

HARING CENTER COVID-19 PREVENTION PLAN

1. INTRODUCTION

The University of Washington COVID-19 Prevention Plan (“University Plan”) helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Governor Inslee’s [Safe Start](#) requirements, the regulatory directive of the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH) [Directive 1.70](#) General Coronavirus Prevention Under Stay Home-Stay Healthy Order, and [guidance](#) from public health agencies. This plan will be updated as regulations and public health guidance change.

2. DEFINITIONS

University Plan is the University of Washington’s COVID-19 Prevention Plan for the Workplace.

University unit is a unit or campus with an administrator reporting directly to the President or Provost. This includes UW Bothell, UW Tacoma, and UW Medicine.

Unit leader is the administrator reporting directly to the President or Provost.

Safe Start Checklist is the document unit leaders are required to complete and have on file at the Executive Office to document local compliance with the University Plan.

Unit COVID-19 Prevention Plan is a local COVID-19 prevention plan developed and routinely updated by each University unit that covers all worksites.

- Example: Facilities
- Example: Office of Research

Unit or site-specific COVID-19 Prevention Plans are local plans developed and updated as necessary and appropriate to address unique COVID-19 prevention and control strategies at a local level. The number and structure of these plans are determined by the unit leader and kept on file locally.

- Example: Transportation Services
- Example: Individual research lab

Personnel includes staff, faculty, other academic personnel, students in the workplace, and student employees.

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COVID-19 Site Supervisor is an individual identified by their unit leader (or their designee) to ensure adherence with a site-specific COVID-19 Prevention Plan. Site supervisors are required by the DOSH Directive 1.70 and have specific responsibilities outlined in the directive. They may be different from an employee’s regular University supervisor.

A: MANAGEMENT AND OVERSIGHT	REQUIREMENTS (all required)	DESCRIBE
<p>1. COVID-19 Prevention Plan and Site- Supervisor</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. <input type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies. <input type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel. <input type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. <input type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities. 	<p>Susan Ramage, School Nurse Chris Matsumoto, Principal</p> <ul style="list-style-type: none"> ● All COVID-19 Prevention Plan and Site Supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees. ● This plan will be kept on the staff website (www.staff.haringcenter.org) and updated as needed. <ul style="list-style-type: none"> ○ Plan will be printed and kept at the front desk ○ Plan will be submitted to the COE Dean's office ○ Employees will receive notification via email of all changes. ○ The plan will be summarized and made available to all families electronically and/or in paper form ○ Families will be able to ask questions via email (eeu-office@uw.edu or by phone 206-543-4011) ● Additional COVID-19 Site Designees will be assigned by the school principal as needed. ● Ongoing communication/reminders about basic principles of COVID prevention and workspace expectations for social distancing and personal hygiene will be incorporated into regular communications.

B: SOCIAL AND PHYSICAL DISTANCING	REQUIREMENTS (all required if possible)	DESCRIBE
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Telework options offered <input type="checkbox"/> Shifts/breaks times/start times staggered <input type="checkbox"/> Maximum space capacity determined based on room size <input type="checkbox"/> In-person meetings (conference call, virtual) limited <input type="checkbox"/> Non-critical in person meetings postponed <input type="checkbox"/> Spread out work areas/physically separate workstations <input type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input type="checkbox"/> Minimizing the number of people in a work area <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment <input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input type="checkbox"/> Ensuring good ventilation in work areas <input type="checkbox"/> Tasks have been rescheduled <input type="checkbox"/> Work tasks have been modified <input type="checkbox"/> Organizing work tasks to facilitate social distancing 	<ul style="list-style-type: none"> • Social Distancing practices (six feet separation) will be maintained throughout the Haring Center facility by staff and children whenever possible. <ul style="list-style-type: none"> ○ Teachers will provide instruction and feedback to children around social distancing including reminders at transitions • Clear six foot markings will be placed on the ground in the following areas: <ul style="list-style-type: none"> ○ Outside front door ○ Inside and outside the play court ○ Inside and outside the gym ○ Outside each classroom • We will not provide access to guests and visitors prior to phase 4 • Clear plastic barrier will be used as an additional barrier at the front desk • We will limit the number of children and staff in each classroom based on guidance from: <ul style="list-style-type: none"> ○ King County Public Health ○ OSPI ○ Seattle Schools ○ ESIT ○ UW • We will look at usable square footage to help determine the appropriate number of children and staff per room at any given time. • EEU staff will have work stations in single occupancy offices or spaces that have proper ventilation and space to maintain social distancing <ul style="list-style-type: none"> ○ See chart below and map • Break areas will be measured and clear signage will be posted indicating maximum capacity for areas

