



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

Kirk O' The Valley School - First Grade Pod COVID-19 Policies and Procedures

October 1, 2020

These policies and procedures will be followed to the best of our ability and will continually be updated as we receive new guidance from government agencies.

OVERVIEW

As we prepare to reopen our first grade classroom, we lead with three goals:

- The health and safety of our children, their families and our staff
- Developmentally appropriate practices
- Communication with our community

The following policies and procedures are designed to help our families and staff understand their new roles along with the school's. While Kirk is taking all the necessary and recommended precautions to maintain the best possible environment and help stop the spread of COVID-19, we do recognize there is no way to remove 100% of the risk of exposure.

We have developed the following policies and procedures in conjunction with the guidelines recommended by the Los Angeles County Department of Public Health, California Department of Education and Cal/OSHA. We ask that all members of our Kirk community, families and staff, be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community.

ARRIVAL AND DISMISSAL PROCEDURES

- **Passive Screening.** Prior to coming to school in the morning, parents/guardians and staff should take their temperature and their children's. If the child's temperature is equal to or greater than 100°F or if their child displays any signs of illness, they should keep the child home and advise Kirk. If someone in your house has been ill (with something other than COVID-19 symptoms), we ask you to keep your child home for 24 hours after that person is symptom free.
- Parents/Guardians may be asked to drop-off/pick-up their children at staggered times to avoid congestion in the parking lot and at the gates. It is important that you arrive during your scheduled pick-up or drop-off time.
- If you cannot arrive during your scheduled drop-off time, you may be asked to park and wait in your car until a staff member can take your child's temperature and provide a health check screening.
- We may have multiple drop-off areas in the morning to relieve congestion. We will advise you of your child's drop-off area. If your child's drop-off area is at the school gate, we ask that you follow the 6 feet apart rule that will be posted on the ground. Please don't mingle with other parents/guardians at the gates or in the parking lots.

- **Active Screening.** Parents/guardians and children are required to wear a mask upon arrival to school for drop-off and will need to keep it on as we take the child's temperature with a no touch thermometer and do a health check screening. Staff will also have their temperature taken each morning and undergo the health check screening. The health check screening will be documented and kept on file. The health check screening will consist of asking if the child or staff member displays any of the following:
 - Fever of 100°F or above
 - Dry cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fatigue
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Muscle aches
 - Diarrhea
 - Nausea or vomiting
 - Ask if anyone in their home has had COVID-19 symptoms or a positive test within the last 24 hours?
 - Have you been on an airplane in the last 14 days?
- If the child has any of these symptoms, we will ask the parents/guardians to take the child home immediately. Parents/Guardians will be asked to consult a medical provider and report the child's status to Kirk. Kirk will follow protocol based on guidance from LA County Dept. of Public Health (LACDPH). Please refer to Appendix A: *Decision Pathways for Symptom and Exposure Screening of Children Prior to Entry into an Educational Institution.*

If the student is cleared to enter Kirk:

- Parents will sign in as usual using our EZ Care timeclock system.
- Teachers will walk each child to their classroom with their things and have them wash their hands before entering the classroom. Parents/Guardians will be asked to remain at the gate or in their car depending on which drop-off route they are directed to use. We are not permitted to have any other adults on campus other than teachers and staff.
- We recommend having the same adult doing drop-off and pick-up each day and ask that parents do not bring pets to drop-off or pick-up unless you are staying in your car.
- Children will wash their hands or use hand sanitizer before leaving at pickup time and will be accompanied with their mask on by a teacher to their parent/guardian. We require parents/guardians to wear a mask at pickup either at the gate or in their car when we bring their child to them. Parents/Guardians will sign-out their child on our EZ Care system.

PROTECTIVE EQUIPMENT: FACE COVERINGS/MASK USAGE

- Children are required to have at least two **clean** face coverings at school each day. Face coverings may be switched out during the day if they get dirty or wet. Face coverings must be washed at home after each use.
- Students will be required to wear their face coverings throughout the day except when eating, drinking or running around outside when 6ft of distance can be maintained.
- We understand face masks can be uncomfortable, initially, but we ask you to practice with your child, at home, putting the mask on and taking it off. We also suggest having them practice wearing it for extended periods of time at home.

