



# Hamlin Robinson School

## COVID-19 Pandemic Family Handbook

As the school returns to operation, the health and safety of our community is our greatest concern. The school has adopted a Safety Plan for operating in the 2020-2021 academic year which is consistent with safety and health information from: The Centers for Disease Control and Prevention (CDC), State and Local Health Districts and Authorities, the State of Washington, and the Office of the Superintendent of Public Instruction.

All parents are encouraged to attend a session regarding safety procedures and return to school, and will receive and acknowledge these protocols and policies. Our knowledge regarding COVID-19 and its impacts are evolving rapidly, and these policies and protocols may also change.

The Hamlin Robinson School COVID-19 Leadership Team consists of:

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| COVID Site Supervisor: Jessica Ruger, Head of Lower School | <a href="mailto:jruger@hamlinrobinson.org">jruger@hamlinrobinson.org</a>       |
| Josh Phillips, Head of Middle School                       | <a href="mailto:jphillips@hamlinrobinson.org">jphillips@hamlinrobinson.org</a> |
| Stacy Turner, Head of School                               | <a href="mailto:sturner@hamlinrobinson.org">sturner@hamlinrobinson.org</a>     |

## DAILY SAFETY PROCEDURES

### BEFORE SCHOOL

If students feel ill, they must stay home from school.

Students in all grade levels will complete an attestation regarding certain symptoms and exposures prior to coming to school. Using the app Ruvna, families will respond to the following attestations for their student(s) within one hour of coming to school:

Are you Experiencing:

- A new **fever** (100.0 F or higher)?
- A new **cough** that you cannot attribute to another health condition?
- New **shortness of breath** that you cannot attribute to another health condition?
- A new **sore throat** that you cannot attribute to another health condition?
- New **muscle pain** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?

- New **gastrointestinal symptoms**, such as nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- New **respiratory symptoms**, such as a runny nose, that you cannot attribute to another health condition?
- New **chills** that you cannot attribute to another health condition?
- New **loss of taste or smell** that you cannot attribute to another health condition?
- A new **headache** that you cannot attribute to another health condition or emotional reason?
- Unusual tiredness or **fatigue**?

Does anyone in your household have any of these symptoms?

Have you been in close contact with a suspected or confirmed case of COVID-19?

Did you take medication to reduce a fever before coming to school?

Have you traveled outside the State of Washington or by airplane in the past 14 days?

Have you/your child had a positive COVID-19 test for active virus in the past 10 days?

Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Those who answer yes to these questions are considered suspected COVID-19, and will not be allowed to enter the school that day, and Hamlin Robinson School will follow the Return to School procedures for suspected COVID-19, outlined below.

Visitors to the school will also be required to complete a screening questionnaire. No one will enter the school without a screening.

## **ARRIVAL AND PICK UP**

Parents and students must maintain appropriate six-foot distancing and wear masks during Arrival and Dismissal times, consistent with the requirements below. The school will implement the following procedures for arrival and dismissal:

## **ENTERING THE SCHOOL**

Upon entering the school, physical distancing must be maintained and cloth facemasks must be worn. We ask that students immediately wash their hands upon arrival at school.

## **DURING THE DAY**

### **FACEMASKS AND DISTANCING**

- Physical distancing of six feet between persons is to be observed as a general rule at all times including during class, at meal time, in meetings, and all other instances.
- The school has provided physical markings and signage to remind and assist in maintaining physical distancing,
- Employees, students, and visitors must wear a cloth face covering while on campus. Physical distancing and additional barriers do not eliminate the requirement to wear a cloth mask.

Wearing a mask does not eliminate the need for physical distancing,

- You may provide your own mask or the school will provide one.
- Faculty may remove their masks for brief periods of time to perform an instructional task that requires removal of the mask. Physical distancing of six feet will be strictly maintained and the mask must be replaced immediately upon completion of the instructional task.
- Persons who require an accommodation, such as a face shield, in place of a mask should contact the Head of School.
- All meetings with visitors, and/or students shall be conducted with masks and six feet physical distancing.
- Persons who require additional Personal Protective Equipment should contact the school or the COVID-19 Site Supervisors.