<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Posters/signage/floor markings installed or posted <input type="checkbox"/> Communicating during staff meetings <input type="checkbox"/> Email communication <input type="checkbox"/> Establishing policies and procedures <input type="checkbox"/> Providing notice to vendors/contractors 	<ul style="list-style-type: none"> ● Clear markings of at least six feet will be indicated on the flooring in any area where people may congregate <ul style="list-style-type: none"> ○ Front door ○ Front office mail boxes ○ Copy machine ○ Outside play court ○ Into gym ○ Break areas ○ Kitchen area if drop of and pick up of items are needed ● Signs will be posted reminding all staff and children about social distancing, screening and mask requirements at: <ul style="list-style-type: none"> ○ Front door ○ Break areas ○ Front office ○ Select areas in the hallway ○ Outside classrooms ● Communication will be provided to all families in writing and email <ul style="list-style-type: none"> ○ Written notice will be translated ○ Notices will also be posted on the EEU website (www.eeuschool.org) ● Staff training on all protocols will be conducted via video and online quiz on the staff website (www.staff.haringcenter.org). ● Notice to vendors will be provided via email and phone call
<p>4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p>	<ul style="list-style-type: none"> ● Staff will maintain social distancing at all times except for the following situations: <ul style="list-style-type: none"> ○ Supporting children with self-help skills such as handwashing, toileting and diapering ○ Providing physical prompts as a part of meeting a child's instructional needs ○ Supporting children who are exhibiting challenging behavior ○ Providing care for injury

		<ul style="list-style-type: none"> ○ Walking with children and/or holding a child's hand from P/U and D/O ● Children will be encouraged to social distance, however, based on age and ability to follow directions, it may not be possible to ensure all children will maintain six feet separation throughout the class time ● The following measures will be taken to mitigate the risk for children while on site: <ul style="list-style-type: none"> ○ Reduction of chairs around tables ○ Reduction of materials in specific areas ○ Increased use of outside play court ○ Use of individual materials for art and writing ○ Continuous reminders regarding social distancing by teaching staff ○ Use of face shields whenever staff is working one-on-one with a student <p>If social distancing measures cannot be met, staff will employ the following PPE Requirements and safety measures:</p> <ul style="list-style-type: none"> ○ Use of recommended PPE for being less than the 6ft social distancing recommendation. ○ Staff will wash hands between contact with other children. ○ All staff will be required to wear disposable gloves when supporting children with: hand washing, toileting, diapering, and providing care for injury.
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C: PRECAUTIONS FOR SICK PERSONNEL	REQUIREMENTS (all required if possible)	DESCRIBE
<p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location <input type="checkbox"/> Following UW policies for time away from work <input type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home <input type="checkbox"/> Requiring close contacts of COVID-19 cases to stay (home) or go home <input type="checkbox"/> Consulting with EH&S Employee Health Center <input type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel <input type="checkbox"/> Organizing work tasks to facilitate social distancing <input type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks). Visitor log is required to have the following: Date, Name, Phone #, Email and Reason for Visit. 	<ul style="list-style-type: none"> ● All staff and volunteers will complete screenings using a Google form before or as they enter the building each day. ● https://docs.google.com/forms/d/e/1FAIpQLSdmm-1TP6hvMn9oksVKTbwfgOBx6dVA-aw5ZY0XgTVJ8EsuPQ/viewform ● All families will be asked to screen children prior to arrival and verbally confirm that the screening has been completed at drop off or prior to placing the child on the bus <ul style="list-style-type: none"> ○ If screening was not completed at home, EEU staff will screen at the front door prior to the child entering the building ● Screening questions include: <ul style="list-style-type: none"> ○ Have you been in close contact with a confirmed case of COVID-19? ○ Are you experiencing a cough, shortness of breath, or sore throat? ○ Are you experiencing any fever, chills, muscle pain or headaches? ○ Have you had a fever in the last 48 hours? ○ Have you had a loss of taste or smell? ○ Have you had vomiting or diarrhea in the last 24 hours? ● All staff, volunteers and children (conducted by family) must take their temperature prior to coming to work to ensure that it is less than 100.4 degrees F. <ul style="list-style-type: none"> ○ Thermometers will be available at the EEU if any employee has forgotten to do this at home. ● All staff will receive training on screenings in writing, via staff meetings and through video. ● Parents/guardians will be required to screen their children (and themselves if they are bringing their

