



## Learning Springs Academy

Parent Handbook Addendum (COVID-19 related policies and practices) Oct. 10, 2020

Community health and safety is deeply dependent on the measures each family takes to limit their exposure. By adhering to the following policies and practices during this time, you are protecting our community as a whole. As updates and changes to guidelines by the state, county, CDC and Santa Clara County Department of Public Health change, Learning Springs Academy, Inc. will make changes to our policy. As a family enrolling your child at Learning Springs Academy, we expect and appreciate your adherence to all federal, state and local mandates and guidelines including but not limited to: wearing of masks, hand washing, social/physical distancing, and limiting mixing of groups/cohorts including friends and family in an effort to limit exposure to COVID-19 and the risk of spread.

### **Guidelines for Arrivals and Departures:**

- Families must identify 1 adult per household/ family who will drop off and pick up your child(ren)daily. This minimizes the number of people on campus.
- Parents will not be invited for impromptu meetings in the office- all meetings will be by phone or Zoom.
- The office and adult restrooms are closed for parents (staff only).
- Outside restrooms are for LSA students only.
- Parents are responsible for keeping their child(ren) with them during drop offs, for waiting and for appropriately distancing by the door as needed until LSA staff can safely welcome the child(ren)/ family, one at a time.
- Parents are responsible for ensuring that arrival and departure does not include playing on the playground.
- If there are more than three families in line, please wait in your vehicle or at a safe distance to enter the line for screening.
- Individual sign in/out folders will be provided for parents signing in and out.
- **No late pickups due to strict COVID-19 policies.** Please connect with other parents in your child(ren)'s class to make a back up, late pick up action plan where another parent picks up your child and waits outside of the school. Please ensure that your back up parent is on your emergency pick up list by completing the licensing form.
- If children have challenging goodbyes, as sometimes happens, parents can put child's

(well-labeled) belongings down at the door, hand the child to their teacher, wave and leave. Other families may need to wait a moment until each welcoming teacher has the space to welcome the next children.

- Parents may not enter the building/classrooms.

**During this time of COVID-19, the afternoon extended care program will end at 5:30 PM.**

- Please allow enough time at the end of the day to arrive at LSA, collect your child's belongings, speak with staff (if necessary) and leave by 5:30 PM.
- Closing our afternoon extended care program at 5:30 PM allows time for the teacher to safely clean and disinfect once all children have left for the day. Late pick up is not a normal program option and should be considered rare and exceptional occurrence.
- Late fees will be assessed per the guidelines in the Parent Handbook.

**Health Practices:**

LSA will amend policies and practices to comply with and uphold the standards put forth by CDC; State, County, City Health Departments; Department of Social Services, Licensing; Department of Ed, CA; Santa Clara County Emergency Childcare Response Team; and at their sole discretion.

**Personal Protective Equipment:**

- **ALL ADULTS ONSITE** must wear masks. All students are currently required to wear masks during school.
- Staff will wear gloves as frequently as needed. LSA will increase the volume of gloves purchased to accommodate the increased need.
- All students are required to wear cloth face coverings:
  - While arriving and departing from school campus;
  - In any area outside of the classroom (except when eating, drinking, or engaging in physical activity).
  - Students who cannot wear a mask due to special needs or sensory concerns are not required to wear a mask.
- All students will be reminded to cover coughs and sneezes with a tissue and to place the tissue in the trash and immediately wash their hands.

**Hand Washing:**

- Hand washing for staff and children is and will continue to be mandatory, especially upon arrival, after using the bathroom, blowing noses, putting their hands in their mouth, and before eating.

- Frequent hand washing breaks will take place daily in all classes where students will be required to wash their hands for a minimum of 20 seconds

### **Cleaning:**

- Children's bathrooms and other common areas, "high touch surfaces" and materials/toys will be routinely and frequently cleaned and disinfected.
- If materials move between groups, they will be disinfected between use.
- LSA will continue to use CDC approved disinfectants for all school cleaning.
- Each evening our janitorial service continues to clean and disinfect surfaces.
- Traditional water fountains will be closed, so students and staff are encouraged to bring refillable water bottles from home.

