



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

October 29, 2020

## COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN AND EXPOSURE MANAGEMENT PLAN

### COVID-19 COMPLIANCE TASK FORCE

1. Hillary Felder - COVID Compliance Officer - LADPH liaison
2. Heather Kayne
3. Lorena Gonzalez

### 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

- Muscle aches
- Diarrhea
- Nausea or vomiting
- Have they had contact with anyone who has had COVID-19 symptoms or a positive test within the last 48 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.*

**PROTOCOL FOR ANY MEMBER OF SCHOOL COMMUNITY WITH SYMPTOMS CONSISTENT WITH COVID-19**

- Students or staff who screen for possible COVID symptoms upon arrival will be isolated from the school community and sent home immediately.
- Students who screen for possible COVID symptoms during the school day will be isolated immediately in our sick room in the Sanctuary and their family will be contacted to come and pick them up within 30 minutes of calling them. Staff will be sent home immediately if they screen for COVID-like symptoms during the school day.
- Students or staff who are sent home with possible COVID symptoms will be asked to contact their doctor and get a COVID test. They will also be given fact sheets and informational materials to take home. See attached Appendix 2
- Students or staff who were exposed (within 6ft of the person for 15 minutes or more) to the potentially infected person will be sent home and asked to isolate until the potentially infected person has a confirmed diagnosis with either a positive or negative COVID test/alternate diagnosis.
- Students/staff who have an alternate diagnosis may return to school after symptom free for 24 hours. Students/staff who have COVID-like symptoms but have a negative COVID test may return to school after three days fever free and improved symptoms

**PROTOCOL FOR ANY MEMBER OF SCHOOL COMMUNITY WITH A LABORATORY CONFIRMED CASE OF COVID-19**

- Students or staff who test positive for COVID-19 will need to inform the COVID Compliance Task Force. The student's family or staff person will be given fact sheets and informational materials to take home regarding self isolation and quarantine. See attached Appendix 2. The COVID Compliance Task Force will advise the positive student/staff that LADPH will be contacting them directly to collect additional information and issue the Health Officer Order for Case Isolation.
- Students or staff will need to isolate at home until fever free for 24 hours, improved symptoms and 10 days from onset of symptoms. If no symptoms then 10 days from a positive COVID test.
- If the exposure happened in a classroom or school cohort, that classroom will be closed down and the cohort will be sent home to quarantine immediately for 14 days from their last contact with the infected person.

- The COVID Compliance Task Force will notify any exposed contacts of the infected person(s) via email and phone call and ask those contacts to isolate at home and get COVID tested, whether or not they have symptoms. This will help determine the extent of the virus spread within the community. Exposed contacts must inform the COVID Compliance Task Force of their test results. Information and fact sheets will be sent home to the contacts. See Appendix 2.
- Exposed contacts will need to isolate at home for 14 days from their last contact with the infected person(s). If the exposed contact tests positive or becomes symptomatic, they must isolate at home until fever free for 24 hours, improved symptoms and at least 10 days from onset of symptoms. If no symptoms then 10 days from a positive COVID test. They must advise the COVID Compliance Task Force of their positive test result.
- That classroom(s) will be deep cleaned, sanitized and disinfected.
- The Kirk COVID Compliance Officer will contact LADPH immediately and inform them of the positive COVID case(s). The COVID Compliance Team will follow instructions from LADPH.
- The COVID Compliance Team will complete the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of case and send it to LADPH.
- The COVID Compliance Task Force will generate a list of students/staff who have laboratory-confirmed COVID-19 infections and a list of students/staff who had exposure to the infected person(s) while they were infectious. A person is considered infectious 2 days before they begin showing symptoms until they are no longer required to isolate.
  - A student/staff is considered exposed if they were within 6ft of the infected person for 15 minutes or more.
  - A student/staff had unprotected contact with the infected person's body fluids or secretions(coughed or sneezed on, sharing utensils or saliva or providing care without the proper PPE)

If a cluster of 3 or more laboratory confirmed cases within a 14 days period arise the COVID Compliance Team will report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Team within 1 business day via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling 888-397-3993 or 213-240-7821. The Case and Contact List will also be submitted to this email. The ACDC Education Sector Team will review and investigate the outbreak and advise the school on a course of action to follow.

*TESTING - provided monthly with an onsite lab*

- Staff is required to have a monthly COVID-19 test
- Students and their families are invited to take part in the monthly testing
- Aggregate test results are kept on file and provided to LADPH as required

## CLASSROOM REQUIREMENTS

- All staff has been be trained on:
  - Proper hand washing techniques
  - Physical distancing
  - Classroom, playground and toy disinfecting and sanitizing procedures
  - Identifying signs of illness
- Staff will model and encourage physical distancing for our children in a developmentally appropriate manner.
- Staff will implement curriculum and activities that give children space to physically distance.
- Staff will model, teach, and reinforce healthy hygiene habits with the children in regards to washing their hands, eating, using the bathroom, coughing and blowing their noses.
- Staff will oversee handwashing by the children upon arrival to school, before and after eating, after using the bathroom and when coughing or sneezing. If soap and water is not available, staff will oversee the use of hand sanitizer by the children.
- Teachers will sanitize/disinfect high touch surfaces throughout the day including: doorknobs, bathrooms, tables and curriculum materials.
- Teachers/staff will disinfect high touch surfaces after each use in the kitchen, adult bathrooms, copy room and resource room.
- The playground and picnic benches will be sanitized/disinfected between use by different groups of children.
- Outdoor time will be limited to one class per play area at a time and classes will rotate in the different play areas throughout the week.
- Staff will keep doors and windows open in classrooms, when appropriate, to allow for good ventilation in the classrooms. HEPA filters have been installed in all classrooms.
- Teachers are encouraged to utilize outdoor spaces for teaching activities.
- Playground toys (balls etc.), sand toys and classroom toys need to be disinfected each day.
- Childrens' cubbies and backpack hooks should be separated by one empty cubby and/or hook between each occupied one.
- No share toys from home. Stuffedies or loviess needed for comfort must be kept in a ziploc baggie and in the child's backpack when not being used by the child.
- Staff are asked to respect the 6ft of distance between themselves and other staff members and parents. Please do not visit staff in other rooms, if you need to speak with another staff member, stand outside their room.
- Staff hours and positions may need to be adjusted. We must be flexible during this uncertain time as we try to accommodate our families and their schedules.

These policies and procedures are subject to change at any time. We will do our best to follow the guidelines set by government agencies and update these policies accordingly. Please remember to follow these guidelines to the best of your ability.