		<p>child to school) or prior to placing their child on the bus</p> <ul style="list-style-type: none"> ● Visitor information and screenings will be kept on file, at minimum, for the duration of the school year. <ul style="list-style-type: none"> ○ A log of any visitor will be scanned and retained for the academic year ○ Visitor log will include: Date, Name, Phone #, Email and Reason for Visit.
<p>Exposure Response Procedure</p>	<p>NA</p>	<p>Employees and children and visitors who are sick should stay home and away from others until:</p> <ul style="list-style-type: none"> ● at least 10 days have passed since their symptoms first appeared <p>AND</p> <ul style="list-style-type: none"> ● they have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) <p>AND</p> <ul style="list-style-type: none"> ● other symptoms have improved (for example, symptoms of cough or shortness of breath have improved) <p>If an employee or child becomes ill, inform all staff and families who had close contact with the individual while that person was sick.</p> <ul style="list-style-type: none"> ● Provide a copy of the COVID-19 Fact Sheet For Families. ● Close contact includes being within 6 feet of a suspected or confirmed case for about 10 minutes. ● Close contact also happens if someone with COVID-19 coughs on you, kisses you, shares utensils with you, or you have contact with their body fluids. ● Ask staff and families to stay home and watch for symptoms for 14 days if they had close contact with the person while they were showing symptoms, or in the 48 hours before symptoms began.

		<p>If an employee or child exhibits symptoms upon arrival or while at the facility:</p> <ul style="list-style-type: none"> ● immediately separate the individual from others ● Utilize the Family Resource Room as a Quarantine area ● all staff should maintain a minimum of six feet physical separation from the individual whenever possible ● all staff should provide needed support wearing a face covering and gloves ● a disposable mask should be provided to the individual exhibiting symptoms to prevent possible spread of illness. ● call the emergency contact(s) immediately to come and pick up. <p>Seek emergency medical care immediately if the following emergency warning signs* for COVID-19 are exhibited:</p> <ul style="list-style-type: none"> ● Trouble breathing ● Persistent pain or pressure in the chest ● New confusion ● Inability to wake or stay awake ● Bluish lips or face
<p>Incident Reporting</p>	<p>NA</p>	<p>All instances of employee and patron illness will be documented using the EEU COVID-19 Incident Report</p> <ul style="list-style-type: none"> ● Incident reports will remain confidential with the exception of required reporting to Public Health. ● https://drive.google.com/file/d/1uCnJkNjz4DZCieDQ3GORBshjeAZJT4pA/view?usp=sharing <p>Haring Center EEU will notify Public Health and UW Environmental Health and Safety (EH&S) if there is a:</p> <ul style="list-style-type: none"> ● confirmed positive case ● group of staff and/or patrons (i.e. a cluster) with suspected or confirmed COVID-19 infection ● staff and/or patrons who become severely sick with suspected or confirmed COVID-19 infections or

