



Launch Health & Safety Policy Concerning Coronavirus and COVID-19

Dear Families,

We are excited to have your child(ren) join us for what we anticipate will be an amazing Fall experience!

Launch has been able to provide Emergency Care from March to June, Summer Camp programming through July and August, and will be able to provide full day programming for the 2020-2021 school year. We have been successful in keeping our students, staff and families safe through vigorous health and safety protocols. These include extensive cleaning throughout the day, students and staff health checks, strong hygiene practices and mask wearing, and encouraging social & physical distancing.

Following guidance from the Centers of Disease Control and Prevention, King County Public Health, the World Health Organization, the Washington Department of Youth and Family Services, and the Washington Department of Health*, Launch has developed a [Daily Health & Safety Checklist](#) and new protocols in order to slow the curve and stop the spread of COVID-19 to our staff, children, families, and other community members who could be severely impacted by this virus. We re-evaluate these protocols on an hourly/daily/weekly basis and immediately adopt best practices based on emerging science and data that is made available. When we make changes in our protocols, we will update you immediately.

The following criteria **will be required for staff, parents/guardians, and children:**

In order to have a child in our care, **Parents/guardians will:**

- **Provide a facemask for your child to use.** Site staff will provide one if your child(ren)'s mask becomes soiled or breaks. **ALL children ages 5-12 will be required to wear a facemask while indoors at all times and when unable to social/physical distance while outdoors.** Children 3-5 years old will be encouraged to the best of their ability to keep the masks on throughout the day. Accommodations will be made for any children for whom this is not feasible.
 - Child-appropriate facemasks are available online through various vendors, including etsy.com or in-store at Target
 - If your child(ren) has any health or medical needs that present similar symptoms to COVID-19, inform your Program Site Manager immediately and next steps will be provided to you to ensure that accommodations can be met appropriately and immediately. Also refer to the COVID-19 Fact Sheet for Families attached to this email.
- **Keep your child(ren) home** if they exhibit symptoms of illness, including, but not limited to a **fever (100.4°F or higher), cough, flu-like symptoms, sore throat, signs of respiratory illness, or shortness of breath or any symptoms associated with COVID-19.**
- If any family or other member in the household is currently sick and they exhibit symptoms of illness, including a **fever (100.4°F or higher), cough, flu-like symptoms, sore throat, signs of respiratory illness, or shortness of breath**, you will be required to keep your child(ren) home. Do NOT bring your child in if you or someone else is sick. Household members must be fever free for 5 days before coming to care.
- Alert Launch **immediately** if your child(ren) or member of the household shows symptoms of an illness at home or are confirmed to have COVID-19. Please contact your Program Manager.
- Check your child(ren)'s temperature each night and keep any child(ren) with a fever of 100.4°F or higher home and alert Launch.
- Wash your child(ren)'s hands before coming to our program each day.
- Ensure your child(ren) wash their hands when they return home.
- Share information with your child(ren) about how to wash their hands and help stop the spread of germs (we have provided some information below). This will also be reviewed with children and posted at our sites.



- Drop-off and pick-up your child(ren) at designated drop-off locations near the program entrance.
- Label all belongings, including your child(ren)'s masks as no family members will be allowed to enter any of our facilities.
- Wait 6-10 feet from program staff while Morning Health Check is performed and the child(ren) have been cleared to enter the program. Failure to wait could result in removal from program.
- Provide up-to-date contacts and phone numbers to be reached immediately if your child(ren) becomes ill.
- Ensure that a family member or contact can immediately pick up your child(ren). Failure to provide contacts and updated information could result in removal from the program.
- Provide at least one reusable mask for your child, clearly marked with their name. If you have any concerns regarding your child wearing a mask, please contact your Program Manager.
- As per CDC guidelines, ensure that family or household members living with children who will be in our care who have returned from air/overseas traveling have self-quarantined for a minimum of 14 days before your child(ren) will be allowed in the program.
- At the end of your child(ren)'s scheduled care for the week, a staff member will require a signature on the Attendance Form for that week. Staff members will come to your car window wearing gloves when handing the clipboard to parents; parents/guardians will not need to touch the clipboard and all pens used will be thoroughly sanitized and disinfected after each use.

