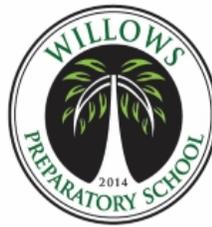


# Bellevue Children's Academy & Willow Preparatory School

## COVID-19 Health and Safety Handbook 2021-2022



*A multi-campus  
IB World School*



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# PART I. GUIDING PRINCIPLES

## A. INTRODUCTION

Unprecedented times. It is the phrase we've seen and heard again and again since the pandemic began. In creating a plan, we have prepared varied scenarios. With collaboration from ISP, senior leadership team, teachers and staff, our school nurse, our parent community, and government and health recommendations we have created this COVID-19 Health and Safety Handbook. In the policies that follow you will see a commitment to the following principles:

1. A commitment to the mission of Bellevue Children's Academy and Willows Preparatory School in all health and safety protocols, as well as in all models of teaching and learning.
2. A prioritization of the health, safety, and well-being of students and staff.
3. A balanced approach to risk assessment that is underscored by the focus on in-person instruction, as well as the health and safety of our students and staff.

Our leadership team has worked together over many hours to create two plans for the school in response to the different phases of our community. BCA and WPS are prepared to implement both in-person learning in our school facilities when safely possible and remote learning based on family preference. This Handbook shall serve as the guide for both staff and families. COVID-19 has proven to be a very fluid situation and we expect this to continue. While we will remain committed to plans as much as possible and for the sake of continuity of learning for our students, we must all be prepared to remain flexible. BCA and WPS also reserve the right to change the policies outlined below as necessary, based on updated health and safety information and the guidance of medical professionals.

## B. MISSION FOCUSED

At BCA and WPS, We foster students in becoming global citizens who demonstrate innovation, creativity, and dignity. **Inspiring** a love of learning. **Fostering** compassion and innovation. **Empowering** future global leaders.

We remain committed to this mission through the course of this pandemic and global crisis. We recognize that a commitment to this mission at this time extends beyond the walls of the BCA and WPS classrooms and must include consideration for all members of our school community. Our mission reminds us of the connection we all have to one another in this school community, and the reciprocal obligations to one another.

## C. BCA AND WPS COMMUNITY COMMITMENTS

In carrying forward with our commitment to the school mission, we feel it important to make a statement as well regarding social responsibility and the rights and responsibilities of each member of our school community during this situation, and always.

The procedures and protocols to follow in this document have been created with the utmost care and thought for the health, safety, and development of our students, staff, and teachers. In opening the doors of BCA and WPS we acknowledge that there will be risks involved with the 2021-2022 school year. It is our intention, however, to make every effort and take every reasonable precaution to mitigate the spread of COVID-19.

In continuing to navigate this "new normal" we recognize that each person's risk tolerance can look very different from others. We also recognize that a certain level of inconvenience will be faced based on the need for certain protocols. BCA and WPS expect that our respect for one another and sense of duty to this community to be visible in a myriad of ways, including the following:

- Complying willingly with rules and policies designed to keep our community safe and healthy

- Interacting with one another in and out of school in ways that demonstrate a responsibility for prioritizing and maintaining a healthy school environment for all
- Remaining transparent with screening guidelines upon entry to campus, as well as with quarantining policies put into place by the school or local health authorities

While this situation is certainly not ideal, it is also a time for our community to pioneer through these challenges with mutual respect, trust, and care for one another. It is an opportunity for us to come out stronger on the other side, and we expect to do just that.

## PART II. HEALTH & SAFETY PROTOCOLS

### A. Learning Options

To preserve cohesion and maintain high quality education for all students, consistency in the learning routines is necessary. BCA Families can select their option by completing the online enrollment form by August 20th, 2021. This is a commitment for September 1st 2021 through January 18th 2022.

BCA Families will complete a survey in early January for their learning option for the remainder of the school year (January 19th-June 16th). Please note your child’s teacher may change if you choose Online Year-Long or Online Flex options. More information regarding the educational delivery and expectations are outlined in the Teaching & Learning section of this Handbook and in subsequent information to be shared with families who have selected each option for the fall.

