

**COVID-19 GUIDELINES FOR ALL PARENTS and  
K – 6 REOPENING PLAN  
(Revised September 22, 2020)**

Our commitment to keeping the children and families we serve and our teachers and staff safe is always our number one priority. Following the novel coronavirus disease (COVID-19) outbreak, it's important that you know that Shalom School is focused on practices to reduce the risk of exposure for your child(ren) and our staff while in our programs. We are also closely monitoring guidelines from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and our local Sacramento County Department of Public Health for all updated information. We will continue to update our practices and protocols as new information and guidelines become available. As a reminder, families and their children should engage in usual preventive actions to avoid infection, including wearing face coverings, practicing physical distancing, cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including the influenza vaccine.

## GENERAL INFORMATION

### Hours of Operation:

- Shalom School's office will be open from 7:30 am to 4:15 pm Monday through Friday.
- Students will be on campus from 7:45 am to 3:30 pm Monday through Friday.
- Because of restrictions on group sizes, cohort mixing, and the number of staff and students who can safely interact with one another, **there will be no care available between 3:30 pm - 6:00 pm.**
- ECE full-day programs will run Monday through Friday from 7:45 am to 3:30 pm with staggered arrivals and departures.
- ECE half-day programs will run Monday through Friday from 8:00 am to 11:45 am. Lunch will not be served.

### Schedules:

- To minimize interactions of cohorts, each classroom will follow a daily schedule which will include staggered indoor and outdoor activities.
- All students will remain in their classrooms for snack and lunch or will eat outdoors with their cohort.
- Full-day ECE students will have indoor and outdoor time, snack, lunch, and nap each day while half-day students will leave prior to lunch being served.

## GROUPS/COHORTS

- Each student will be placed in a stable group/classroom based on age and will remain exclusively with their group during the duration of the program with their assigned teacher(s).
- Group sizes will be limited and based upon the most current guidance available.

- As much as is possible, the number of adult staff members interacting with students will be limited.
- There will be no combined classes; arrival, dismissal, and outdoor times will be staggered; snack and lunch will be held in the classrooms or in designated spaces outdoors; and students will stay in their designated spaces with their classmates.
- ECE licensing ratios will be maintained at all times.

## ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

- Students will remain with their class/cohort throughout the day.
- K – 6 hallways will be marked with tape to indicate circulation paths and six-foot distances for lining up and to limit student interaction.
- Elementary students will use bathroom facilities two at a time.
- Separate entrances and exits will be used whenever practical.

### Arrival and Departure:

- All adults must wear face coverings and maintain social distance when dropping off and picking up their child(ren).
- By necessity, parent/teacher contact at the beginning and end of the day will be limited. Please let the teachers know if you would like a phone call or Zoom appointment to discuss any questions, issues, or concerns. **At this time, parents may not enter the classroom.**

### K - 6 Student Arrival:

- All K - 6 students will arrive between 7:45 am and 8:00 am. Students arriving prior to 7:45 am will not be allowed on campus.
- **Upon arrival, families will go to their assigned drop-off location and remain in the car.**
- Students will receive a health screening and temperature check.
- Once the health screening is complete, students will leave their cars and go directly to their classrooms; parents may not walk them to class.
- All students must wear face coverings and maintain social distance upon arrival.

### K - 6 Student Dismissal:

- All students must be picked up at 3:15 pm. At this time, there will be no after care.
- **Students who are not picked up by 3:30 pm will be charged a late fee of \$5 per minute.**
- Parents should go to their assigned pick-up location and remain in their car. Parents may be asked to circle through the pick-up line if their child is not ready and they are keeping others waiting.

### ECE Student Arrival:

- All full-day students will arrive between 7:45 am and 8:15 am. Prior to school, parents will complete a survey indicating which 10-minute arrival window they prefer, and we will do our best to accommodate those requests.
- All half-day students will arrive between 8:00 am and 8:15 am.
- Students and parents will check-in at a designated table for a health screening and temperature check.
- Please maintain physical distance while waiting for the health screening.

- All adults and preschool children and older must wear face coverings during the check in process.
- All parents/guardians will be asked to sign their child in and out of the program on the sheet outside the room (Parents may bring their own pens or use the school's sanitized pens).
- Parents will put all of the student's items, including lunches and nap items in the labeled tubs outside the classroom.
- Teachers will meet parents at the door to let children in.

