

**DRAFT 8/6/20**  
**St Barnabas Day School Phase-In Plan**  
**St Barnabas Episcopal Church**  
**Bainbridge Island, Washington**

The St Barnabas Day School (SBDS) staff has decided that remote learning in Phase 1 or 2 is not a viable option for SBDS to begin the year. With that in mind and based on current Diocesan Guidelines and the size of our preschool, we will plan to reopen our school during Phase 3 with a full staff and student population. The following protocols and procedures will be implemented during our Phase 3 reopening. The guidance we are using is based on guidelines from the Center for Disease Control (CDC), Washington State Department of Health (DOH), and the Diocese of Olympia. The following guidelines are for re-opening in Phase 3 and will be modified and adjusted as needed.

**Drop Off and Pick Up**

- Drop-off and Pick-up times will be made outside at the playground to help with physical distancing and to reduce the number of people entering the program space.
- At drop-off and pick-up times, staff and families must keep at least a 6-foot distance from each other.
- Due to the requirements for drop-off times, SBDS will be unable to accommodate late drop-offs. To support this, there will be a 25-minute drop-off window, after which only pre-approved late arrivals will be accommodated.
- Any early pick-ups must be made outside at the most direct exterior door. When possible, families should notify teachers of early pick-up plans upon drop-off.
- Facial coverings are required for adults whenever they are on the St Barnabas campus.
- Parents must use hand sanitizer before and after signing in and out. SBDS will provide hand sanitizer near the sign-in station for parents that will not be accessible to children.
- Parents are asked to bring and use their own pen to sign in and out. Two buckets, one with sanitized pens and one for used pens will be available should they be needed.
- Whenever possible, the same adult should drop off and pick up the child each day. Only one family per vehicle is permitted.
- All persons coming on to the St Barnabas campus for SBDS related activities must take their temperature prior to leaving home. Anyone with a fever of 100.4 or above, will not be allowed on the campus.

- Health screenings will be completed each day for all people entering the SBDS campus. Screening includes temperature check, visual screening by Supervisor and sworn statement acknowledging lack of any COVID-19 related symptoms (listed below) for anyone in the household in the past 14 days. No person with any of the listed symptoms in the last 14 days will be allowed on the SBDS campus. No person who, in the last 24 hours has taken medication that would impact temperature will be allowed on the St Barnabas campus. No person who has been exposed to anyone with suspected or confirmed COVID-19 in the last 14 days will be allowed on the St Barnabas campus.
- Symptoms
  - Cough
  - Shortness of breath or difficulty breathing
  - Temperature of 100°F or higher or a sense of having a fever
  - Sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea
  - Vomiting
  - Diarrhea
  - Congestion
  - Runny nose not related to seasonal allergies
  - Unusual fatigue

★ If the answer to any of the above questions is “yes,” the child may not attend SBDS until symptom-free for at least 72 hours and at least 14 days from the onset of symptoms. While the DOH document references 10 days since the onset of symptoms, the Diocese of Olympia (church governance) requires 14 days from onset of symptoms. See WA State DOH guidelines here: [“Returning to a site after suspected COVID-19 symptoms”](#).

★ If the answer to all of the above questions is “no”, Supervisor will check the child for signs of illness, such as flushed cheeks, fatigue or lethargy. Staff will remain at least 6 feet away from children during assessments. All students attending SBDS will be logged in after having been assessed.

- Students must wash their hands with soap and warm water upon entering the playground.
- A record of student and staff attendance and temperatures will also be maintained by the supervising staff member and kept on file for a minimum of 21 days.

- In addition to the above information, parents and guardians will be required to sign the appended consent form.

## **Reducing Transmission**

### **Cloth Face Coverings**

The guidelines below are based on the regulations from the Washington State Department of Health and the CDC. See the [Washington State Department of Health Guidance on Cloth Face Coverings](#) and [CDC Recommendation Regarding the Use of Cloth Face Coverings](#) for more information on mask requirements and exceptions during Phase 3.

- All adults (staff, parents, caregivers) must wear masks at all times while on the St Barnabas campus. This includes but is not limited to the parking lot, playground, plaza, classrooms.
- Based on current state regulations, children five years of age and older must wear a mask indoors during Phase 3. Following this SBDS must require that all students registered for the Pre-K class wear masks while indoors. *A note from a doctor may be provided as a medical waiver for an exemption to wearing masks indoors.*
- Masks are encouraged for our younger students registered for the Barnabear and Preschool classes.
- Per DOH guidance; children will need to remove cloth face coverings to eat and drink and when they go outdoors, for recess, physical education, or other activities.
- Children may use face shields as an alternative to a cloth face covering. If used, face shields should extend below the chin, to the ears, and have no gap at the forehead. A drape may offer more protection.
- Even when cloth face coverings are worn, children and staff will practice social distancing (6ft).