- Kirk will provide disposable face masks for any parent, child or staff member who does not have one and needs one to come onto the campus.
- Staff will wear face coverings throughout the day and change them as needed. Staff will be allowed to temporarily remove face coverings when eating, drinking, alone in their classrooms or if they are having difficulty breathing; they will need to then step away from students for a few minutes at that point.
- For students and staff, we require the washing of cloth face coverings after each use.

CLASSROOM RECOMMENDATIONS AND REQUIREMENTS

- Current LACDPH guidelines state students must be placed into small, stable cohorts of no more than 12 children.
- Children will remain in the same group with the same children and teachers throughout the day. Groups will not mix on the playground nor will we switch children between groups. Teachers may switch between two separate cohorts on different days or in morning or afternoon sessions.
- All children and staff will wash hands upon arrival at school using proper handwashing techniques. Proper handwashing techniques will be demonstrated by teachers to the children as well as be reinforced by signs posted in the childrens' bathrooms.
- Children and staff will wash their hands before and after eating, using the restroom, coughing, sneezing, blowing their nose, and playing outdoors.
- Ethyl alcohol-based sanitizer with at least 60% alcohol will be available, if soap and water is not readily available. Children will be supervised when using hand sanitizer.
- Teachers will continually clean and disinfect high touch surfaces such as door knobs, light switches, table surfaces, desks, and bathroom sinks.
- Children from different classrooms will not be using the bathrooms at the same time and the bathroom will be sanitized between the different groups of children.
- Doors and windows in the classrooms will generally be left open to allow for air circulation.
- We have installed HEPA filters with UVC lights in each classroom.
- Backpacks will be hung outside keeping one empty hook between each occupied one.
- We will implement strategies to model and reinforce physical distancing. This will include defining classroom space with desks, floor and table tape, mats or other visuals. We will promote curriculum activities that support physical distancing as much as possible taking into account that children are children and they may interact closer than the 6 feet recommendation. We will model "airplane" arms throughout the day.
- Each child and teacher's desk or table will have a protective barrier around their work area to provide an extra layer of protection. Desks and furniture will be arranged in a way to provide 6 ft of distance between each student and between students and teachers.
- Students will need to bring in their supply box with all the supplies that were sent home at the beginning of the year. Those supply boxes will stay at school on the students' desks.
- We will have a rotation of curriculum materials in the classroom. This allows for frequent washing and disinfecting of materials. Books will be left untouched to sit for three days between each use.
- We will utilize our beautiful and expansive outdoor spaces as much as possible for whole group activities.

SNACKS AND LUNCHES

- Parents/guardians will need to provide snacks and lunches each day for their children. Students must have two lunch boxes and two water bottles that are rotated each day to allow time for proper sanitizing at home between uses. Lunchboxes will be kept outside on a shelf. Water bottles will be kept on the student's desk. Teachers will refill water bottles as needed throughout the day as the water fountains have been shut off.

- All items in the lunch box, including their morning snack, must be in disposable packaging. Ice packs can be reused but otherwise no reusable containers, boxes or bags. (This hurts our eco-friendly hearts as well, but it is a necessary precaution at this time.). Bento box type lunch boxes are allowed.
- Drinking fountains will not be used.

CLEANING AND DISINFECTING OF CLASSROOMS, PLAYGROUNDS AND CAMPUS

- Each playgrounds' high touch surfaces and any picnic benches used will be sprayed with an EPA approved disinfectant between each class use. All playgrounds will be sanitized first thing in the morning using an EPA approved solution.
- As mentioned earlier, high touch surfaces in the classrooms will be cleaned throughout the day including tables, desks, door handles, light switches, toys etc. Classrooms will be sprayed and sanitized every evening using an EPA approved solution
- Toys and curriculum materials will be cleaned and disinfected at the end of each day.

