

K L A

ELEMENTARY

KLA Elementary School
Health, Safety, and Operating
Procedures

This plan is continually updated to reflect the latest CDC and
Florida Department of Health protocols

Effective 7.27.2020

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1. Introduction

The mission of KLA Elementary School is to provide a safe, innovative environment and quality education inspired by the Reggio Emilia Approach for the students of our communities. Safety is our number one priority, and we have created and updated Operating, Health and Safety Procedures informed by the current best practices and guidance from the Center for Disease Control, the World Health Organization, the Department of Health, and local government authorities. While living and working in our current health climate, we will be operating with heightened precautions to keep our families, students and staff safe and healthy.

In addition to reopening our in-school learning environment, we are also considering different re-opening scenarios in light of Covid-19 health, safety, and social distancing guidelines:

1. **All students (preschool and elementary)** return to our school facilities, Monday through Friday, following all CDC safety, health, and social distancing protocols.
2. A **hybrid model (for both preschool and elementary)** between on-campus and remote learning. Online learning will be available as an option in case it is recommended by the CDC's social distancing guidelines.
3. Continue **Remote Learning for our elementary program. Our preschool program will remain open following the CDC health and safety guidelines required as a child care facility and essential business.**

As part of our mission to provide the safest environment for our staff, children and families, we are requiring all staff and families who attend our school to commit to following all applicable local orders and ordinances regarding social distancing, the wearing of masks, and any other safety measures outlined in such orders or ordinances intended to reduce the risk of the spread of COVID-19 throughout our community. KLA Elementary School is requiring all staff members who will be working in our schools to be tested for the current presence of COVID-19 prior to the beginning of the school year.

We appreciate your support in this process as we cooperate to ensure the safety of one another.

2. General Practices (Please note that this is a working document that is subject to change.)

2.a Understanding How COVID-19 Spreads

There is currently no vaccine to prevent Coronavirus Disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. Spread of the virus occurs mainly from person-to-person and between people who are in close contact

with one another (within about 6 feet). Person to person spread can happen through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. In addition, we know that the virus can be transmitted through frequently touched surfaces as the virus may remain on materials from hours to days. Based on this information, the following manual has been designed to minimize risk of infection and promote the health, safety and well-being of all families, students and staff in our schools.

2.b Prevent the Potential Spread of COVID-19

In order to prevent the potential spread of COVID-19, KLA Elementary School will continue with its regular daily cleaning procedures as well as the following specific measures:

2.b.i Hand Washing Procedures

Frequent hand washing is one of the best ways to prevent the spread of COVID-19, especially in a school setting. KLA Elementary Hand Washing Guidelines must be posted adjacent to every hand washing sink in the school. Anytime immediate hand washing is not available, use an alcohol-based Hand Sanitizer that contains at least 60% alcohol.

- Remember to supervise children when they use hand sanitizer to prevent swallowing alcohol.
- Hand sanitizer available outside every classroom door. Prior to touching any door handle, individuals must sanitize their hands. This is a teacher supervised activity for children.

Staff and students must follow the Hand Washing Guideline and wash hands with soap and water for at least 20 seconds:

1. Upon entering the school and after breaks
2. Before and after administering medication or medical ointment
3. After coming in contact with bodily fluid
4. After handling garbage
5. Before and after every meal and drink
6. Before and after preparing food or helping someone eat
7. After using the playground
8. After touching one's face, coughing, or sneezing
9. Any time you touch yours or someone else's body fluids including spit, tears, or sweat
10. After coming in contact with frequently touched surfaces (i.e. doorknobs)

11. After using the bathroom or helping a child use the bathroom
12. Before leaving the school
13. Every 45 minutes
14. Upon entering a classroom