		<p>undiagnosed respiratory illness (requiring hospitalization or causing death).</p> <p>To notify Public Health, call the King County Novel Coronavirus Call Center: 206-477-3977</p> <p>To notify (EH&S) Employee Health Center email covidehc@uw.edu or call 206-685-1026</p>
Post-Exposure Recovery Plan	NA	<ul style="list-style-type: none"> ● In the event of an employee or child illness, the EEU will close the facility for 24 hours. ● After 24 hours, cleaning and disinfecting will be conducted in all areas accessible to staff and children, focusing especially on frequently touched surfaces. <ul style="list-style-type: none"> ○ The Building Coordinator, Site Supervisor or Designee will inform UW custodial of the need for Enhanced Cleaning ● If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection will not be necessary.
Symptom tracking		<p>A symptom surveillance plan will be in place that includes:</p> <ul style="list-style-type: none"> ● The policy for exposed and symptomatic persons ● A Google form and spreadsheet to track any individual who has been in the building and has symptoms or exposure ● An absence log to monitor staff and student absences using a Google Form and spreadsheet ● Visitor log in order to inform all people in the building of possible exposure

D: CLEANING AND DISINFECTING	REQUIREMENTS (all required)	DESCRIBE
<p>7. Describe the procedures used to clean and disinfect general areas and high- touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Following a cleaning schedule <input type="checkbox"/> Cleaning supplies are available for spot cleaning <input type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<ul style="list-style-type: none"> • In addition to daily UW custodial cleaning, employees will clean touch points throughout the day on a regular schedule. • Checklists for touch point cleaning will be laminated and hanging on clipboards in rooms, playcourts, and gyms <p><u>Cleaning Procedure</u></p> <ol style="list-style-type: none"> 1. Wear face mask, gloves and protective eye wear if there is risk of splash back from cleaning chemicals or if the user deems necessary. 2. Pre-Clean surfaces <ul style="list-style-type: none"> • Make sure to wash the surface with soap and water if the surface is visibly dirty. • Use soap, water and cloth 3. Spray the surface with disinfectant (bleach solution mixed daily) 4. Allow surface to air dry for ten minutes if possible <ul style="list-style-type: none"> • The surface should remain wet the whole time to ensure the product is effective. • If allowing the touch point to dry for ten minutes is NOT possible, allow the disinfectant to remain on the area for 2 minutes and then wipe the area with a cloth. • For electronics and surfaces that cannot be directly sprayed, you should spray the disinfectant on a cloth and wipe the surface thoroughly. 5. Return cleaning products to storage, remove gloves and wash hands for at least 20 seconds. <ul style="list-style-type: none"> • Place used/soiled rags in “dirty rag” bucket and seal lid

<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <p><input type="checkbox"/> Alcohol solution with at least 70% Isopropyl Alcohol or 62 % Ethyl Alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% bleach/water solution</p> <p><input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2:</p> <p>a. Manufacturer:</p> <p>b. Name:</p> <p>c. EPA Registration #:</p>	<ul style="list-style-type: none"> • Bleach solution ratios for disinfecting (mixed daily) <table border="1" data-bbox="1234 237 1892 480"> <thead> <tr> <th>Amount of bleach</th> <th>Amount of water</th> <th>Contact time</th> </tr> </thead> <tbody> <tr> <td>4 teaspoons</td> <td>1 quart</td> <td>2 minutes</td> </tr> <tr> <td>5 tablespoons (1/3 cup)</td> <td>1 gallon</td> <td>2 minutes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Alcohol solution wipes (for electronics) at least 70% Isopropyl Alcohol or 62 % Ethyl Alcohol • Can consider using products from the UW Safer Cleaning, Sanitizing, and Disinfecting handout and their Responsible Purchasing Network. Products include Clorox Commercial Solutions Hydrogen Peroxide Disinfecting Cleaner and Diversey's Oxivir Cleaner as both have 1 minute contact time and are safe around children. Links to the information and products are here: <ul style="list-style-type: none"> ○ https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEO_HS_0.pdf ○ https://osha.washington.edu/sites/default/files/documents/Updated%20Safer%20Disinfectants%20List_March%2026%2C%202020.pdf 	Amount of bleach	Amount of water	Contact time	4 teaspoons	1 quart	2 minutes	5 tablespoons (1/3 cup)	1 gallon	2 minutes
Amount of bleach	Amount of water	Contact time									
4 teaspoons	1 quart	2 minutes									
5 tablespoons (1/3 cup)	1 gallon	2 minutes									
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<p><input type="checkbox"/> Reviewing safety data sheet (SDS) for each product</p> <p><input type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information</p> <p><input type="checkbox"/> Following manufacturer's instructions for products use</p> <p><input type="checkbox"/> Using personal protective equipment</p>	<ul style="list-style-type: none"> • All staff will wear a face mask, gloves and protective eye wear if there is risk of splash back from cleaning chemicals when cleaning and disinfecting. <i>Face masks should be disposable for cleaning or fresh fabric face covering should be put on after cleaning.</i> • Staff will be instructed to discard used gloves in the garbage and wash hands thoroughly for 20 seconds 									