PROCEDURES FOR ILL CHILDREN OR STAFF

- Children or staff who develop a fever, cough, shortness of breath or any other symptoms similar to those previously noted in our health check will be immediately isolated from others and sent home. Children will wait in a room specifically designated for ill children with a single staff member who will remain masked and at a safe distance. The child's parents/guardians will be contacted and asked to pick up their child within 30 minutes of being notified of the child's illness.
- Children and staff who show these symptoms will be asked to see a medical provider. Parents/guardians and staff will need to notify Kirk of their status after seeing the medical provider. If a child or staff member has tested positive for COVID-19 or does not get a COVID-19 test, they will need to remain isolated at home for a minimum of 10 days after the onset of symptoms or positive test result AND until they are symptom free without medication for 24 hours. *(Please see Appendix A)*
- Children and staff will need to have a doctor's note to return to school/work.
- If a student or a staff member tests positive for COVID-19, they will need to immediately notify Kirk and we will notify LACDPH. LACDPH will give Kirk guidance on communicating to our school community and the steps we need to take for contact tracing and minimizing risk for other children and staff. They will also let us know if and how long we may need to close and appropriate cleaning measures.
- Kirk will then notify our school community and communicate any information regarding cleaning and or closures.
- If the first grade pod needs to close down and quarantine for a period of time, the students will return to participate in the DLP plan until we are able to allow students back on campus.
- If a child or staff member has seasonal allergies or any other condition that mimics symptoms of an illness (runny nose, watery eyes, etc.), we will ask for a doctor's note confirming this condition.

HOME/PARENT RESPONSIBILITIES

- Parents/guardians should check their temperature and their child's temperature before leaving for school each morning. If you or your child has a fever, please keep your child home.
- Please notify Kirk if your child develops a temperature outside of school or is feeling unwell, please keep your child at home and follow the decision pathway on Appendix A.
- We encourage parents to have their children wash their hands as soon as they arrive home from school and change out of their school clothes.

- If a student is traveling by airplane, the family needs to advise Kirk and must keep their child at home for 14 days from the date of return. The student can then participate in school using the DLP plan until they are allowed to return.
- Wash cloth face coverings after each use and provide your child with clean face coverings every day. Wash lunch boxes and water bottles after each use.

SUMMARY

It is likely we will be living with COVID-19 for the foreseeable future. With that in mind, we must prepare ourselves and our children to live in a world where we do our best to mitigate the risk of COVID-19, while taking into consideration the value and need of children to be in an elementary school setting where learning and social/emotional development can take place. The early elementary years are incredibly important for children upon which to build a strong and secure foundation for their entire K-12th grade school years.

Everyone understands there is some level of risk involved in all activities, whether it be going to the grocery store, going for a walk, or going to school. While we will have many procedures and precautions in place to mitigate risk, we do not expect children to consistently maintain 6ft physical distance from other children in their small group all the time. We expect young children will want to play in close proximity to one another and possibly share items. Children also need and expect physical comforting when they are sad or injured, so there will be times when we cannot and will not be physically distant from our students. To the extent possible, we will keep the same group of children with the same teachers, but occasionally we may have to have another teacher step in if a teacher is out sick or needs a break.

While Kirk will clean, disinfect, and sanitize on a regular basis our classrooms, playgrounds, and campus, we are not a sterile environment. We will do our best to maintain a COVID-19 free environment, but we cannot guarantee that participating in our program will not lead to a child, family member or staff member contracting the virus.

Kirk O' The Valley School will be updating these guidelines with the advice of government agencies and we will implement the strictest recommendations and considerations that they provide while adjusting to meet the unique needs and circumstances of our school. These updated policies will be available on the Kirk O' The Valley website. Families and staff will be responsible for staying up to date with the Kirk O' The Valley School - Elementary COVID-19 Policies and Procedures thereafter.

Please sign the following page and return to school.



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**Kirk O' The Valley School - First Grade Pod
COVID-19 Policies and Procedures
October 1, 2020
Agreement**

I/We have read and understand the Kirk O' The Valley School - Elementary's COVID-19 Policies and Procedures dated October 1, 2020 and agree to the conditions stated herein.

Parent(s) / Guardian of _____
(Print Child's Name)

Parent / Guardian 1 _____
(Print Name)

Parent / Guardian 1 _____
(Signature) _____ **(Date)**

Parent / Guardian 2 _____
(Print Name)

Parent / Guardian 2 _____
(Signature) _____ **(Date)**

Kirk O' The Valley School

Signature _____
Hillary Felder - Administrative Director _____ **(Date)**



KIRK O' THE VALLEY

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**Kirk O' The Valley School - First and Second Grades
COVID-19 Policies and Procedures
October 1, 2020
Agreement**

I have read and understand the Kirk O' The Valley School - Elementary COVID-19 Policies and Procedures dated July 23, 2020 and agree to the conditions stated herein.

Staff/Teacher

(Print Name)

(Signature)

(Date)