2.b.ii Social and Physical Distancing

- We will comply with recommendations of capacity depending on the phase of re-opening.
- We have identified classrooms with enough space to implement social distancing guidelines without splitting the classes.
- Staff will measure rooms and mark with tape 6 ft apart. Mark campus walking routes and directions with tape.
- Our team is considering all opportunities on the **entire physical campus** to make the best use of our space while prioritizing safety for our students, faculty, and staff. Teachers will continue to offer all enrichment program classes including Physical Education. Children will continue to go outside for Playground time following all safety measures.
- Arrange developmentally appropriate activities for smaller groups and rearrange furniture and play spaces to maintain 6-foot separation, whenever possible.
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting, while following class size and ratio guidelines.
- Posters will be posted around campus indicating protocols and best practices.
- Update all guidelines regarding ratios and group size capacities as local authorities' advice.
- Stagger use and clean and disinfect communal shared spaces such as gymnasium, playground, Atelier, and resource center.
- Offer options for students at higher risk of severe illness that limit their exposure to risk (virtual learning opportunities).
- Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- Limit mixing between groups if possible to avoid cross-contamination.
- After School Activities, Athletics, School Events: to be determined depending directives/regulations.

3. Operations

3.a Drop – Off / Pick – Up Procedures

- There will be three locations for drop-off and pick-up of students (**Entry 1, Entry 2, and Entry 3**). Additional points of ingress and egress will minimize the physical interaction between students.

- KLA Elementary School's **curbside drop off and pick up service** will be **mandatory** for all families.
- We will only permit the child's primary caregivers to pick up their child unless alternative written authorization has been provided. We request that the same caregiver drop off and pick up the child each day if at all possible.

Drop-Off Procedure:

- i. We will have **staggered** Arrival/Drop-Off times these are scheduled according to the child's class: **Please make sure to be on time.**
 Third and Fourth Grade: 8:10am-8:20am **Entry 3:** Elementary Building Main Entrance
 Kindergarten: 8:20am-8:30am **Entry 1:** Preschool Building Main Entrance
 First and Second Grade: 8:20am-8:30am **Entry 3:** Elementary Building Main Entrance
Only one child is permitted in waiting/reception area at a time. When arriving late, the child needs to wait outside the main entrance until the waiting area is unoccupied and a staff member goes over the health and safety protocols to bring the child to the classroom.
2. Parent places the sign with their child's full name(s) and class(es) on their car's dashboard (KLA will provide 2 copies per family). *If you are dropping off your child walking, please make the line in the assigned place keeping social distance. **Please keep your face mask on at all times.**
3. Parent/guardian and student arrive wearing face mask.
4. Enter the drop off lane and place car on Park on assigned drop off spot. The line will continue behind you. Please avoid using your phones during this time.
5. The teacher (wearing a face mask, face shield, gloves and protective shirt) approaches the car, greets the child and provides QR code image for the parent to sign in (in a touchless way). Child exits the car.
6. Staff member takes each child's temperature and conducts a health check/screening before allowing the child to enter the building.
 - i. Anyone exhibiting the following signs will NOT be permitted entrance into the school (anyone exhibiting 2 or more of the symptoms with an Asterisk will not be permitted):
 - i. Fever of 100.4 or above
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Chills*
 - v. Repeated shaking with chills*
 - vi. Muscle pain*

- vii. Headache*
 - viii. Sore throat*
 - ix. New loss of taste or smell*
 - x. Has had any contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness in the previous 14 days
 - xi. In the previous 14 days, has traveled on a cruise or internationally to countries with widespread, sustained community transmission
7. Once child is deemed safe to enter school, the child is then transferred to the care of the teacher along with their belongings.
 8. Protection shields will be available for all office counters.
 9. The child is brought to a hand washing station directly upon entering the school.
 10. The child is then brought to their classroom to be received by their teacher.
 11. **SIBLINGS:** Arrive at school and use the ENTRY POINT based on the student whose Arrival/Drop-Off time is the **EARLIEST**. This will avoid tardiness and delays.

****Due to CDC regulations, only students and staff will be allowed inside our school facilities.***

Pick-Up Procedure:

Our **staggered** Pick-Up schedule will be the following:

1. Pick-Up will take place during two different time slots:
 - Kindergarten: **Entry 1:** 2:45pm from Preschool Main Entrance
 - First and Second Grade: **Entry 3:** 3:00pm from Elementary Building Main Entrance
 - Third and Fourth: Grade: **Entry 3:** 3:15pm from Elementary Building Main Entrance
2. Each child's belongings are gathered.
3. As parent/guardian pulls up, a teacher will acknowledge the first six cars and use a Walkie-Talkie to call for the children.
4. These children's hands are washed and they are brought to the Pick-Up area.
5. Teacher will be wearing gloves, a mask, a face shields (during drop off & pick up) and a protective shirt as they bring the child to the car.
6. Parent/guardian exits the car wearing a mask.
7. The teacher transfers the child and his or her belongings to the care of the parent/guardian.
8. The staff member provides QR code image for the parent to sign out (in a touchless way).