### B. Communication

- In the case of required school closure, our administration team will send all official communications regarding the need to begin exclusively offering remote learning.
- Families need to make sure they are receiving e-mails from Bellevue Children’s Academy and/or Willows Preparatory School. Contact the front office of your building immediately if communication is not being received at [bca1@bcacademy.com](mailto:bca1@bcacademy.com), [bca2@bcacademy.com](mailto:bca2@bcacademy.com), [satellite@bcacademy.com](mailto:satellite@bcacademy.com), [info@willowsprep.com](mailto:info@willowsprep.com), or by calling 425-679-0791 and selecting the appropriate option to reach your building. Option 1 (BCA1), Option 2 (BCA2) Option 3 (Satellite).

### C. Protective Measures

Face Coverings & Social Distancing	<ul style="list-style-type: none"> <li>● All teachers and staff will wear a face mask at all times when in the building, with the exception of eating during snack or lunch time.</li> <li>● For students, a face mask is required at all times, including arrival and dismissal with the exception of meals.</li> <li>● Face masks should fit properly and comfortably over both the nose and mouth of the wearer. Please avoid the use of bandanas, scarves, running buffs, or other such single layer/substitute materials. Additionally, face masks with valves are not allowed as these expel respiratory droplets into the air.</li> <li>● Student face masks should not be overly distracting and should be appropriate for a school setting.</li> <li>● Staff will assist in the teaching of mask etiquette and handling, but these behaviors will also need reinforcement at home.</li> <li>● Parents are encouraged to send an additional clean mask to school, sealed in a clean bag. Students are encouraged to change their masks halfway through the day, such as after lunch.</li> <li>● Classrooms will be spaced to the maximum extent possible. Children will be seated at tables by themselves or at opposite ends.</li> </ul>
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Hand Washing/Hand Sanitizing	<ul style="list-style-type: none"> <li>● Staff and students will be taught and reinforced in the proper hand hygiene/hand washing techniques to minimize the spread of germs. We appreciate parents support in reviewing the importance of this with your child.</li> <li>● Hand sanitation stations will be set up around campus in classrooms and around campus.</li> <li>● Students will be supervised, and students and staff will engage in hand washing and/or hand sanitizing at least every two hours, and at the times outlined below: <ul style="list-style-type: none"> <li>○ Arrival and exit of the classroom</li> <li>○ Before and after handling food or drinks</li> <li>○ Before and after administering any medicines</li> <li>○ Before and after bathroom use</li> <li>○ Before and after any outdoors time/activities</li> </ul> </li> </ul>
Classroom Cleaning Protocols	<ul style="list-style-type: none"> <li>● Staff will participate in cleaning schedules per CDC recommendations.</li> <li>● Cleaning products will be stored safely and out of the reach of children.</li> <li>● Classroom windows and doors will be opened if cleaning/wiping takes place with students in the classrooms.</li> </ul>
Temperature Checks & Health Assessments	<ul style="list-style-type: none"> <li>● Teachers, staff, and students may be screened upon arrival, to be outlined in greater detail in the Arrival/Dismissal section of this plan.</li> <li>● Temperature checks and health assessments may also be completed throughout the day as deemed necessary by staff who are observing students, paying close attention for signs of illness.</li> <li>● If a student or staff member begins to exhibit symptoms of illness during the day, he/she will be removed from the group and taken to a designated area of the school for quarantine. This individual will be isolated in a designated room and parents are required to pick their child up immediately. Staff will disinfect the entire classroom and any materials used by the individual. <i>(Please see Dealing with a COVID-19 Infection or Exposure section for further information regarding symptoms and health of students and staff.)</i></li> </ul>
Staff Attendance & Safety	<ul style="list-style-type: none"> <li>● BCA and WPS will keep an updated sub list available to teachers as needed.</li> <li>● Substitute teachers must adhere to the same protocols as all other school staff.</li> <li>● BCA and WPS are revising their staff attendance policy based on the potential need to isolate or quarantine. If a teacher needs to isolate or quarantine, that teacher, based on their health conditions/symptoms, can still teach her/his class remotely.</li> <li>● For staff safety, BCA and WPS will adhere to social distancing and face mask guidelines for all staff meetings. Whenever possible, meetings will be scheduled as virtual events so as to minimize exposures across multiple groups.</li> <li>● Parent-teacher conferences and meetings will be scheduled virtually in order to minimize exposures for all parties involved.</li> </ul>
Campus Access	<ul style="list-style-type: none"> <li>● In order to minimize exposures for staff and students, we must limit additional visitors to campus.</li> <li>● To ensure the safety of all students and staff on campus, parents and non-essential personnel will not be permitted to enter the buildings. Parent meetings can be scheduled with school staff virtually with the use of Microsoft Teams or phone the front office.</li> <li>● Delivery drivers and maintenance persons will be considered essential personnel. These individuals must adhere to our health and safety protocols including but not limited to, wearing a face covering while on campus, practicing proper hand hygiene, and maintaining appropriate social distance. These individuals will be escorted to the appropriate area on campus by school staff and largely kept from student areas.</li> </ul>

