



University
Prep

UNIVERSITY PREP COVID-19

SAFETY PLAN

Family Handbook Addendum

Note: This addendum is intended for use by University Prep students and families.



MISSION

University Prep is committed to developing each student’s potential to become an intellectually courageous, socially responsible citizen of the world.

VISION

University Prep shall be an inclusive community of learners that provides an outstanding education for each individual in a diverse student population.

VALUES

University Prep believes that integrity, respect, and responsibility are essential to accomplish its mission and to sustain its vision.

(Adopted March 11, 2004)

DIVERSITY MISSION STATEMENT

University Prep's mission compels us to train and educate the next generation of leaders who will create impact and change in an interdependent, complex, and global community. Our students need to see, hear, and understand the diversity of people, perspectives, and points of view around them and the world they will lead in the years ahead. Essential to this proposition is the ability of our students to identify, analyze, and act on issues of equity, justice, and inclusion. Our world demands it.

(Approved by the Board of Trustees on December 15, 2016)

This handbook addendum is accurate as of September 14, 2020. Information is subject to change.

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UPDATED SEPTEMBER 14, 2020

I. RETURNING TO SCHOOL

As University Prep begins to reopen the physical campus, the health and safety of our students, faculty, staff, and families is our greatest concern. Our goal is to return to campus in a healthy, risk-mitigated manner with new routines and safety protocols in place. To help accomplish that goal, the school has adopted this COVID-19 Safety Plan for operating when we reopen our campus. This plan and all of our decisions are based on science, medical information, and guidance provided by the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health, King County Department of Public Health, and other health officials. Decisions about reopening the physical campus are made by Ronnie Codrington-Cazeau, head of school.

Because conditions and our knowledge regarding COVID-19 and its impacts are evolving at a rapid pace, our policies and protocols may need to change, and we will endeavor to keep you informed of any revisions to this plan. We have formed a COVID-19 Task Force, co-chaired by Brian Gonzales and Cas Fricke, to monitor the CDC, King County and Washington health agencies, and other COVID-19 committees in order to ensure that UPrep is doing everything possible to reopen the school safely. Other members of the task force include Ronnie Codrington-Cazeau, Susan Lansverk, Richard Kassissieh, Mary Beth Lambert, Martin Pawlina, Human Resources (Caprice Pine or Binh Vong), Rebecca Moe, and Andy Richardson. Please contact the COVID-19 Task Force at covidtaskforce@universityprep.org if you have questions, comments, or concerns.

The health and safety of students, faculty, and staff is our primary concern. As we return to campus, a variety of safety, technology, efficiency, building management, and cultural considerations have been reviewed and addressed. The school is also consulting with experts in our community as we make plans to reopen. These experts include medical doctors, statisticians, and researchers. The school is moving forward with hiring a school nurse. Additional decisions will be made as situations develop. When health authorities report evolving risk factors and amend their recommendations, we expect to make necessary changes to our policies and this plan. The flexibility of our community is essential.

University Prep has created this COVID-19 Safety Plan as an addendum to the 2020–2021 Family Handbook to support the return of students in a coordinated and safe manner. It has been prepared using the guidance and recommendations of the [Washington State Department of Health Guide to Reopening Schools](#), [Washington State Department of Public Health, Public Health – Seattle & King County, CDC COVID-19 Considerations for Schools, Reopening Washington Schools 2020 Planning Guide](#), and other relevant resources.

This plan and any related policies apply to employees, students, parents/guardians, vendors, service providers, and other visitors to campus. Parents/guardians and students are expected to review and comply with this plan and any other existing policies and directions posted on the Family portal as part of the COVID-19 Safety Plan.

The COVID-19 Task Force will be responsible for ensuring appropriate documentation and coordinating support and responses related to this Safety Plan. They will ensure appropriate documentation of COVID-19-related illnesses or absences, help oversee implementation of various procedures and policies, liaise with other staff and school leaders, delegate follow-up to the appropriate person, and serve as the point persons for questions and requests for support or resources. They will also be responsible for the procurement and disbursement of personal protective equipment (PPE), availability and installation of physical barriers, cleaning and disinfecting protocols and supplies, training of cleaning crews and staff on daily disinfecting procedures, installation and maintenance of all safety equipment, etc. To ensure that the school can respond to issues appropriately, if you are reaching out to a member of the staff with a question or need that is COVID-19 related, please copy the [COVID-19 Task Force](#) on any emails.