9. If a parent/guardian is required to sign any paperwork that cannot be done electronically, the parent/guardian must use his or her own pen.

3.a.i School Admittance and Screening Procedures

- Prior to entering the school, each child and staff member must be screened for illness.
- While engaging in screening procedures, the person conducting the screening must either be wearing a mask, face shield, gloves, and protective shirt or be behind a protective barrier. In addition, before each new screening has begun, the thermometer must be disinfected and gloves changed.
- For each person who has been screened, documentation of the screening must be recorded using a Health Screening Log
- For staff:
 - The front desk administrator will screen each staff member behind the privacy of a partition.
 - The front door of the school will be propped open during this time to allow for social distancing of 6 feet between staff as they enter and are screened.
- For children:
 - During Drop-Off, the parent/guardian will confirm that the child does not have any of the symptoms listed below.
 - Prior to being admitted into school, the child will be screened by the teacher to confirm they are symptom free.
 - The teacher screening the child must be wearing gloves, a mask and a protective shirt for this purpose
- Anyone exhibiting the following signs will NOT be permitted entrance into the school:
 - Fever of 100.4 or above
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills*
 - Repeated shaking with chills*
 - Muscle pain*
 - Headache*
 - Sore throat*
 - New loss of taste or smell*
 - Has had any contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness in the previous 14 days

- In the previous 14 days, has traveled on a cruise or internationally to countries with widespread, sustained community transmission
- Immediately after entering the school, all staff and children must proceed to the handwashing station

3.a.ii Parent/Guardian Admittance

- Operations staff; persons with legal authority to enter, including law enforcement officers, Child Care Licensing staff, and CPS staff; professionals providing services to children and children enrolled at the operation will be allowed to enter the schools.
 - Individual's shadows will be permitted to work with children in KLA Elementary School.
 - We kindly request that therapies that could take place in an alternative setting should not take place in the school.

3.a.iii Cloth Face Coverings and Face Shields

- KLA requires that all KLA Staff wear masks and face shields (during drop off , pick up & health screenings) on school premises. The school will provide 2 masks per staff member and one face shield.
- Staff members must wash their masks (unless disposable) daily with soap and water. Disposable masks will be made available on an "as needed basis".
- Face Shields will be provided by the school as well (one per staff member) and must be cleaned by the staff member. Extra will be available at the school in case of emergency.
- Students must wear LABELED masks throughout their day in school, especially when social distancing is challenging to maintain.
- Teachers will prevent the sharing of masks or playing with masks between children.
- Should the mask provide more of a risk than as a protective device, the teacher will remove the child's mask and place it in the child's belongings.

3.a.iv Garment Care

- In school, teachers must wear protective shirt as uniform, that will be washed in school, after each use. Teachers will also keep an extra set of clothing in the school. Should bodily fluids from any person contaminate the teacher's clothing, the teacher must change immediately and place soiled clothes in a plastic bag stored out of the reach of children and taken home at the end of the teacher's shift.
- Teachers must wear their hair pulled back at all times.

- Children must keep at least 2 full sets of extra clothes in school. Should bodily fluids from any person contaminate the child's clothing, the teacher will change the child immediately, place soiled clothes in plastic bag (kept out of the reach of children) to be washed at home.