### **Daily Wellness:**

- Wellness checks - including no touch temperature checks, will occur every morning for staff, children and visitors.
- Only symptom-free children/ staff may attend school (No cough, sore throat, runny nose, stomach ache, vomiting...)
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.4 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Staff will rely on parents to notify LSA of any unusual observations/ behavior (Ex. sleep patterns, complaints, unusual eating patterns...).
- Staff will use best discretion to admit well children to school and are not obligated to admit children who demonstrate any symptoms at all.

### **Unplanned Center Closures:**

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work creatively as possible to provide care and support to our families and the staff.

If a student must quarantine per requirements stated by the Santa Clara County Public Health Department, CDC, or other agencies with authority tuition cannot be pro-rated nor refunded for the time the student is quarantining.

### **Remote Learning Opportunities During Closure (if staff remain employed):**

- Teachers will maintain ongoing communication with families and children
- Online platforms (such as Facebook, Zoom, Flip Grid, Google Hangouts, and other class

- apps) will be utilized for activities, sing along and story time; individually and in group settings
- Center staff will check in with families via phone calls, emails; newsletters and updates will be sent regularly as needed
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### **Sick Policy (staff and children):**

The requirements have been established by the Santa Clara County Public Health Department In regard to testing and reporting along with the response to suspected or confirmed cases and close contacts (CDPH FAQ 8.3.2020):

### **Testing and Reporting:**

Requires students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

### **Positive test results:**

- Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in Section 3 below.

### **Negative test results:**

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 10 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 10 days after the COVID-19 positive household member completes their isolation.
- Documentation of negative test results must be provided to school administration.

### **Suspected COVID-19 Case(s):**

- Work with school administrators to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a

face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

**Confirmed COVID-19 Case(s):**

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection.
- For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department.

**Close contacts to confirmed COVID-19 Case(s):**

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing, and, immediately and on day 10 of last day of exposure to the case. They should even if they test negative, remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met County of Santa Clara criteria to discontinue home isolation

**Return to Campus after Testing:**

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result should be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after

completing the required isolation period described above.

- If they test negative, close contacts to confirmed COVID-19 cases can return a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

## **Classes**

- Teachers may be physically close to children in their groups, but will be mindful to keep the required 6 feet distance as often as possible.
- It is impossible for children to social distance at all times in an elementary setting. We are using common sense in this area by distancing children during table activities, meals, and carpet time. There are other times during the day that children will be playing close together.
- LSA staff will determine classroom assignments. Teachers will design small groups of children (small classes) to suit best needs of classroom communities and the well being of school as a whole.
- LSA staff will remain with their individual classes. In the case of teacher absence, administrative staff and/ or one of our assistant teachers may fill in as needed.
- Siblings will be placed in the same classes.
- Outside time will be staggered by class as practicable.
- Parents will not be admitted for lunch, birthdays or other special occasions.



Family Acknowledgment: Evolving COVID-19 Related Parent Handbook Addendum

Child's Name(s): \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

I/we commit to maintaining reasonable social distancing for myself and my child(ren), currently enrolled in school and/or group childcare and the family as a whole, both at and around LSA and during out of school activities, as LSA aims to protect the needs of our most vulnerable and immuno-compromised individuals.

I/ we understand that school and group childcare are not a COVID-19 risk endeavor. Though LSA staff will follow CDC's recommended childcare cleaning and disinfecting protocols, typical bacteria and viruses can still circulate through the community.

I/ we commit to following regular LSA Parent Handbook policies in addition to these new policies and practices. Signing this Parent Handbook Addendum Acknowledgement serves as: a family's acknowledgement of group childcare risk; a family's commitment to adhering to all new COVID-19 related evolving policies and practices; a family's acknowledgment that all evolving policies will be directly emailed with the subject heading of Parent Handbook Addendum.

I/ we understand that LSA's policies and practices will shift as Health Department, CDC and Department of Social Services guidance and directives pivot.

I/ we understand that committing to the Parent Handbook and the Parent Handbook Addendum is a choice, and that should parents choose not to continue enrollment for whatever reason, the Parent Handbook and school contract outlines a process for withdrawal.

Both custodial parents or legal guardians must sign and date this document prior to submission.

Parent/Guardian #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_