



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

Kirk O' The Valley School ~ K-5th grades COVID-19 Policies and Procedures

August 18, 2021

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 begin the 2021-22 school year, 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 roles during this time 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 Public Health 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 should take their temperature and their child's. If the child's temperature is equal to or greater than 100°F or if the child displays any signs of illness such as:
 - Sore throat
 - Runny nose with discharge
 - Chills
 - Cough
 - Stomach ache or nausea
 - Diarrhea

Parents should keep the child home and advise Kirk. We advise contacting your child's pediatrician and ruling out COVID with a test if the doctor does not give an alternate diagnosis.

- If the child's pediatrician gives an alternate diagnosis or rules out COVID with a test, then the child may return to school when they are 24 hours symptom free WITHOUT medication.
- If someone in your house is ill, we ask you to keep your child home for at least 24 hours to ensure that the household member does not have COVID and the child does not develop symptoms.

- Parents 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 will have multiple drop-off areas in the morning to relieve congestion. Some will be set up as a drive thru in the parking lot and/or alleyway and others will be at the school gates. If you are bringing your child to 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 at the gates or in the parking lots.

- **Active Screening.** Parents and children are asked 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. Parents will need to wait until the health screening is finished before leaving the child. The health check screening will consist of monitoring the child/staff member for any of the following symptoms and asking the following questions:
 - Fever of 100°F or above
 - New cough
 - Diarrhea, Nausea or vomiting
 - Does anyone in their home have/had COVID-19 symptoms?
 - Have they been around anyone who has tested positive for COVID?
 - Have they been out of state in the last 10 days?

- If the child has any of these symptoms or answers yes to any of these questions, we will ask the parents to take the child home. If they are showing symptoms, they will need to contact their doctor. The doctor will either give an alternate diagnosis or a COVID test should be requested if an alternate diagnosis is not given. If the child has an alternate diagnosis, they may return to school when they are symptom free for 24 hours WITHOUT medication. If the child tests positive for COVID-19, they will need to be isolated at home for at least 10 days from the onset of symptoms and until fever free for 24 hours without medication, and improved symptoms. 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 has traveled out of the state or country by plane, bus, or train they will need to quarantine for 10 days from the date of their return OR for 7 days from the date of their return if they get a negative COVID test taken 3-5 days after their return. In that case, they may return after 7 days of quarantine.
- If the family answers yes to a COVID positive exposure the student will need to quarantine for 10 days from the date of their exposure OR for 7 days from the date of exposure if they get a negative COVID test result taken after the 5 day of exposure. Students who have had a COVID exposure will need to provide a negative COVID test before returning to school.

If the student is cleared to enter Kirk:

- Teachers accompany students to their classroom with their school bag and have them either wash their hands or sanitize before entering the classroom. Parents will be asked to remain at the gate or in their car depending on which drop-off route they choose. We are not permitted to have any other adults on campus other than teachers, staff and special resource personnel.
- Children will sanitize their hands before leaving at pickup time and will be accompanied by a teacher to their guardian/parent. We ask that everyone picking up wear a mask at either the gate or in their car when we bring their child to them.

PROTECTIVE EQUIPMENT: FACE COVERINGS/MASK USAGE

- Children are required to have at least two clean face masks at school each day and are required to wear their masks throughout the day except when eating or drinking.
- Masks will be required outside unless the students are in an outdoor PE class where the instructor can supervise children are maintaining 6ft of distance from each other.
- Students and staff can take a mask “break” when needed by stepping away from others while removing their mask outdoors.
- Kirk will provide each student with two lanyards that will be used to keep the child’s face mask around their neck so they can remove it easily when necessary and not lose it.
- Please make sure the mask fits snugly over the child’s nose and mouth. It should not slip down over the nose.
- Masks need to be washed every day after they have been worn
- 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 clean face coverings throughout the day and change them as needed.
- Staff will only remove face coverings to eat or drink or if they are working alone in a room.
- For students and staff, we require the washing of cloth face coverings after each use.

CLASSROOM RECOMMENDATIONS AND REQUIREMENTS

- Current guidelines recommend children be placed into stable cohorts.
- Children will remain in the same group with the same children and teachers throughout the school day. Stable cohorts will not mix on the playground.
- Enrichment teachers will be working with all classes. When possible, they will hold classes outside otherwise they will follow the same protocol as the homeroom classroom.
- All children and staff will wash hands or use hand sanitizer 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 or use hand sanitizer 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 clean and disinfect high touch surfaces such as door knobs, light switches, table surfaces during the day.
- Doors and windows in the classrooms will generally be left open to allow for air circulation.
- Every classroom has a portable HEPA filter installed with a UVC light.
- High efficiency MERV-13 air filters have been installed in each classroom.
- 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 3 feet recommendation. We will model “airplane” arms throughout the day.

- Desks and furniture will be arranged in a way to provide 3 ft of distance between each student and 6ft of distance between students and teachers when possible. Some classrooms may have a plexiglas barriers around the students or teachers’ desks when 3ft of distance cannot be maintained.
- Students will have their own set of materials for most classroom activities. Where materials need to be shared, students will sanitize their hands before and after use.
- We will utilize our beautiful and expansive outdoor spaces as much as possible for small and whole group activities.