4. Health and Safety Procedures

4.a Policy for Sick Children and Employees

4.a.i Temporary Exclusion Policy

Children attending a school facility tend to experience a frequent level of illness (runny nose, cold and flu symptoms, upper respiratory tract infection, diarrhea, asthma, hepatitis A infections, etc.) that may not allow them to participate in the school's activities. State regulations require that a child with these conditions be excluded from school. In addition, all staff will be held to the same standards to ensure the safety of all. If there is a suspicion that a child or staff member is suffering from a communicable illness or the child or staff member develops symptoms related to an illness, he or she will be removed from the classroom. Staff members will promptly leave the premises while the child's parent/guardian will be contacted and asked to remove the child from school within one hour. If parent/guardian cannot be reached, the person designated as the Emergency Contact will be notified and requested to pick up the child within one hour. The following precautions will be implemented as well:

- Any child or staff member who has exhibited any symptoms of infectious illnesses or fever that are not suspected to be caused by or due to COVID-19 must nonetheless remain at home for at least 24 hours since symptoms first appeared.
- KLA Schools may ask that a healthcare provider be consulted regarding the illness, and that information be shared with KLA Schools' staff before the child can return.
- The individual will not be allowed to return to school until he/she is no longer contagious and a doctor indicates this in writing.
- Also, please be advised that KLA staff will not allow any individual who has been absent from school due to an illness for 2 days or more to return to school without a doctor's notice. Individuals with acute non-infectious illnesses may return to school if fever is not present and they are able to participate in activities.
- In the event that an individual shows any symptoms that are due to chronic, non-infectious conditions, a letter from the child's doctor stating that the child does not pose a health risk to others and is cleared to report to school must be provided. Should the child need any special accommodations at school due to his/her

chronic, non-infectious conditions, the documentation from the child's doctor should specify in detail, what, if any, accommodations are needed. Failure to provide such documentation by parent/guardian may result in turning away a child until such documentation is provided.

- Any child, child care personnel, or other person in the child care facility suspected of having a communicable disease or COVID-19 symptoms will be removed from the program or placed in an isolation area (under adult supervision) until parent/guardian arrives and picks-up or staff member is able to leave.
- KLA staff will designate an isolation area for a child who becomes ill while in care that maintains the following:
 - Adequate ventilation, appropriately cooled, heated, and equipped with a bed, mat, or cot, and materials that can be cleaned and sanitized or disinfected easily.
 - Clean linens changed after each use. Used linens must be kept in a closed container in the isolation area until they are washed.
 - Disposable items must be kept in a closed container in the isolation area until they are thrown away.
 - The isolated child must be within sight and hearing of a staff person at all times and carefully observed for worsening conditions.

4.a.ii Notification of Infectious Diseases and Injuries

- KLA Schools will notify the local county health department immediately upon any suspected outbreak of communicable disease and must follow the health department's direction.
- KLA Schools will notify parent/guardian of a suspected outbreak when children or employees have the onset of similar signs or symptoms within a 24-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee. In the case that a child or employee has the following symptoms, or 2 or more of the symptoms with an Asterisk, parents/guardians in the child or employee's class will be notified within a 24-hour period:
 - Fever of 100.4 or above
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills*
 - Repeated shaking with chills*
 - Muscle pain*
 - Headache*
 - Sore throat*

- New loss of taste or smell*

4.b Emergency Preparedness

4.b.i Suspicion of and Confirmed Case of COVID 19

In the event that a child or staff member attending who has been present in our school has 2 or more of the symptoms listed above, we will notify families of a suspected case of COVID-19. KLA Schools will proceed with deep cleaning the classroom of the child or staff member as well as any other potentially contaminated area. The KLA staff will notify families when there is an update to the situation.

In the event that there is a confirmed case of COVID-19 in KLA Schools, the school will implement the recommendations of the local health department as well as the CDC in the following ways:

- **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, KLA Schools will immediately notify local health officials. These officials will help administrators determine a course of action for our specific circumstance and program.
- **Dismiss students and most staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- **KLA Schools will communicate with staff and parents/guardians within 24-hours.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
- KLA Schools will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- **Clean and disinfect thoroughly.**
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfecting.

