



KIRK O' THE VALLEY

~ A SCHOOL COMMUNITY SINCE 1961 ~

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

June 23, 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 school, 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 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 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, we ask you to keep your child home for 72 hours after that person is symptom free.
- 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. 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
  - Chills
  - Loss of taste or smell
  - Sore throat
  - Muscle aches
  - Ask if anyone in their home has had COVID-19 symptoms or a positive test within the last 24 hours
- If the child has any of these symptoms, we will ask the parents to take the child home immediately and they will need to remain home until they are 72 hours symptom free without the use of medication and have a doctor's note to return to school. The same will be required of staff members.
- 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 first thing. 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 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 before leaving at pickup time and will be accompanied with their mask on by a teacher 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. Parents will sign-out their child on our EZ Care system.

### **PROTECTIVE EQUIPMENT: FACE COVERINGS/MASK USAGE**

- Children are required to have at least one face covering at school, and we will recommend they wear them if they are:
  - over two years of age
  - able to take the mask on and off by themselves without assistance
  - able to avoid touching the face covering
  - able to bring several face coverings to change throughout the day

If the face covering is creating discomfort or resulting in the child touching their face frequently, we may remove the face covering as it will no longer be effective and could result in increased transmission.

- We expect many preschool and tot center children will be unable to wear a face covering for the entire day, but we ask you to practice putting the mask on and taking it off with your children at home.
- Children will not be required, nor is it recommended for them to wear face coverings while outside playing or engaging in physical activity.
- 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 remove face coverings if they are engaged in physical activity outdoors or are having difficulty breathing. Teachers will keep their distance from children if they are not wearing their face coverings.
- For students and staff, we recommend the washing of cloth face coverings after each use.

## **CLASSROOM RECOMMENDATIONS AND REQUIREMENTS**

- Current guidelines state children must be placed into small groups of no more than 10 children in one classroom. We will have two teachers in each class of 10.
- 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 will also not switch between groups.
- 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, diapering, and playing outdoors.
- Alcohol 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, bathroom sinks and toilets.
- 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 will implement strategies to model and reinforce physical distancing while still offering a rich learning environment for our children. This will include defining classroom space with carpet squares, 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.
- You will notice a rotation of materials and toys in the classrooms rather than having everything offered each day. This allows for frequent washing and disinfecting of materials and toys.
- You will notice hard to clean items will be removed (dress-up items, plush toys, cushions/pillows)
- We ask that no share toys from home come to school at this time.
- We will utilize our beautiful and expansive outdoor spaces as much as possible for circle time, Spanish, Science, Library, and Music.

## **SNACKS AND LUNCHES**

- Parents will need to provide snacks and lunches each day for their children. We ask every child to have two lunch boxes that will be rotated each day to allow time for each lunch box to be washed and sanitized at home.
- All items in the lunch box, except an ice pack, must be disposable. No reusable containers, boxes or bags. (This hurts our eco-friendly hearts as well, but it is a necessary precaution at this time.)
- Please do not send water bottles from home. We will provide single use cups of water in the classroom throughout the day.
- Drinking fountains will not be used.
- Snacks must come in disposable wrappings/baggies as well. Please be sure to write your child's name on the snack. All lunches and snacks will stay in the child's cubby. Each child's cubby will be spaced apart from their neighbor's by an empty one.

## **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 sprayed between each class' use. All playgrounds will be 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. 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 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 remain home for a minimum of 10 days after the onset of symptoms AND until their symptoms have improved AND until they are fever free without medication for 72 hours (3 days).
- Children and staff will need to have a doctor's note to return to school/work.
- 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.
- 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
- Please notify Kirk if your child develops a temperature outside of school or is feeling unwell, please keep your child at home.
- Parents must keep children at home for at least another 72 hours without medication from the time they are symptom free.
- 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.

- We ask parents/families/staff who travel to/from an area with community spread of COVID-19 to follow guidelines they receive from health officials, especially if traveling by airplane. Any parent/family/staff traveling to/from a CDC level 3 area needs to advise Kirk and should quarantine their family for at least 14 days upon return.
- Wash cloth face coverings after each use and provide your child with clean face coverings.

## **SUMMARY**

It is highly unlikely that COVID-19 will go away anytime soon. 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 preschool 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 preschool. 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. Young children oftentimes need help from their teachers to put on and off shoes and jackets, set up their lunch and go to the bathroom as well. 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.

Reminder that 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 & Tot Center COVID-19 Policies and Procedures thereafter.

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



**KIRK O' THE VALLEY**

~ A SCHOOL COMMUNITY SINCE 1961 ~

**Kirk O' The Valley School - Preschool & Tot Center  
COVID-19 Policies and Procedures  
June 23, 2020  
Agreement**

I/We have read and understand the Kirk O' The Valley School - Preschool & Tot Center's COVID-19 Policies and Procedures dated June 23, 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)**