In order to have a child in our care, **Launch will:**

- Conduct Morning Health Checks at time of drop-off. This will include quick questions from a safe distance to parents/guardians from staff about symptoms of illness, including a **fever (100.4°F or higher), cough, flu-like symptoms, sore throat, signs of respiratory illness, or shortness of breath.**
- Conduct Afternoon Health Checks for signs of the above symptoms.
- Provide facemasks for all Launch employees, **which are required throughout the day.**
- **Launch will provide facemasks to a child(ren) if/when their mask(s) becomes soiled, breaks, or is unavailable.**
- Check children's temperature multiple times daily.
- Staff will have Health Checks daily upon entering the program and throughout the day as required per our protocols. If they exhibit symptoms of illness, including a **fever (100.4°F or higher), cough, flu-like symptoms, sore throat, signs of respiratory illness, or shortness of breath**, staff members will be asked to stay at home and away from others, or leave the site, and not return until their Primary Care Provider determines it is safe for them to return and Launch receives that documentation. If a staff member develops these symptoms, all families at that site will be notified.
- Make sure children and staff are frequently washing hands.
- Protocol for identifying and sending any child home.
 - If any child becomes ill with a fever (100.4°F) while in our care they must be picked up immediately. Failure to pick up immediately or failure to provide communication or contacts who can pick up immediately could result in removal from the program.
 - All families at that site will be notified. (keeping confidentiality)
 - We will have a designated location in the program away from play areas but in view of staff where an ill child may wait and rest until being picked up by a parent or other designated adult. We will keep sick children and staff separate from well children and staff until they can leave.
 - A child cannot return until their Primary Care Provider determines it is safe for them to return and Launch receives that documentation.
- Choose activities that encourage more social/physical space between all children and staff in order to practice good social distancing.
- Increase the frequency that we clean, sanitize, and disinfect all program areas.



- Encourage families to consider their options for backup child care plans if a closure occurs.
 - Keep supplies on hand including: soap, sanitizer, paper towels, tissues, toilet paper, and cleaning and disinfecting products.
 - Prohibit visitors into the facility.
 - Prohibit communal sharing of food.
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- If any staff member, child, or family/household member of a child is determined to have COVID-19, immediately, all families will be notified (keeping confidentiality), the site may be closed, and the King County Dept. of Health notified.
 - If at any time, a staff, child, family member tests positive for COVID-19 we reserve the right to shut down any of our locations for up to 2-14 days to deep clean and ensure we can provide care.
 - If we close a location due to a positive COVID-19 test, you will NOT be allowed to send your child to another one of our programs until 14 days have passed so we can ensure that we do not spread the virus to other locations within our Launch Community.
 - If at any time King County Public Health, the CDC, the WHO, the Washington Governor's Office, Department of Children, Youth and Families, the City of Seattle, Department of Health, or the Federal government update their mandates or recommendations for COVID-19 policies and practices, or enforce closures we will inform you of our required mandates and communicate any and all changes to our protocols.

Distance-Learning:

Launch School-Age teachers are responsible for facilitating distance learning for the K-5 children assigned to their classroom. Working with site management and Seattle Public Schools staff, School-Age teachers will reinforce the student's learning schedule and act in a support capacity around areas of technology, connection, and communication. Launch School-Age teachers are not a substitute for the child's SPS teacher or parent; all parties (parent, teacher, enrichment teacher) share ownership of student's success.

Launch staff are not public school classroom teachers, nor are we a tutoring program. We are mission-driven to be able to provide the essential service of childcare to our communities, through what we do best: enriching the lives of children in our care. We will be in close contact with families, teachers, building administration and district-level administrators as we support students in their distance-learning. Our social, emotional and academic support help launch young lives on a trajectory of success by supporting skills development through enrichment programming and hands-on learning. We partner with schools, families and other organizations to close the opportunity gap, providing the highest-quality care and learning in a safe, fun and enriching environment that honors the whole child.

Students will be required to bring their Seattle Public Schools issued devices to program daily, in order to engage in their distance-learning. Launch does not have the technology resources to provide devices to individual students.

Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear **2-14 days after exposure** (based on the incubation period of MERS-CoV viruses).

- 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



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This CDC list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



King County Novel Coronavirus Call Center

- If you are in King County and believe you were exposed to COVID-19 — contact the call center between 8 AM to 7 PM PST at 1-206-477-3977.
- For general questions about COVID-19 in Washington State, please call the Washington State Novel Coronavirus Call Center at 1-800-525-0127.

When to seek medical evaluation and advice

- If you have a cough, fever, or other respiratory problems, speak with your healthcare provider before going to a medical facility. Do not go to an emergency room.
- If you believe you are experiencing life-threatening symptoms, call 9-1-1.

* <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/ChildCare>
https://dcyf.wa.gov/coronavirus-covid-19/early-learning?utm_medium=email&utm_source=govdelivery
<https://kingcounty.gov/depts/health/news/2020/March/5-suspected-covid.aspx>
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

COVID-19

Protect yourself
and loved ones



Help prevent the spread of respiratory diseases like COVID-19

+ WASH YOUR HANDS

Wash your hands with soap and warm water regularly.



+ COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.



+ DON'T TOUCH

Avoid touching eyes, nose or mouth, especially with unwashed hands.



+ KEEP YOUR DISTANCE

Avoid close contact with people who are sick.



+ STAY HOME

If you experience respiratory symptoms like a cough or fever, stay home.



+ GET HELP

If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.



Wash your hands!



Soak



Wash

with soap and water

*Sing "Happy Birthday to You" 2 times!



Rinse & Dry



When to wash your hands...

Before eating

After you cough, sneeze, or touch your nose!

After you use the bathroom.

After you have touched someone's hand

Before you touch your face