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**A PARENT’S GUIDE TO CREATION’S COVID RESPONSE**

**A Supplement to the Parent Handbook**

**Christ Lutheran Vail**

**Early Care and Education Ministry**

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Aug. 1, 2020

Dear Parents and Guardians,

In response to COVID-19 and following the Center of Disease Control and Prevention (CDC), the AZ Department of Health and our local Pima County Health Department guidelines, we have tightened our regular protocols. The health and safety of our students, staff, and families is a high priority issue. **We are asking all parents and caregivers to be especially vigilant in assessing the health of their children and themselves**. We reserve the right to excuse any child from the school if they appear to have any symptoms that may be connected to any illness. We plan to err on the side of caution to protect everyone. We ask any of our families to immediately disclose possible contact with or exposure to COVID-19 (occupational contact, social or familial contact or travel related contact.) We reserve the right to make decisions at our own discretion for the health and safety of everyone. For the sake of respecting others we ask you that you keep you and your child at home if you develop symptoms that are potentially related to COVID-19.

We ask that you read these new protocols and sign that you have read and are willing to comply. Thank you for helping us keep your children and our beloved staff as safe as possible. We will continue to update these as needed.

**COVID-19 Protocols Fall 2020**

**Hours-** In order to accommodate more cleaning time for staff, and avoid cross contamination and congestion at hand-washing stations, we will stagger our pick up and drop off times. Please be aware of when your child’s class is dismissed. We will not be able to offer our preschool early drop off and late pick up at this time.

Drop-off times

8:00 – 8:15 Kinder/1st

8:15 – 8:30 2nd/3rd grade

8:15 – 8:30 Preschool

8:15 – 8:30 PreK

8:30 – 8:45 Early Learners

Pick-up times

11:00 – 11:15 Early Learners

11:15 – 11:30 Preschool

11:15 – 11:30 PreK

2:15 - 2:30 Kinder/1st

2:30 – 2:40 2nd/3rd grade

2:45 – 2:55 Extended day PreK

**Strict Drop Off Times**- We will ask that your child is dropped off within their 15 minute window. Due to new protocols needed for temperature checks, we will not be accepting children after the check-in person has left their station without previous arrangements.

**Drop Off** **Procedures**- Each class will have a separate drop-off entrance. You will be met by a staff member who will check your​ child’s temperature. If their temperature is 100.4 or higher they will be sent home. All parents will be asked two questions: Are you or your child exhibiting any symptoms of illness? Have you had contact with anyone diagnosed with COVID in the last two weeks? This will be documented daily. If the answer is yes the child will not be able to enter campus. Once your child clears the health check, they will be permitted to enter their class to wash their hands at the sink in class. You will say goodbye at the gate, or back door. We ask that only parents pick up and drop off if possible, as the more family members we have doing this the more potential exposure we have.

**Pick Up Procedures**- Pick up times will also be more strict as a staff member​ will be there to help facilitate the pick up. Parents will come to the gate or classroom door and there will be a staff member ready to release children who will be leaving.

**Class containment:**: Children will be with their teacher and group for the entire class session. The children will only play on the playground with the group of children in their class.

**Masks-** The Mayor of Tucson​ and Pima County Board of Supervisors ruled on 6/19/20 for the use of masks in public in our city. The ruling is exempt for private establishments and children under the age of five. Out of precaution for our staff and students, we are asking that parents send their children in K-3 with masks to school each day. Masks will not be required, but children will need the masks available if the situation warrants. Teachers will also have masks for themselves available when other distancing measures are not feasible.

**Hand Washing and Hygiene-** We will continue with the hand washing protocols​ that we have been using including washing at arrival, before and after eating, after bathroom usage, and if they have touched anything that requires washing again. Gloves will be used for diapering, wiping noses and helping with food serving.

**Eating Times-** We are going to work hard to keep children’s personal belongings​ as separate as possible. We are asking parents to make sure their child’s lunch box has at least one ice pack to keep their items cold. We will no longer be doing a snack bin, water bin, or be using reusable cutlery and dinnerware.

**Classrooms-** Our teachers will be cleaning spaces more frequently using a​ checklist provided to us by the Pima County Health Department.

**Personal Items/Wear-** All children will need two extra pairs of clothes in their​ cubby at all times. Additionally, we are asking children with long hair to have it pulled back or up. No toys or extra personal items will be allowed on campus.

**Sick Area-** If a child shows any signs of covid-related sickness we will have them stay in​ the school office with a staff member. Parents/guardians must pick them up as soon as possible. The class who was with that child will use a vacant classroom for the remainder of the day.

# Sickness- Updated July 20, 2020

If a staff member or child has symptoms that are potentially covid –related, which include but are not limited to:

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

The person must be symptom free for 24 hours without the use of medication. (updated July 20, 2020

Additionally, they need to contact their doctor and we need a note stating they are okay to attend again. If their doctor requires a COVID test the staff member or child will have to remain home until the results are given.

If the staff member or child test positive they must meet the following requirements from the Pima County Health Department before they return to school:

* You have had no fever for a least **24 hours** without​ the use of​ medications to reduce a fever (Updated July 20, 2020)
* AND Other symptoms have improved (for example, when your cough or shortness of breath have improved)
* AND at least 10 days have passed since your symptoms began.

If someone living with the child/or staff member tests positive for COVID:

* Child or staff member must remain home for 14 days from last exposure as recommended by the Pima County Health Department

Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been***exposed*** to COVID-19. CDC recommends 14 days of quarantine **after exposure** based on the time it takes to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

**COVID-19 Positive**-​ If we have a positive case of COVID-19 in our school, we will follow the CDC recommendations which include:

* Reporting to the Pima County Health Department
* Closing off area where the person was
* Waiting up to 24 hours at minimum before cleaning and disinfecting
* Cleaning and disinfecting all areas the person used
* We have one vacant room on campus at all times for use if there is a positive case.

**Medical Consultant-** We have a medical consultant who we are using for guidance as​ needed.

**Staffing-** We will have additional staff on board in case there are teachers out​ sick.

**Simplifying Classrooms-** Classroom set up has been simplified to mitigate​ shared touched items and distancing.

**Cleaning Agents-** We will be using a bleach solution to disinfect areas and toys.​ This will not be done with the children nearby. Clorox Wipes (when they are in stock)will be used for highly frequented areas such as door knobs, table tops etc for a quick clean as needed. Hand sanitizer and hand soap for hand hygiene.

**Tours or Others on Campus-**

At this time we are only conducting virtual tours. No one will be allowed on campus except our staff, students, and our maintenance staff.

**Out of Area Travel –** Families are encouraged to restrict travel whenever possible. Self-quaranteening may be necessary after returning from a trip. Please see the director for more information. (revised Aug. 21, 2020)

**Covid Refunds-** If we decide to close the school we will not be issuing refunds for that​ month. If the parent has prepaid the next month we can refund for that month.

**High Risk/Vulnerable Populations-** It should be noted that if you, your child or​ a family member is considered high risk or in a vulnerable population please consult your doctor for recommendations before returning to school.

Thank you for your diligence and help as we work together to keep us all healthy and safe.

Jennifer Hook

Director

I have read the following protocols and am willing to comply.

**Parent Name :**

**Signature : Date:**