II. STUDENT/STAFF SAFETY

A number of safety procedures and guidelines for exposure control are in place to facilitate the return of staff and students to campus. Anyone entering the school must comply with all safety requirements. In addition, we ask that all parents and guardians limit their students' social interaction outside school and have them refrain from participation in large gatherings where they will be at a higher risk of COVID-19

transmission. It is imperative that families partner with the school to ensure that their student limits their exposure both during the school day and while off campus in order to mitigate the spread of the disease

Exposure control measures include:

1. BEFORE COMING TO SCHOOL EACH DAY

Prior to coming to school each day, anyone who intends to enter the school must take their temperature and answer the screening questionnaire regarding certain symptoms and exposures on the Magnus Health app. The app will be made available to all parents/guardians, and parents/guardians must complete the questionnaire for their child/children each day before they come to school. Those who answer yes to any of these questions will be considered to be in the suspected COVID-19 category, their child/children will not be allowed to enter the school that day, and the school will follow the return-to-school procedures for suspected COVID-19 outlined below. Please note that entry to the school will be delayed for students who arrive on campus without a completed screening questionnaire. Parents/guardians should be on the alert for signs of illness in their children and be sure to keep their children home if they are sick. **It is critical that anyone who is feeling sick must stay off campus.**

2. ENTERING THE SCHOOL

All faculty, staff, students, parents, vendors, and guests **must** enter the school through the main entrance by the Main Office. Everyone entering the school will pass by a thermal sensor that will register their temperature and take their picture if they have an elevated temperature of 100.4 Fahrenheit or higher. The information reported and the picture will be kept confidential. If a person has an elevated temperature (or any symptoms on the list of [COVID-19 symptoms](#)), we will consider that person to be in the suspected exposure category, they will not be allowed to enter the school that day, and the school will follow the return-to-school procedures for suspected COVID-19 outlined below. Absence of a high temperature must be determined without aid of fever-reducing medication, such as ibuprofen. Everyone must immediately wash or sanitize their hands upon entering the school.

3. PHYSICAL DISTANCING

A. The appropriate physical distance of six feet between people should be followed as a general rule at all times, including during class, during transit between classes, at mealtimes, and all other instances. In spaces where an appropriate distance cannot be maintained, further exposure controls have been established, such as installing physical barriers.

B. The school has provided physical marking and signage to remind and assist in maintaining physical distancing.

C. Furniture throughout the buildings has been carefully placed with physical distancing protocols in mind. Do not move the furniture from the designated locations

D. Each space on campus has a maximum capacity to allow for physical distancing that is posted outside each room, and these capacities should not be exceeded.

E. To avoid crowded areas in the hallways, lockers will not be used this year. All belongings needed for the day should be carried in a backpack or rolling backpack.

4. CLOTH FACE COVERINGS

A. 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.

B. Follow the do's and don'ts of selecting, wearing, and cleaning your face covering; see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

- Do choose a mask that has two or more layers of washable, breathable fabric.
- Do choose a mask that completely covers your nose and mouth, fits snugly against the sides of your face, and doesn't have gaps, and wear it that way.

- Don't choose masks that are made of fabric that makes it hard to breathe.
- Don't choose masks that have exhalation valves or vents, which can allow virus particles to escape.
- Don't choose a gaiter/buff-style mask, due to on-going CDC evaluation of their effectiveness.
- Be careful to not touch your eyes, nose, and mouth when removing your mask, and wash your hands immediately after removing.
- Masks should be washed daily using laundry detergent and the warmest appropriate water setting for the cloth used to make the mask, and the highest heat setting on the dryer.

C. Students may remove face masks for a short period of time to eat and drink.

D. If your child arrives at school without a cloth face mask, the Main Office can provide them with a disposable mask.

E. Alternatives to cloth face coverings are allowed in the following medically documented situations:

- Those with a disability that prevents them from comfortably wearing or removing a face covering or prevents them from communicating while wearing a face covering.
- Those with certain respiratory conditions or trouble breathing.
- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.

F. Students who require an accommodation, such as a face shield in place of a cloth face covering, should contact the COVID-19 Task Force.

G. A teacher may temporarily remove a cloth face covering if a particular instructional task requires it, to be replaced immediately when the instructional task is completed. Distancing must be completely maintained in the period, and the time period should be short.

5. FLOW WITHIN THE FACILITY

A. Primary entries to school buildings that students

use throughout the day, including the entrances to the administration, classroom, and gym buildings, have had ADA-compliant button door openers installed to allow for entry to the buildings without touching the door handle. This new entry method should be used at these doors.

