- b) Other symptoms have improved
- c) Please consult your family's healthcare provider if you have specific concerns about your or your child's health or would like further medical evaluation



Returning to School cont.

Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until at least 10 days after the positive test result.

Anyone who is absent due to close contact with a person who has COVID-19 shall not be permitted back in school until 14 days after last exposure. This person should check temperature twice daily and be observant for any onset of symptoms. A 14 day log for temperature and symptoms issued by the CDC follows this information in the pandemic handbook. They should also stay away from anyone who is at higher risk for getting sick.

In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school office before being allowed back on campus.

Extended Programs & Childcare

We will continue to offer Extended School Care Programs. To maintain the guidelines in this PRP, including physical distancing, the number of openings will be limited and students will each have their own table with six feet social distancing. Even with modifications, students will enjoy creative, meaningful, and fun offerings.

Training & Preparedness

This document will serve as the Hope Lutheran School's response plan for COVID-19. Hope will provide employees with pandemic preparedness training prior to school beginning. Additional communications and training will be ongoing as COVID-19 guidelines and requirements change. If you have any questions, please contact the school office.