## **HYGIENE**

- Wash hands frequently with soap for 20 seconds at a time.
- Practice cough/sneeze etiquette: Cover your mouth and nose when coughing or sneezing, throw the tissue in the trash, and then wash your hands.
- Avoid touching your face.
- Use the hand sanitizer and hand washing stations located throughout the building.
- Avoid touching door handles and stairway railings when possible. If touching door handles or light switches is necessary, disinfect the surface afterward.

## **CLEANING**

Students may be asked to disinfect desks, chairs, and other high touch areas in their classroom at the end of the day.

Students should not be sharing equipment. In the event of inadvertent sharing, the shared material must be wiped down and cleaned.

The janitorial service or Hamlin Robinson School staff will disinfect common areas throughout the day and in the evening.

## **TRAVEL AND RETURNING TO SCHOOL**

According to the CDC, travel increases the chances of getting and spreading COVID-19. Hot spots may change daily. Therefore, Hamlin Robinson will require all community members, whether employees or student and their families, to engage in a 14-day self-quarantine from school premises upon return from travel outside of the state of Washington, or any travel by airplane. Community members should report the travel to the school office [frontdesk@hamlinrobinson.org](mailto:frontdesk@hamlinrobinson.org) either before undertaking the travel, or upon return, but in any event before return to school premises. A negative COVID-19 test will not shorten the time of the self-quarantine due to travel. The school will provide remote learning for students during the quarantine period.

## **MANAGING ILLNESS AND EXPOSURE**

The school will work with the local health department by reporting confirmed COVID-19 diagnoses, in

identifying close contacts, and consulting on other key issues regarding a COVID-19 exposure.

Self-isolation and quarantine mean that the student is to remain home during the stated period. Physically excluded means that the student will not be allowed on school grounds during the stated period. The terms may be used interchangeably.

Any student who experiences illness or COVID 19 like symptoms should report to their teacher, or the COVID-19 Site Supervisor, and families will be contact for the student to return home.

All diagnoses of COVID-19 must be reported to the school right away, even if the diagnosis is confirmed during the period of exclusion.

### **Return to school: Suspected diagnosis but no known exposure to confirmed diagnosis.**

Students who have symptoms of COVID-19 (have been ill but have not been exposed to a confirmed diagnosis) may return to school under the following conditions:

- **Without a metabolic COVID-19 test** performed, after 10 days from onset of symptoms **AND** no fever (without the use of fever reducing medications) with improved symptoms for 24 hours before the return to school.
- **If a metabolic COVID-19 test** is performed and the result is **negative**, the person must stay home for 72 hours after fever or symptoms resolve (without the use of fever reducing or other medications) and symptoms are improved.
- **If a metabolic COVID -19 test** is performed and the result is **positive**, the person is a confirmed diagnosis, and must follow return to school criteria for a confirmed diagnosis.

### **Return to school: Suspected diagnosis with a known exposure to confirmed diagnosis.**

Students who are ill and have been exposed to a confirmed diagnosis are encouraged to be tested for COVID-19, but the test results will not impact the exclusion period below.

- **Students who are ill and have been exposed to a confirmed diagnosis** must stay out of school for 10 days from symptom onset and at least 24 hours after fever and/or other symptoms resolve (without the use of a fever reducing or other medication) and symptoms have improved.

### **Return to school: Confirmed Diagnosis**

- **Students who have a positive test for COVID-19** will be excluded from school. They may return to campus after 10 days from the onset of the symptoms **AND** have had no fever or symptoms (without the use of fever reducing or other medications) and improved respiratory symptoms for an additional 24 hours.