B. Hallways will be divided with stanchions or markings on the floor. Stay to the right of these dividers when traveling throughout the campus. Some staircases will be one-way up or down, and they will be clearly marked.

C. Before entering small offices or program spaces, inquire whether you are allowed to enter, due to space limitations in each room.

D. Whenever possible, interior doors will remain open. Avoid touching door handles and stairway railings when possible. If touching door handles is necessary for access, sanitize your hands afterward.

6. HYGIENE

A. Wash your hands frequently with soap for 20 seconds at a time, or use hand sanitizer if soap and water are not readily available. Wash your hands upon arriving at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home.

B. Practice cough/sneeze etiquette: cover your mouth and nose when coughing or sneezing, throw the tissue in the trash, and then wash your hands.

C. Avoid touching your face.

D. Use the hand sanitizer and handwashing stations available at key locations throughout the school, including at each building entrance and in each hallway. Temporary handwashing stations have been installed in the main floor hallway of the classroom building to give additional access to soap-and-water handwashing.

E. Bring your personal water bottle that can be refilled at touchless refilling stations throughout campus. Regular drinking fountains will be closed. Do not share

water bottles or any personal items or equipment.

7. CLEANING

A. Our Facilities team has implemented enhanced cleaning and disinfecting procedures and protocols for high-touch surfaces throughout the day, as well as nightly deep cleaning of the whole facility. These include cleaning and disinfecting practices in common areas within the buildings, as well as classrooms, desks, chairs, doors and doorknobs, railings, elevators, restrooms, and stairwells. A janitorial team member will be added during the day to facilitate more frequent cleaning of high-touch surfaces. An electrostatic spray system was added to disinfect all surfaces throughout the facility each night. In addition, hand-held electrostatic sprayers will be used throughout the day to disinfect the highest-touch surfaces more frequently.

B. The Facilities team will provide child-safe disinfecting supplies in all classrooms and other student spaces. Students and teachers will wipe down their desks prior to leaving a classroom and will wipe down their desks when they arrive at their next class. Trash bins will be emptied as needed.

8. VENTILATION

Good ventilation is important for good indoor air quality. In consultation with our HVAC consultant, our facilities team has adjusted our HVAC system to bring in 100 percent outside air, rather than allowing the normal recirculation of air. The ability to do this in all areas of our facility greatly enhances our air exchanges and thus our indoor air quality. To further increase ventilation, we will keep all operable windows open whenever possible. Testing by our HVAC vendor indicates that the air in one of our typical classrooms is exchanged approximately seven times per hour with these system changes. When the weather gets colder, running 100 percent outside air during the school day may make our classrooms colder, so carry a fleece/sweater in case it's colder than usual. Because a small amount of air recirculation will be necessary when it's colder outside, we are also increasing our filtering standards from MERV 8, the type of filter that is standard for most school and office buildings, to MERV 13, which provides the maximum filtering without sacrificing airflow.

9. SHARED EQUIPMENT

Students should not be sharing equipment with other students or staff. In the event of inadvertent sharing, the shared material must be wiped down and cleaned. Examples of shared devices are phone chargers, computer mice, mini whiteboards, headphones, laptops, and shared desktop computers. Bring your own personal equipment that you will need for the school day to school.

10. MEALS

Commons Café will offer breakfast and lunch for purchase when students are on campus. All items, including hot foods and salads, will be freshly prepared but prepackaged for grab-and-go service. All service areas in the Commons that are not grab-and-go will be closed. Students may also bring their own brown bag lunch. However, students may not leave campus during lunch or order food from Uber Eats or similar delivery companies. Dismissals to purchase lunch in the Commons will be staggered. Students will take their lunch to an assigned classroom in order to maintain physical distancing during lunch.

11. MENTAL HEALTH

UPrep counselors and the director of social emotional learning are available to provide students with emotional and mental health and counseling support. Similar to the situation in the spring, they will continue to collaborate with faculty and staff on early identification/warning signs of students who may be in need of support.

12. VISITORS ON CAMPUS

A. To reduce the number of visitors to campus, meetings with parents/guardians and other potential visitors will be done remotely whenever possible.

B. If an on-site meeting is absolutely necessary, the use of masks and physical distancing is mandatory. When feasible, windows will be open to facilitate the circulation of fresh air.

C. All visitors will be asked to complete a health screening questionnaire prior to arrival on campus. A request for permission and an appointment to visit campus must be made to the [COVID-19 Task Force](#).