E: GOOD HYGIENE	REQUIREMENTS (all required)	DESCRIBE
<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Providing soap and running water <input type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes. Be wary of hand sanitizer and ingredients as some have been unsafe and recalled (due to containing methanol). <input type="checkbox"/> Asking personnel to avoid touching others <input type="checkbox"/> Using reminders to wash hands frequently, and correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing and immediately wash hands afterwards, wash hands after changing face covering or mask. 	<ul style="list-style-type: none"> ● Employees will have access to disposable gloves at all times. ● All classrooms have sinks, soap and paper towels ● Hand sanitizing stations and signs reminding children, staff and visitors of good hygiene practices will be available at: <ul style="list-style-type: none"> ○ Entry door ○ Gym ○ Play court ○ Break Areas ○ Front Office ○ Copy Room ○ Laundry room ○ Art Area ● Signs detailing the steps to proper hand washing will be posted at all sinks ● The School Nurse will provide instruction to all children in the classroom setting on the times and proper way to wash hands at the beginning of the school year. ● Hand washing will be required for all individuals upon entry to the classroom, after using the bathroom, prior to transitions across activities involving shared materials or food and after eating or drinking ● If cough or sneeze occurs in fabric face covering, take care to immediately contain in sealed bag and replace with fresh face covering.

F: PERSONAL PROTECTIVE EQUIPMENT	REQUIREMENTS (all that apply)	DESCRIBE
<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face shields and/or eye protection is worn when appropriate and/or required. Currently requirements are that face shields are worn in tandem with face covering. <input type="checkbox"/> Respirators are worn. <input type="checkbox"/> Surgical/medical masks are worn when necessary. Do we need to have a certain ASTM level mask for occasions where we are less than 6 ft of children? <input type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained. Recommended fabric face coverings are multiple layers of fabric. <input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of fabric face coverings and PPE <input type="checkbox"/> Employees are responsible for wearing, properly washing and caring for their fabric face coverings. 	<ul style="list-style-type: none"> ● All staff and visitors must wear face coverings in the facility unless they are eating in a break area and/or if a medical condition or disability prevents them from doing so <ul style="list-style-type: none"> ○ Visual reminders will be posted throughout the building to reflect this requirement ○ The school will provide all employees with a reusable face covering. ○ The school will provide all employees with disposable face coverings for required cleaning or use in circumstances when social distancing measures cannot be met. ○ The school will provide all visitors with disposable face coverings ● All staff will be required to wear disposable gloves when supporting children with: hand washing, toileting, diapering, providing care for injury and holding hands ● All staff will be required to wear a face mask, gloves and protective eye wear if there is risk of splash back from cleaning chemicals or if the user deems necessary. ● Face shields will be available when staff work one-on-one with children <p>Exemptions to wearing face masks from Gov. Inslee</p> <ul style="list-style-type: none"> ● People who can't wear masks because of existing medical conditions. ● Children younger than 5 years ● People who are deaf or need to have their mouth uncovered in order to communicate.

