



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

## Kirk O' The Valley School - Preschool & Tot Center COVID-19 Policies and Procedures

August 23, 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 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 Childcare Licensing Division (CCLD) 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 their 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 has been ill, we ask you to keep your child home for 24 hours after that person is symptom free.

- 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. The health check screening will consist of asking if the child displays any of the following:
  - 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 the state or country 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 children 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 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. 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 child has traveled out of the state or country by plane in the last 10 days, they will need to quarantine for 10 days from the date of their return. They may quarantine for only seven days if they get a negative COVID test result taken no less than 3-5 days after their return.

**If the student is cleared to enter Kirk:**

- Staff will sign in children using our EZ Care timeclock system.
- Staff will walk each child to their classroom with their things and have them wash their hands first thing. Parents will be asked to remain at the gate. We are not permitted to have any other adults on campus other than teachers and staff at this time.
- We recommend having the same adult doing drop-off and pick-up each day and ask that parents not bring pets to drop-off or pick-up unless you are staying in your car.
- Children will wash or hand sanitize their hands before leaving at pickup time and will be accompanied with their mask on by staff to their parent. We ask that parents wear a mask at pickup either at the gate or in their car when we bring their child to them. Staff 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 masks at school each day and are required to wear their masks throughout the day except when eating or drinking.
- Reusable masks need to be washed every day after they have been worn

- We understand face masks can be uncomfortable initially, but we ask you to practice putting the mask on and taking it off with your children at home, and having them wear it for extended periods of time as practice.
- 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.
- For students and staff, we require the washing of cloth face coverings after each use.

## **CLASSROOM RECOMMENDATIONS AND REQUIREMENTS**

- Current LA County Health Dept. guidelines state children must be placed into small, stable cohorts.
- 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 unless the child is in early morning care or aftercare and we need to combine the cohorts. Teachers will also not switch between groups unless necessary for staffing.
- 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 or use hand sanitizer before and after eating, using the restroom, coughing, sneezing, blowing their nose, diapering, 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 throughout the day such as door knobs, light switches, table surfaces, bathroom sinks and toilets.
- 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.
- MERV-13 filters have been installed in every classroom's air conditioning and heating system.
- We will implement strategies to model and reinforce the 3ft of physical distancing recommended by LA County guidelines while still offering a rich learning environment for our children.
- We ask that no share toys from home come to school at this time. However, if a lovey is needed the child can bring that but must keep it in a ziploc with their name on the bag
- We will utilize our beautiful and expansive outdoor spaces as much as possible for circle time, Library, and Music.

## **SNACKS AND LUNCHES**

- Lunch boxes, reusable snack bags, reusable containers and reusable wash bottles should be washed thoroughly at home each night.
- Drinking fountains will not be used. We have filtered water available for teachers to refill water bottles
- Please be sure to write your child's name on their snack. All lunches and snacks will stay in the child's cubby.
- Please have your child's lunchbox and water bottle clearly labeled on the outside.

## **NAP TIME**

- Children will nap on cots, head to toe, six feet apart. Children may bring a lovey to sleep with, but it will need to remain in their cubby during the day in a ziploc bag with their name on it.
- We will send home sleep mats each day with parents to wash and bring back the following day.
- If your child stays for naptime, please send another snack for your child to have when they wake up. Please have their name marked on the snack.

## **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, bathrooms, light switches, toys 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 will have a surgical mask placed over their mask. 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. The public health authority will give Kirk guidance on communicating to our school community and the steps we need to take to minimize 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.
- 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 for 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 immediately after their exposure and again after day 5 and to 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.

## **HOME/PARENT RESPONSIBILITIES**

- Parents should check their temperature and their child's temperature before leaving for school each morning.
- Parents should ensure children wash their hands before leaving the house in the 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 parents/families/staff who travel out of state, by train, bus or plane, to advise Kirk. The child will need to quarantine at home with their family for at least 10 days upon return or at least 7 days if they have a negative COVID test taken 3-5 days after 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 by airplane, bus or train. 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 preschool 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 - Preschool and Tot Center COVID-19 Policies and Procedures thereafter.

***Please sign the following and return to the school office.***



**KIRK O' THE VALLEY**

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**Kirk O' The Valley School - Preschool & Tot Center  
COVID-19 Policies and Procedures  
August 23, 2021  
Agreement**

I/We have read and understand the Kirk O' The Valley School - Preschool & Tot Center's COVID-19 Policies and Procedures dated August 23, 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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**Staff/Teacher** \_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Signature)** \_\_\_\_\_ **(Date)**