### **Hygiene Practices**

- All staff and students must wash hands often with soap and water for at least 20 seconds under warm running water.
- Children and adults must wash hands when they arrive and enter the program space, before meals or snacks, after outside time, after going to the bathroom, after diapering or helping children with toileting, after nose blowing or sneezing, and before leaving to go home. Children will need our help to make sure they are doing it right. Staff will assist with handwashing at school.
- Hand washing stations for students and teachers will be placed in outdoor spaces.
- We will have approved hand sanitizer for parents and guardians at our drop-off and pick-up times.
- Approved hand sanitizer will be available when hand washing isn't an immediate option.

Staff and children will wash hands with soap and water as soon as possible.

- Alcohol-based hand gel is not a substitute for handwashing when hands are dirty, after diapering or toileting, or before eating.
- We will help remind the children to cover coughs or sneezes with a tissue or their elbow, and to clean hands with soap and water after.

### **Physical Distancing**

- SBDS will practice physical distancing (6 feet) within each group as much as possible, and create space between children and reduce the amount of time children are close with each other. This may look slightly different in each class due to the spaces, ages and their developmental and physical abilities.
- SBDS group sizes are small and well under the recommended maximum of 20 children, and this naturally also allows more room for social distancing. Our maximum group sizes are as follows:
  - Pre-K - 14 students : 2 teachers
  - Preschool - 12 students : 2 teachers
  - Barnabear - 8 students : 2 teachers
- SBDS will limit the number of children in each program space and will rotate students through spaces and stations as needed to accommodate this.
- When possible, students will stay in consistent small groups with one teacher for staggered small group transitions, and teachers will reduce time spent waiting in lines.
- Students will be taught to keep distance while waiting in line and during transitions, and teachers will mark spaces at appropriate distances to help as visual guides for the children.
- When possible, we will increase the distance between children during table work and meals.
- There will be planned activities that do not need close physical contact.
- Children will be provided with their own school box of supplies (scissors, glue, crayons, markers, pencil) to use while at school with the intent that supplies will not be shared.
- Families will be asked to provide a reusable, washable bag to hold lunches and all outside gear. Staff will ensure that all personal items are bagged and not touching each other.
- We will offer a rotation of toys that are easy to clean and disinfect. (Staff will connect with the Kitchen Coordinator to schedule use of the dishwasher for sanitizing purposes when possible.)
- Items that cannot easily be cleaned and disinfected, including sand or water tables, stuffed animals, and play dough will be removed from the classrooms or assigned to individual children.
- Windows and exterior doors will remain open whenever possible to increase air flow.
- We will utilize the porch as an extension of the classroom when possible and consider

which activities can be done outside with a goal to increase outside time by 75%. (see Outside Play below for more details.)

- We will not bring separate groups together for activities or other reasons.

### **Outside Play**

- Children are not required to wear masks while outdoors or during physical activity.
- We will maximize social distance by staggering shifts and using appropriate markers for visual cues.
- Play equipment will be provided separately for each group / class.
- Students and staff will always wash hands right after outdoor play time.

### **Meals and Snack Times**

- During Phase 3, all student meals and snacks must come from home. Food from home must be in containers or packaging that allows students to independently serve themselves.
- Tables will be properly cleaned and sanitized before and after each group eats.
- We will space children as far apart as we can around the table and make sure tables are at least 6 feet apart.

### **If Children Become Symptomatic at School**

- Use our current policy in place of separating the child from others, call the caregiver and supervise the child until their caregiver arrives to pick them up.
- Due to the level of concerns surrounding COVID-19, all families are required to have an approved pick-up person who can pick up their child within 20-minutes in case of illness.
- Children must be symptom-free (see earlier list) for 3 days before returning to school.
- We will follow the DOH guidelines for What to Do if Someone Develops Signs of COVID-19.
- In addition to the guidelines above, we will follow the SBDS incident response protocol.

### **Cleaning and Disinfecting Procedures**

- Cleaning, sanitizing, and disinfecting will occur throughout the day and immediately following restroom use.
- Cleaning, sanitizing and disinfecting will follow CDC guidelines.
- Clorox wipes will be available in each bathroom. Staff will do a wipe down of surfaces and frequently touched areas, especially after their visits to the restrooms.