SNACKS AND LUNCHES

- Lunch boxes, reusable snack bags, reusable containers and reusable water bottles should be washed thoroughly at home each night.
- Please provide containers that your child can open and close independently.
- Drinking fountains will not be used. We have filtered water available for teachers to refill water bottles

CLEANING AND DISINFECTING OF CLASSROOMS, PLAYGROUNDS AND CAMPUS

- Each playgrounds’ high touch surfaces and any picnic benches used will be cleaned and sanitized at the end of the school day using an EPA approved solution.
- As mentioned earlier, high touch surfaces in the classrooms will be cleaned throughout the day including tables, light switches, and door knobs etc.
- Toys and curriculum materials will be cleaned and disinfected at the end of each week.

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 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 need to contact their doctor and either advise Kirk of an alternate diagnosis from their doctor or get a COVID test to confirm whether they are positive.
- If the child/staff has an alternate diagnosis, they may return to school when they are symptom free for 24 hours WITHOUT medication. If the child/staff tests positive for COVID-19, they will need to isolate at home for at least 10 days from the onset of symptoms and until fever free for 24 hours without medication, and improved symptoms.
- Children and staff will need to have a doctor’s note to return to school/work if they have an alternate diagnosis or provide a negative COVID test.
- If a child, a member of their family or a staff member tests positive for COVID-19, they will need to immediately notify Kirk and we will notify the public health authority through an online reporting system. The COVID positive person will be given information regarding their isolation time. Kirk will notify any direct contacts of the COVID positive person and give direction regarding quarantining and testing. Kirk will provide either onsite testing for those exposed or provide information for testing at a local lab. The public health authority will let us know if and how long we may need to close and appropriate cleaning measures.

- Any child or staff member who was within 6ft of the positive person for 15 minutes or more or had direct contact with a positive person's bodily fluid will be considered a contact and will need to isolate at home for a minimum of 10 days from their last contact with the infected person OR 7 days from the date of their last contact with the infected person if they get a negative COVID test after day 5.
- We will ask contacts to get COVID tested twice after their exposure during their quarantine time and advise Kirk of their results before returning to school. This will also help us determine the extent of the spread of the virus in our school community.
- Kirk will then notify our school community and communicate any information regarding cleaning and or closures.
- 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.

TESTING

- There will be mandatory onsite weekly testing of elementary students and all staff (regardless of their vaccination status) that will take place during the school day through a lab we have contracted with directly. Parents do not need to be onsite for the testing. PCR molecular testing will be provided via a gentle nasal swab at the entrance of the nostril. It will not go into the nasal cavity. Results will be sent via email directly to families/staff. The school will receive an aggregate of the test results. All positive results will be sent to LACDPH. Parents/Guardians are welcome to come in for testing as well if they wish.
- Families will only need to register and upload documents the first time the student tests at school.
- Families not wishing to take advantage of our onsite testing will need to provide weekly negative COVID test results for their student to the school. FDA approved home testing is allowed as is an antigen test unless the student is showing symptoms, then only a PCR test is allowed.
- In the event of a COVID exposure at school, families and staff will be directed on how to obtain a COVID test. Testing will either be arranged onsite at school or appointments will be made with the contracted lab to do testing at their facility. In the event of an exposure, all results must be reported to school via email to testresults@kirkschool.org.

HOME/PARENT RESPONSIBILITIES

- Parents should check their temperature and their child's temperature before leaving for school each morning.
- Parents should ensure students wash their hands prior to leaving the house each morning.
- Please notify Kirk if your child develops a temperature outside of school or is feeling unwell. Please keep your child at home if anyone in the household is feeling unwell.
- 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.
- Masks, lunch boxes and water bottles need to be washed after each use.
- We ask families who travel out of state or the country, either by train, bus or plane, to advise Kirk. Students will need to quarantine at home with their family for at least 10 days upon return OR for at least 7 days if they provide a negative COVID test taken after day 5 from their return. Fully vaccinated parents/guardians/staff do not need to quarantine upon return from out of state travel. Non-vaccinated staff will need to quarantine for 10 days at home upon return into LA County OR for at least 7 days if they provide a negative COVID test taken after day 5 from their return.

FINANCIAL OBLIGATIONS

Parents/Guardians are responsible for all monthly tuition payments even if they or their child are required to quarantine at home as a result of a positive COVID test, or they are considered a contact of an infected person, or they have traveled out of state. We will not issue refunds or credits towards tuition for any reasons related to the COVID-19 pandemic.

SUMMARY

COVID-19 may still be with us for some time still. 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 a 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 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 maintain 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 rooms, 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 sent via email to our Kirk community. 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 the school office.



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**Kirk O' The Valley School - Kinder - 5th Grades
COVID-19 Policies and Procedures
August 18, 2021
Agreement**

I/We have read and understand the Kirk O' The Valley School - Kinder - 5th Grades COVID-19 Policies and Procedures dated August 18, 2021 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)**



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I have read and understand the Kirk O' The Valley School - Kinder - 5th grades COVID-19 Policies and Procedures dated August 18, 2021 and agree to the conditions stated herein.

Staff/Teacher

(Print Name)

(Signature)

(Date)