Outdoor Use	<ul style="list-style-type: none"> <li>● We encourage teachers to think creatively when it comes to teaching lessons outdoors and allowing students some time to “stretch their legs.”</li> <li>● Outside is significantly safer than inside regarding COVID-19 transmission.</li> <li>● Masks and/or social distancing will still be used during this time.</li> </ul>
Drinks, Snacks, Lunch	<ul style="list-style-type: none"> <li>● Students should all bring a water bottle to school each day labeled with their first and last name and grade level.</li> <li>● Given the minimal risk of transmission from surfaces and food handling, birthday treats will be permissible to share with the class. Consistent with school policy, these treats must be store-bought and nut-free.</li> <li>● Students will eat lunch in their classroom. Students will have the option to order from the school or bring lunch from home. At WPS, microwaves will be accessible to students again.</li> <li>● Lunches from home should be packed in containers that students are able to independently open and close in order to minimize the necessity of close contact by the teacher.</li> <li>● Students will have a three-sided screen to place around their desktop during mealtimes.</li> </ul>
Classroom & Student Materials	<ul style="list-style-type: none"> <li>● Furniture will be minimized in classrooms to allow for maximum distancing of students.</li> <li>● All desks will be spaced to the maximum extent possible.</li> <li>● Sharing of items will be minimized. Parents will need to provide their child with their own set of school supplies. Families will be provided with a list of supplies they will need to purchase.</li> <li>● In the instance of shared materials, equipment and furniture, teachers will disinfect and clean these items after use.</li> <li>● The school will be enhancing the air flow of each classroom by using special filters in the HVAC system. Fans and air purifiers will be used within the buildings per CDC guidelines.</li> <li>● Students should carry their backpacks in each day and minimize the use of additional bags.</li> <li>● Student jackets will be stored in cubbies (BCA).</li> <li>● All student items should fit into their backpack.</li> <li>● In order to limit close contact, it is asked that young students wear jackets they can independently put on including zipping closed. It is suggested that they wear shoes that slip-on or have Velcro strap closures.</li> </ul>
Requirements for return after signs of illness:	<ul style="list-style-type: none"> <li>● For individuals who exhibit any cold, flu, COVID-19, or any sign of illness, they may return to school after the criteria below is met: If they have NOT had close contact with a confirmed positive case: <ul style="list-style-type: none"> <li>○ Individual is symptom-free <b>AND</b> at least one of the following conditions are met: <ul style="list-style-type: none"> <li>● Doctor’s note confirming safe return to school</li> <li>● Negative COVID-19 result from a molecular test (not just antigen test), or serial antigen testing performed every 3-7 days for 14 days.</li> <li>● 10 days since symptom onset and 24 hours after fever resolves without use of fever-reducing medications</li> </ul> </li> </ul> </li> <li>● If they HAVE had close contact with a confirmed positive case: <ul style="list-style-type: none"> <li>○ Individual is symptom-free, it has been 10 days since symptom onset, and it has been 24 hours after fever resolves without use of fever-reducing medications</li> </ul> </li> </ul>

#### D. Dealing with a COVID-19 Infection or Exposure

## **Contact Tracing**

If there is a positive case of COVID-19 at school, BCA and WPS will collaborate with the Washington State Department of Health to safely conduct contact tracing. BCA and WPS will communicate with families of potentially exposed students, who will be asked to quarantine for a period of several days to determine possible symptoms and evaluate test results. Confidentiality of the ill party will be maintained. Per Public Health requirements, BCA and WPS will contact King County Public Health in the event that:

- One or more individuals who have spent time in our facilities have tested positive for COVID-19 (ex: child, staff or volunteer)

## **Health Scenario #1: A staff member or student has a confirmed case of COVID-19.**

### *Steps for Families & School:*

- Immediately contact the school.
- Families in the impacted group will be notified, while still maintaining confidentiality of the individual.
- All families will be made aware if there is a COVID-19 case on campus.
- The Department of Health will be notified, and we will collaborate with them to provide all needed information.
- The classroom and any other area of the school used by the impacted group will be shut down for cleaning.
- The classroom will remain closed for the duration of the quarantine period.
- All staff and students of the associated room will be asked to get tested 3-5 days following the potential exposure.
- All unvaccinated staff and students of the associated room must remain at home in quarantine for 14 days regardless of test results and thus must learn remotely via online learning. Unvaccinated siblings can continue to attend school in-person as long as they can be separated from the potentially-exposed student at home. Vaccinated siblings can continue to attend school in-person regardless, but should monitor for symptoms.
- Symptoms of COVID-19 as defined by the CDC: fever 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.

### *Requirements for Return:*

- For unvaccinated individuals in the group who do not demonstrate symptoms during quarantine, they may return at the conclusion of 14 days since last exposure.
- For individuals in the group who develop symptoms, regardless of vaccination status, they should be tested for COVID-19 and meet all the criteria before returning to campus:
  - A minimum of 24 hours without fever, and without the use of fever-reducing medication
  - All symptoms have resolved (please see list provided above)
  - 10 days have passed since symptoms first appeared
- For any individual who tests positive for COVID-19, regardless of vaccination status, he/she must meet all the following criteria before returning to campus:
  - If symptoms, follow protocol above
  - If no symptoms, 10 days since positive test specimen collected

## **Health Scenario #2: A staff member or student has prolonged exposure and close contact as defined by CDC guidelines with a person outside of school who tests positive for COVID-19.**

- *The CDC defines **close contact** as those who are 6ft or closer for a cumulative 15 minutes or more with a positive case within 24hrs, regardless of mask use.*
- Immediately contact the school's leadership/administration.
- If unvaccinated, get tested 3-5 days following potential exposure and enter a 14-day self-quarantine.
- If vaccinated, get tested 3-5 days following potential exposure and monitor symptoms.
- See above for guidance upon returning to campus.

**Health Scenario #3: Staff/Student exhibit symptoms of COVID-19 without positive diagnosis or known exposure**

- Individual must isolate at home and should visit a doctor to determine the cause of symptoms. Individuals identified in morning drop-off will be sent home along with any unvaccinated siblings or other students in the car, per school nurse's discretion.
- If fever persists for greater than 48 hours, then individual should schedule an appointment with a doctor.
- If deemed necessary by medical professional, individual tested for COVID-19 and share results with school.
- If COVID-19 test is positive, please follow protocol listed above for positive case. Siblings must quarantine for 14 days if unvaccinated.
- If COVID-19 test is negative, the individual must be fever-free for 24 hours and free of all other symptoms of illness for a minimum of 24 hours.
- If no COVID-19 test, doctor's note confirming safe return to school.

**Health Scenario #4: Exposure during remote learning**

- We make the request that even in times of remote learning, you contact the school regarding any direct exposures or infections impacting your student and/or family.
- Having this information will not only help us to better serve your child(ren) during remote learning but will also help us to facilitate a safe return to campus for all when the time is right.
- The King County Public Health will be notified, and we will collaborate with them to provide all needed information.

**Health Scenario #5: A family member has had direct contact with a positive case but shows no symptoms.**

- If vaccinated, the family member who has been exposed to a positive case is encouraged to test 3-5 days after exposure and isolate if positive result.
- If unvaccinated, this family member should quarantine for 14 days and follow the steps of scenario #2.
- Other family members who have not been in direct contact with the positive case should monitor their health and seek guidance from a health professional on next steps.
- If the family member with direct contact with the positive case begins displaying symptoms, all other members of the household should follow the steps of scenario #2 and seek guidance from a medical professional.