		<ul style="list-style-type: none"> ● When it is onerous to do so, including customers who are eating out at a restaurant. ● Children at the EEU will not be required to wear face coverings ● Adult family members, caretakers and/or older siblings will be required to wear face covering when dropping off or picking up from the school or the bus <p>Medical Emergencies</p> <ul style="list-style-type: none"> ● In the event of an emergency medical situation that requires ventilations, the staff will use a bag valve mask to provide ventilations in accordance with the American Red Cross <ul style="list-style-type: none"> ○ Use of the bag valve mask (BVM) will be reviewed by all staff regardless of current CPR certification
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G: COMMUNICATION AND TRAINING	REQUIREMENTS (all required)	DESCRIBE
12. Communicate safe practices.	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel completing UW general COVID-19 Safety Training <input type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated <input type="checkbox"/> Posters/signage installed and/or posted in the worksite <input type="checkbox"/> Email communications <input type="checkbox"/> Covering COVID-19 safety information in staff meetings <input type="checkbox"/> Sharing information from the UW Novel 	<ul style="list-style-type: none"> ● The COVID-19 Plan will be kept on the staff website (www.staff.haringcenter.org) and updated as needed. <ul style="list-style-type: none"> ○ Plan will be printed and kept at the front desk ○ Plan will be submitted to the COE Dean's office ○ Employees will receive notification via email of all changes. ○ The plan will be summarized and made available to all families electronically and/or in paper form ○ Families will be able to ask questions via email (eeu-office@uw.edu) or by phone 206-543-4011) ● Staff training on all protocols will be conducted via video and online quiz on the staff website (www.staff.haringcenter.org).

	coronavirus & COVID-19: facts and resources webpage	<ul style="list-style-type: none"> ○ All Haring Center staff are required to participate in online and in-person training and to complete all documentation for training ○ All quizzes taken by the staff are kept on file electronically for 6 years. ○ All EEU staff will complete the general COVID-19 Safety Training
13. Communicate hazards and safeguards to protect personnel.	<input type="checkbox"/> Providing information about working safely with disinfectants <input type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure <input type="checkbox"/> Fire safety and storage of hand sanitizer disinfectants	<ul style="list-style-type: none"> ● Staff training on all protocols will be conducted via video and online quiz on the staff website (www.staff.haringcenter.org).
Family Communication		<ul style="list-style-type: none"> ● Families will have access to the COVID-19 Plan via the EEU School Website ● A summary of procedures and policies will be provided to all families via email and paper copy ● Families will be able to ask questions via email (eeu-office@uw.edu or by phone 206-543-4011) ● Communication will be provided to all families in writing and email <ul style="list-style-type: none"> ○ Written notice will be translated ○ Notices will also be posted on the EEU website (www.eeuschool.org) ● Families will sign a waiver prior to starting the program ● Families will sign an agreement that they will abide by all policies and procedures including screening children prior to arrival each day

ADDENDUM: Classroom (Group)

M: DROP OFF/PICK UP	REQUIREMENTS	DESCRIBE
Parent Drop Off/Pick Up	Limit number of people entering building Reduce gatherings and congestion in hallway	<ul style="list-style-type: none"> ● Parents/Guardian(s) who are dropping their child off will meet the teacher or designee at a specific entrance so staff can walk their child into the classroom. <ul style="list-style-type: none"> ○ Social distancing marking will be installed on the sidewalk in front of the building to help families maintain social distancing.
Buses and SPS provided ALC Car Service	Reduce gatherings and congestion in hallway	<ul style="list-style-type: none"> ● Children assigned district transportation will arrive by way of buses and/or ALC Car Service depending on their route. Staff will meet buses upon arrival and unload one child at a time, unless children can walk on their own while social distancing. ● Buses will arrive at school based on a schedule determined by Seattle Public Schools. ● If buses are late, they may share pick drop off and pick up areas with EEU Families.

