

# Parent Handbook Addendum

## SCHOOL GUIDELINES, in response to

### COVID-19



Below are the processes and protocols in place at BWK in order to keep our community as safe as possible. We are following public health guidelines and doing our absolute best to provide a safe setting in a warm and nurturing environment that honors physical health along with social-emotional health. As public health guidance changes, this Addendum will be updated and distributed.

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## Afternoon Program

In order to maintain stable cohorts, children who stay for the afternoon program will remain in their morning classroom for the afternoon, pending staff availability. Classrooms will not blend together in the afternoon.

Children who stay for the afternoon program will be asked to bring clean bedding once/week. Bedding will be sent home at the end of every week in a pillow case for cleaning.

Sleeping mats will be set up head to toe to discourage the spread of germs face-to-face.

## Air Filtration and Purification

For several years, we have used [Merv 15](#) air filters in our HVAC system. We will continue to do so as this technology is one of the strongest filters available.

We also have several air purifiers that are located throughout the building and in each classroom.

## Building Access

All visitors are asked to adhere to the following protocols:

- Masks are required inside at all times.
- If you are feeling unwell, do not enter the building.
- Practice good hygiene. Use hand sanitizer or wash hands prior to entering.
- Please be mindful of distance to other people. We ask that you strive to maintain at least 3' of distance from others.
- Between the hours of 9am and 3pm, visitors are only allowed in the non-classroom areas of the school.
- [Health screenings](#) are required prior to entering. Please scan the QR Code below...



## Contact

Parents or an emergency contact must always be available to pick up their child immediately if the child begins to exhibit signs of illness during the day.

## Disinfecting and Cleaning

Children and Staff will be expected to wash hands for 20 seconds frequently, and definitely after eating, touching face, using restroom, sneezing, coughing, and arrival. A hand washing station is available on all of our play yards.

Touch-free soap dispensers are located throughout the building.

We have added an additional mid-week professional cleaning to our schedule.

### Drop Off

Each classroom will have their own drop-off location. These locations have been designed to avoid overlap between the classes and will be clearly marked and communicated prior to the start of school.

The school entrance will be clearly marked with sidewalk markers and signs to keep social distancing standards and one-way routes.

### Entrance and Exit from Classrooms

Children and teachers will enter and exit from their own classroom to the play yard as much as possible to avoid overlap in the entry ways.

### Face Covers

Per Boulder County Public Health Order, anyone age two and over is required to wear a face cover, covering the nose and mouth, while inside the building. The only exceptions are while someone is sitting down eating and napping.

Parents will be asked to provide two clean face covers for their child each day.

Children who are medically intolerant of face covers will be accommodated as best we are able. Please speak with our School Director to learn about the process for confirming medical intolerance. If a medical intolerance is approved for a child in a classroom, all families in the classroom will be informed that a child will be unmasked in the classroom.

### Health Screenings

Every child and staff member are required to have a daily [health screening](#), which includes a brief questionnaire about any potential symptoms (cough, shortness of breath, and other COVID-19 symptoms) and a temperature check. Parents are expected to submit the health screening prior to arriving at school.

The **online** questionnaire must be submitted daily **by the parent** after 7:00am.

Parents will be asked to confirm at sign-in that a screening has been submitted.



### Illnesses

Any child or Staff member who exhibits the slightest signs of illness will be removed from the group. The temperature threshold is 100.0° Fahrenheit. Sick children will remain in a designated area of the building, with supervision, until a parent arrives.

When a child experiences a COVID-19 symptom (which includes most common childhood symptoms), they may return to school following [this guidance](#).

In the case of a positive case in a classroom, [these guidelines](#) will be followed to determine the extent of the quarantine.

## Meetings

Meetings, including Parent Evenings and Parent Conferences, can be held inside the school building, with face covers required.

## Outdoor Time

Outdoor time, always an important part of our day, will be maximized. Cohorts (i.e., classrooms) will not overlap on the play yard, pending staffing availability.

## Social Distancing

During the school day, we will do our best to keep children at healthy distances while acknowledging the inherent challenges this poses. We will set up both indoor and outdoor spaces to encourage distancing as can reasonably be expected.

## Travel

We ask community members to follow [CDC guidance](#). At the time of publication of this document, that means that unvaccinated individuals must stay home from school and self-quarantine for a full seven days and receive a negative viral COVID test on Day 3 - 5 before returning to school.

Families are asked to indicate any travel out of the state on the daily Health Screening Form for contact tracing and in the event that public health guidance recommends further travel quarantines.

## Vaccinations

The COVID-19 vaccination is not required, although it is encouraged, of our faculty and staff. Vaccination status of individual teachers will not be released by the school. If an individual teacher chooses to proactively share their personal information, they are in freedom to do so.

## Waiver

We are all learning how to relate and feel safe in this pandemic situation. Our school's approach to similar situations is usually to lean into the truth and beauty of the moment. We try not to live in fear and to bring along a positive attitude. All that being said, these are extraordinary times. At the strong recommendation of our school attorney, every family is required to sign a COVID Liability Waiver. The waiver is found [HERE](#). If you need a hard-copy, please ask the office staff.