**E. Arrival & Dismissal**

**ARRIVAL:**

- Carline is the best option for our campus health and safety. If you have a family emergency and must arrive after the designated carline you will need to call your campus office so that a staff member can escort your child into the building.
- Prior to arrival, it is asked that each family conducts a health screening of their child to determine their eligibility to attend school. Consider the questions below.
  - **Does your child have a temperature of 99.7 F or higher, cough, shortness or difficulty of breath, sore throat, muscle aches, persistent pain, pressure or tightness in chest chills or new loss of taste or smell?\***
  - **Was your child given any medication to reduce a fever before coming to school?**
  - **Does anyone in the household have the above-listed symptoms?**
  - **Has your child been in close contact with anyone suspected or confirmed with COVID-19?**

\*The CDC has stated that a temperature of 100.4 F would require a child to stay home from school. BCA and WPS are taking extra caution and have determined that children with a temperature of 99.7 F and above will be required to stay home from school.

- If the answer to any of the health assessment questions is a yes, or a student has a temperature of **99.7 F** or greater or is exhibiting symptoms of illness (e.g., cough has been identified by the CDC as an acceptable reason to send a child home), the student may be sent home along with any unvaccinated siblings in the car, based on the school nurse’s discretion.
  - To maintain the health and safety of students and staff, a student who is displaying distress to the point of crying, runny nose or cough will not be allowed in the building. Parents will be asked to pull out of carline to comfort their child and come through carline again when their child is calm enough to do so.
- Satellite carline occurs from 8:40-9:00am and 2:50-3:10pm. BCA carline occurs from 8:30am-8:55am and 3:00pm-3:25pm.
- Parents must wear a face covering during arrival/departure times.
- Parents will be responsible for unbuckling their children.

EARLY PICK-UP:

- Please notify the school in advance of early pick-up arrangements and call the school as you near campus. A staff member will meet at your drop-off area and child will move from our building to your vehicle.
- Family members should wear face coverings during arrival/departure times and are not permitted to enter the school building.

DISMISSAL (Satellite/BCA):

- The afternoon pick-up areas will open promptly at 2:50 for Satellite and 3:00 for BCA.
- Parents will display their child’s name on their car window for staff to call for individual students to exit the building from their original drop-off area.
- Please make sure your BCA issued pick-up sign is visible for staff to see while calling names.
- Parents are responsible for buckling their children into car seats.
- For safety around cars, young students may need to be escorted by the hand to their vehicle. It is suggested that families keep hand sanitizer available for students to use as they enter their car.
- Family members must wear face coverings during arrival/departure times.
- The dismissal process will conclude at promptly at 3:10 for Satellite and 3:25 for BCA.

## F. School Calendar & Community Events

- It will be difficult for us to maintain our usual calendar of community events. Therefore, we will need to work together to reimagine what many of our school celebrations and events look like for this school year.
- We will continue to seek parent volunteers and the support of our families via our amazing Parent Association to invent new celebrations and events that bring us together and help us to strengthen who we are as the year progresses!

## G. Travel

Family Trips/Family International Travel

- As we have witnessed thus far in the pandemic, the “hot spots” for COVID-19 will remain fluid and continuously change. Therefore, when examining the risks associated with travel, we cannot list specific destinations. These can be found on the CDC website. This is also an important time to recognize that risk tolerance and family and work circumstances are different for everyone, but we also must remain socially responsible in our commitment to the health and safety of this school community as outlined above. We ask for respect and adherence for the following protocols:
  - *Families should visit the CDC and WA Department of Health to read over travel restrictions/guidelines while planning a trip and at the time of departure and return.*
  - *As of the revising of this handbook, the CDC and WA DOH still recommend against unvaccinated people traveling.*

- *Following current WA DOH guidelines, families who travel outside the state, domestically or internationally, have two options for unvaccinated students:*
- *Have them get tested 3-5 days after their trip and stay home and self-quarantine for a full 7 days, even if their test is negative (if positive, follow guidelines), OR*
- *If they don't get tested, have them stay home and self-quarantine for 10 days after travel.*
- *Vaccinated students do not have to quarantine after travel, but should be tested 3-5 days after international travel.*
- *Travel plans that would impact a child's attendance at school should be communicated fully with the appropriate Head of School.*
- *If an unvaccinated parent of a student has traveled, that parent should quarantine away from the child, so that the child may still attend school.*
- *The school reserves the right to ask a family to quarantine their child(ren) for 14 days.*