N: MEALS AND FOOD SERVICE	REQUIREMENTS	DESCRIBE
Snack and Lunch		<ul style="list-style-type: none"> ● Pre-Packaged items ● No shared serving utensils, bowls, pitchers or dishes ● Use of paper products (paper plates, paper towels, etc.) instead of dishes, bowls and cups to reduce the need for kitchen and sanitizing use (some exceptions may apply)
Location	All Meals served and eaten in classrooms	<ul style="list-style-type: none"> ● All snacks and lunch will be provided and consumed in classrooms to reduce exposure and help maintain cleaning and disinfecting procedures

<p>Kitchen Procedures</p>		<ul style="list-style-type: none"> ● Complete Self-Screening Tool ● Washing hands ● Open Kitchen- sanitizing ALL surfaces, take notes out of classroom bins, sanitize all classroom bins. Restricted access to kitchen storage areas. <ul style="list-style-type: none"> ○ <i>Note: Kitchen will need to be used by staff washing dishes and toys throughout the day.</i> ● Prep Bulk Items- I have written a menu using only individually wrapped items (IW) and mostly shelf stable foods. We will keep the milk containers small and then staff can assess what they have/need at the end of our first full week. The menu is limited in fresh produce, being substituted with juices. ● Build room carts. Food will be kept on wrapped three-tiered carts and will be in the classrooms when staff arrives. Each night when they deliver the snacks/lunches to the rooms, they will stock the fridges with milk, cheese, and any other cold items. ● Close kitchen. ● Only kitchen staff will have access to the kitchen
<p>Ordering</p>		<ul style="list-style-type: none"> ● Everything except <i>receiving</i> will be done remotely. <ul style="list-style-type: none"> ○ 85% of the order is shelf stable. ○ The Kitchen team can put away shelf stable food when they arrive in the evenings. ● When orders come in on Mondays, Front Office will receive cold storage parts of the food order and wipe down food before stored.

		<ul style="list-style-type: none"> ● If any of the other food needs to be staged for the evening kitchen crew in a designated area.
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O: SCHEDULES	REQUIREMENTS	DESCRIBE
Play Court and Gym Schedules	Adjusted to provide time for cleaning in between groups	<ul style="list-style-type: none"> ● Both Play Court and the Gym Area will be used for physical activity and scheduled throughout the day <ul style="list-style-type: none"> ○ Traditional “gym” or “PE” will be discontinued until restrictions allow for more continuous use of these spaces ● Provide a minimum of ten minutes between groups in order to clean

P: Classroom Materials	REQUIREMENTS	DESCRIBE
Art Materials		<ul style="list-style-type: none"> ● All children will have a bin (with their picture and name) with their own crayons, markers, scissors, glue and paint in ziplock bags so they do not need to share materials <ul style="list-style-type: none"> ○ Bins will stay at school and will be placed in the child’s cubby when not in use ○ Bins will be sprayed with bleach at the end of each day
Classroom materials, toys and furniture		<ul style="list-style-type: none"> ● Remove all materials that cannot be disinfected quickly and easily (fabric based materials) ● Minimally, the following items should be removed: <ul style="list-style-type: none"> ○ Fabric couches and chairs ○ Dress up clothes ○ Sensory table ○ Stuffed animals ● Classrooms should have reduced chairs and furniture to make social distancing easier to implement

		<ul style="list-style-type: none"> ● Toy should be easily cleaning and disinfected (i.e., materials that will withstand the bleach solution) <ul style="list-style-type: none"> ○ Hard plastic toys are ideal
Cleaning Schedule		<ul style="list-style-type: none"> ● Classroom furniture and toys should be cleaned after use (such as snack) and after a transition (such as moving to play court or gym) ● Classroom furniture and toys should be cleaned and disinfected at the end of class ● Toys that have been mouthed by a child should immediately be placed in a bin label "NEED TO CLEAN" before other children are permitted to use the toy