Please allow one week's notice for approval.

D. Visitors are required to leave their name and contact information (phone and email) for contact-tracing purposes.

13. TRAVEL

A. Families should review the CDC and Washington Department of Health travel health notices before undertaking any travel, particularly to an international destination.

B. The [Safe Start Washington plan](#) regulates travel. During Phase 2, no one should travel internationally unless necessary for an emergency. All nonessential travel should be avoided. Families who have traveled outside the country or outside the state are asked to provide information on the dates and location of travel to the [COVID-19 Task Force](#), who will determine if the travel was to an area of high COVID-19 transmission. If yes, then students must self-isolate and attend class remotely. Students may return to campus after 14 days, if no [COVID-19](#) symptoms emerge.

III. MANAGING ILLNESS AND EXPOSURE AND RETURN TO SCHOOL

The school will work with the local health department by reporting confirmed COVID-19 diagnoses, identifying close contacts, and consulting on other key issues regarding a COVID-19 exposure.

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

All diagnoses of COVID-19 should be reported to the [COVID-19 Task Force](#) right away, or you can contact the Main Office and they will assist you with notification. Diagnosis should be reported even if the diagnosis is confirmed during the period of exclusion.

1. Close Contact Defined

Close contact means someone who has been within six feet of a person with a confirmed COVID-19 diagnosis for more than 15 minutes from two 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.
- Others sitting close to the student on the school bus.

2. Close Contact with Confirmed Diagnosis

Close contacts with a confirmed diagnosis 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.

3. Return to School - Suspected Diagnosis – No Known Exposure to Confirmed Diagnosis

Persons who have symptoms of COVID-19 and/or who have been ill but have not been exposed to a confirmed diagnosis may return to school under the following conditions:

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

4. Return to School - Suspected Diagnosis – Known Exposure to Confirmed Diagnosis

Persons who are ill with symptoms of COVID-19 and have been exposed to a person with a confirmed diagnosis are encouraged to be tested for COVID-19, but the test results will not affect the exclusion period below.

Persons who are ill and have been exposed to a person with a confirmed diagnosis must stay out of

school for 10 days from symptom onset and at least 24 hours after fever resolves (without the use of a fever-reducing medication) and symptoms have improved.

5. Return to School - Confirmed Diagnosis

Persons who have a positive test for COVID-19 will be excluded from campus. They may return after 10 days from the onset of the symptoms **AND** they have had no fever (100.4 Fahrenheit or above) without the use of fever-reducing medications, and have had improved respiratory symptoms for 24 hours.

6. Flu-Like Symptoms

During the school day, any student who experiences any flu-like symptoms—including a fever, cough, and/or shortness of breath, or other symptoms that may be indicative of COVID-19—should report that to their teacher and immediately go to the Main Office, where they will be isolated until parents/guardians can be notified and the student can leave campus. Families must follow the return-to-school guidelines listed above.

IV. COVID-19 OUTBREAKS AT SCHOOL

The School will consult with a local health authority regarding possible class or school closure when there has been a confirmed case of COVID-19 on the premises. However, the school reserves the discretion to make decisions to close the school and move to remote learning if it is in the best interest of the school.

In the event of two or more confirmed cases in a 14-day period, the school will quarantine close contacts of the confirmed cases and notify all families of the situation, retaining confidentiality.

The school may determine that there is a need to close and switch to remote learning for 14 days or more when there is a rapid increase in confirmed cases or when a prolonged chain of transmission (two or more generations) is believed to have occurred in the school.

The school will notify families that the school is closing and switching to remote learning if the school determines there are insufficient teaching staff or support staff to operate, regardless of whether there is transmission or confirmed cases among students.

V. PRIVACY

1. University Prep will follow legal requirements related to the confidentiality of personal, private, and health information related to temperature check results; individuals testing positive for COVID-19; or other forms of medical information. Only school administrators with a need to know will have access to this information, and such information will be stored in a confidential manner.

2. All members of the school community should respect people's privacy by not speculating or talking about others' health issues.

VI. ACCOMMODATIONS AND HIGH RISK

If your child is at high risk for health problems from COVID-19, you should consult with their health care provider when considering whether to participate in in-person school activities. Families with a member who is at high risk from COVID-19 should carefully consider risks and benefits of sending their student to in-person school. Remote learning options will be made available in these 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 [COVID-19 Task Force](#).



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8000 25th Avenue NE
Seattle, WA 98115
p 206.525.2714
www.universityprep.org