- Cleaning staff must clean and disinfect all areas of the school (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- **Make decisions about extending the school dismissal.** Temporarily dismissing childcare programs is a strategy to stop or slow the further spread of COVID-19 in communities.
- **KLA Schools will work in close collaboration and coordination with local health officials to make dismissal decisions.** School dismissals may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- If KLA Schools is required to close by the local authorities, we will seek their guidance to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
- **KLA Schools will provide access to our Virtual Learning Program to ensure continuity of education in the event we are forced to close by the local authorities. The school will provide virtual learning guidelines to the families.**
- We kindly ask for your support in our mission to welcome your children into a safe environment by reviewing all of our Health, Safety, and Operating Procedures, by arriving at school on time according to your child's schedule, adhering to the assigned drop-off and pick-up locations, and most importantly, keeping your child at home when sick. **We also strongly recommend that KLA families and staff avoid traveling two weeks before the first day of school.**

4.c Cleaning, Sanitizing and Disinfecting

Maintaining a clean environment is paramount to protecting the health of our community. All teachers are responsible for following the KLA Schools' Daily Cleaning Checklists to ensure the cleanliness of their classrooms. In addition, KLA staff will provide the same care and attention to the common areas in collaboration with the cleaning personnel on staff. Remember that whenever a surface is visibly dirty, clean with soap and water first while wearing gloves then disinfect with bleach/water solution. When disinfecting soiled areas, all staff should wear clothing reserved for cleaning and remove it after the cleaning process is complete. There will only be one group permitted on the playground at a time unless groups are able to be separated

by 6 feet of distance. Once one group is finished playing, KLA staff will sanitize the playground materials and structures prior to the next group using it.

KLA staff will implement frequent cleaning and disinfecting practices for most touch areas throughout the day such as door handles, light switches, etc.

4.c.i Cleaning, Sanitizing and Disinfecting Products **to meet the CDC Reopening Guidance for Cleaning and Disinfecting Schools**

- The CDC defines Cleaning and Disinfecting as follows:
 - **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - This can be done with soap and water.
 - **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.
 - This can be done with children present using ¼ cup of bleach mixed with 1 gallon of water.
- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
 - This can be done using 1/3 cup of bleach mixed with a gallon of water—without children present—and always in a well-ventilated room.
 - Spray a surface with the bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry.
 - Wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. Do not spray and wipe immediately.
- Sanitizing and Disinfecting products must be safe for use in a school setting and be deemed effective against the COVID-19 Virus as per EPA Guidelines. As per CDC guidance, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach

with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Keep all disinfecting products up and out of the reach of children, preferably in a locked cabinet.

4.d Food Handling Procedures

4.d.i Policy for Group Dining

- Meals will take place in the classroom environment, maintaining adequate distances as much as possible, to minimize mixing classes during this time. Children will eat from their containers and may bring their own utensils or the school will provide disposable utensils.
 - Maintain adequate space between diners and utilize a tablecloth on picnic tables since these surfaces are challenging to disinfect
- Keep children out of arms reach from one another during meals (with at least one seat between diners).
- Staff will not be authorized to leave the school during lunch breaks or any other breaks. The number of entrances and exits to and from the school will be reduced as much as possible as part of the prevention and spread of disease.
- If staff from different classrooms are dining or taking a break together, they must maintain 6 feet of separation while doing so.

4.e Limiting Exposure

4.e.i Toys from Home

- Toys from home will be prohibited.

4.e.ii Water Fountain

Water fountains will not be used. Teachers must bring their own labeled water bottles. Keep filled and make accessible all children's individually labeled water bottles.

4.e.iii Open Doors

During high traffic periods of the day like Pick-Up and Drop-Off, keep doors propped open to minimize touching of frequently touched surfaces. Teachers will be escorting all children in and out of the building directly to and from their classrooms where the doors will remain closed.

4.e.iv Tours

KLA Schools will not be accepting in person tours at this time. We will be implementing virtual tours to limit access to the school of outside persons.

4.e.v Celebrations

While we recognize the importance of special events in our children's lives, for the safety of all, there will be no outside visitors permitted in the school for celebrations, including parents/guardians. KLA Schools will arrange ways to honor these special moments in children's and families' lives. More information will be available per each event and announced by the school.

Acknowledgement Form

I, _____ have read, understand and agree to abide by the policies and procedures presented in this KLA Schools Health, Safety and Operating Procedures. I understand that new policies and procedures may be added to this document as the COVID-19 situation develops.

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date