### **Close Contact with suspected or confirmed diagnosis**

Close contact means someone who has been within six feet of a person with a confirmed diagnosed COVID-19 for more than 15 minutes from 2 days prior to the date symptoms appeared.

The Department of Health has stated that close contacts of a confirmed diagnosis include:

- Siblings who attend the same school
- Students and adults in the same classroom or cohort
- Others sitting close to the student on the school bus

Close contacts will be asked to self-isolate for 14 days and may return to school if they remain free of symptoms. Testing at day 10 is encouraged, but a negative test will not shorten the exclusion period. The school will work with you in order that you may work remotely when feasible.

The school will review any situation involving close contacts with suspected diagnoses on a case-by-case basis.

### **Confidentiality**

The identity of persons who have suspected or diagnosed COVID 19 is protected confidential health information and will not be disclosed. A parent may choose to authorize disclosure if such authorization is voluntary and confirmed in writing. No coercion to authorize disclosure will be allowed and is prohibited. Retaliation relating to nondisclosure is not allowed and is prohibited.

All members of the community are expected to respect privacy and confidentiality and to not speculate on the identity of persons who are suspected of or diagnosed with COVID 19.

Voluntary Authorization to Disclose COVID-19 Diagnosis/Exposure Form:

*I understand that the Americans with Disabilities Act, the Washington Law Against Discrimination, the Family Medical Leave Act, and other privacy laws prohibit Hamlin Robinson School from disclosing my medical and health information. However, in the interest of the health of the students, their families, and the staff, I authorize the School to disclose to employees, School leadership, and to parents or guardians of students that I have tested positive for COVID-19 or have been exposed to COVID-19.*

*I am not required to agree to this disclosure. I understand that there will be NO adverse consequences if I choose not to sign and authorize disclosure. The School has not pressured or coerced me to sign.*

## **SCHOOL CLOSURE**

The school will consult with local health authority regarding school closure. An individual cohort may be closed for 14 days if there are two confirmed cases within the cohort in 14 days.

The school may be closed for 14 days if two cohorts are dismissed as above in a single 14-day period.

The school will follow CDC and state/local authority recommendations for reopening the building.

The school will provide remote learning during this period.

## **ACCOMMODATIONS AND HIGH RISK**

Those at high risk for health problems from COVID-19 should consult with their health care provider when considering whether to participate in school activities. Protections for employees at high risk for health problems remain in place under Proclamation 20-46. (Proclamation by Washington State Governor Inslee Amending Proclamation 20-05 “Proclamation 20-46: High Risk Employees – Worker’s Rights”). High risk protections extend to the employee only; high risk protections do not extend to the employee’s family.

Students with a family member who is at high risk from COVID-19 should carefully consider risks and benefits of being in person at school. Remote learning options may or may not be available in some instances.

The school will comply with the Americans with Disabilities Act and the Washington Law Against Discrimination. Students with disabilities who seek reasonable accommodations should contact the Head of School or their teacher.

## **ACKNOWLEDGEMENT OF RISK AND RETURN TO WORK**

Parents will be asked to sign the following acknowledgement of risk and return to school:

[Hamlin Robinson School, COVID 19, and Acknowledgment of Risk and Return to School](#)

*The collective effort and sacrifice of Washington residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within Seattle and surrounding counties continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.*

*The School is preparing for limited and staged reopening in Fall 2020. Faculty and administration members are returning to ready classrooms and other stations. It is important that parents, students, and their families understand that safety protocols must be followed in this period. It is also important to know that the School is drafting extensive safety protocols to be implemented in the Fall of 2020.*

*We know that the return to school is an important step in the resumption of activities. However, the decision by Governor Inslee and the Department of Health to allow return to school does not mean that attending school or childcare is free of risk. The virus may remain transmissible on surfaces for several days, and no sanitation protocol can guarantee complete elimination of risk. Attending school could increase the risk of the child becoming infected with COVID-19. The health impacts of COVID 19 are still not fully known or understood, although it is known that there are potentially serious health concerns, including possible fatality. Some children and youth may develop a rare complication that can impact young people who have had COVID-19. It is called Multisystem Inflammatory Syndrome in Children (MIS-C). Asymptomatic children may also transmit the illness to others.*

*Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child to physically attend school classes, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who are adults 65 years or older, or anyone who has an underlying medical condition. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider, or to consult such sources as the Center for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>*

*The program is conscientious about following health protocols and expects full cooperation in this regard. Prior to returning to school, Hamlin Robinson School will provide an information session on the health and safety protocols for parents, students, and visitors. Parents must attend and discuss the protocols before their child attends school. These protocols may also be found at [www.hamlinrobinson.org](http://www.hamlinrobinson.org) . These protocols are subject to change and modification depending on evolving information. There may be incidents or activities throughout the school day where a protocol may be modified in the discretion of supervising adults*

*Students should adhere to the following protocol:*

- 1. With the Ruvna app, please complete the online health screening within one hour of coming into the building.*
- 2. Immediately proceed to engage in proper handwashing and hygiene at the direction of their teacher and during designated class times*
- 3. Use Personal Protective Equipment, including masks and gloves. These will be provided for you but you may choose to bring and use your own. Students are not required to wear a mask while eating and drinking, but should wear a mask at all other times.*
- 4. Remain more than six feet apart from all other persons, including during class, during transit, at meal time, in meetings and all other instances*
- 5. Clean and disinfect surfaces as directed by their teacher.*
- 6. Stay home or return home if they are ill, experience symptoms, or have been exposed to COVID-19 in the last 14 days.*
- 7. Notify the school if your child is feeling sick.*

*I understand the risks associated with enrolling my child in school, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that Hamlin Robinson School imposes as a condition of enrolling my child. I understand that if my child has a condition that requires a reasonable accommodation related to the safety protocols, I will discuss this with appropriate school personnel.*

*By your signature below, you indicate that you understand and agree to follow these protocols.*

*Some students and families may fall within a category of High Risk as defined by the Washington Department of Health (alternative: the CDC). These individuals are deemed to be at higher risk to contract COVID 19 and to have more severe outcomes.*

*The High Risk category includes the following:*

- 1. Persons age 65 or older;*
- 2. Persons with certain underlying medical conditions including but not limited to:*

- a. Chronic kidney disease;
- b. Chronic Obstructive Pulmonary Disorder (COPD);
- c. Immune compromised system due to organ transplant;
- d. Obesity (Body Mass Index of over 30);
- e. Sickle Cell Anemia;
- f. Serious heart conditions; and,
- g. Type 2 Diabetes.

Such individuals should consult the CDC before making the decision to return to work:

[https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html)

The School will take the following steps when requested by High Risk families:

- Provide options for remote learning

These protections for High Risk individuals remain in effect until the state of emergency is lifted in Washington State or longer if extended by proclamation. Some persons in the High Risk category may also be entitled to reasonable accommodations for a disability and should consult their supervisor.

Each High Risk family must determine for themselves if they are willing to take the risk of returning to work. High Risk students returning to school must also follow the safety protocol listed above.

I understand that COVID 19 presents health risks and will follow the safety protocol. I understand the safety protocol may be modified as more information becomes available regarding COVID 19.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Child/Children



**ACKNOWLEDGEMENT OF RECEIPT  
OF HAMLIN ROBINSON SCHOOL'S  
COVID-19 FAMILY HANDBOOK**

By signing below, I acknowledge that I have received these policies and protocols, and that it is my responsibility to read and comply with the policies contained in this document and any revisions made to it.

I also acknowledge that all of the policies and procedures in the Family Handbook are still in effect. The school will interpret these policies and provisions in its sole discretion and those interpretations are binding. These policies and procedures do not create any contractual obligation on the part of the school.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_