#### **ECE Student Dismissal:**

- All full-day students must be picked up between 3:00 pm and 3:30 pm. Prior to school starting, parents will complete a survey indicating which 10-minute departure window they prefer, and we will do our best to accommodate those requests.
- All half-day students must be picked up at 11:45 am.
- **All late pick-ups will incur a fee.**
- Parents should park and walk to the classroom door when directed by a staff member where they will pick up their child(ren) and belongings.
- Parents will sign out on the designated sheet using a sanitized or personal pen.
- Parents will take all the belongings in their child's tub home so that they can be cleaned daily.

#### **Late Arrival/Early Dismissal:**

- Parents must notify the teachers and office if a student will be arriving late or must be picked up early for an appointment.
- Parents who are bringing students to school after the scheduled drop-off time must call (916-481-4151) to make arrangements to come to the Main Office for a health screening and temperature check.

#### **Parents/Visitors on Campus:**

- Visits to campus should be limited to essential business only.
- All parents and visitors must come to the Main Office for a health screening and temperature check upon arrival.
- Parents/visitors should not come to campus if they are experiencing respiratory symptoms, shortness of breath, or are ill.
- Parents/visitors may not enter the classrooms.

### **HEALTH SCREENINGS FOR STUDENTS AND STAFF**

#### **Home Health Screening Before Arrival:**

- Parents should check their child's temperature before leaving for school.
- Students who have a fever or are experiencing respiratory symptoms such as cough and shortness of breath should not come to school.

#### **Health Screening Upon Arrival:**

- A health screening will be performed with every child before entering the program and temperatures will be taken daily.

- Students will not be allowed into the program if they have a fever of 100°F or higher without fever reducing medication or are ill.

#### **Health Screening for Faculty:**

- All staff members will be required to take a COVID test before they begin in-person instruction.
- Each day, a health screening will be performed for every staff member upon arrival.
- Staff will not work if they have a fever 100°F or higher without fever-reducing medication or are ill.

#### **Health Screening Throughout the Day:**

- Teachers will be monitoring children throughout the day.
- Children with any of the following symptoms may be isolated right away and parents will be asked to pick up their children (including asymptomatic siblings) immediately:
  - Inability to participate in routine activities or needs more care than staff can provide
  - Fever of 100°F or higher
  - Behavior changes such as uncontrolled crying or uncharacteristically tired
  - Persistent coughing
  - Difficulty breathing
  - Diarrhea, vomiting
  - Rash
  - Loss of sense of taste and/or smell
  - Cold symptoms such as a new runny nose, significant nasal discharge, congestion, eye discharge, or sore throat

**Ultimately, decisions about whether a child can be allowed into program or to stay in program due to health concerns rest solely with the Director of the Early Childhood Education Program and the Head of School.** Given the seriousness of the pandemic, they will err on the side of caution and make decisions based on their understanding of the best ways to mitigate risk to all children and staff in the program.

#### **SANITIZING, CLEANING, AND DISINFECTING**

- All classrooms will be cleaned and sanitized daily, and bathrooms will be disinfected several times throughout the day using guidelines provided by the Sacramento County Public Health Department and the CDC.
- All items in the ECE classrooms will be cleaned following NAEYC guidelines and items from home will be limited.
- Shalom School will focus on both daily and routine sanitizing, cleaning, and disinfection of surfaces and objects that are frequently touched as well as deep cleaning of all campus spaces.
- To limit the use of shared items, K - 6 students will keep all of their items in assigned cubbies and at their desks.
- ECE students will have indoor and outdoor cubbies and their own supplies.
- All outdoor spaces will be sanitized between use by each cohort.
- Employees will be provided gloves to use during cleaning, sanitizing, and disinfecting.

- More details regarding cleaning guidelines can be found here:  
<https://nrckids.org/files/appendix/AppendixK.pdf>.

## HEALTHY HYGIENE PRACTICES

### Hand Washing:

- The hand washing protocols described by the CDC and numerous other sources will be taught, modeled, and posted in all classrooms.
- Handwashing sinks are available in every classroom and teachers will remind students to wash their hands frequently.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Students and staff should wash their hands/sanitize frequently throughout the day including the following instances:
  - Before, during, and after preparing food
  - Before and after eating food
  - Before and after treating a cut or wound
  - Before and after using the toilet
  - Before putting on and after taking off a face covering
  - After nose blowing, coughing, or sneezing
  - After classes where they handle shared items such as outdoor equipment, art materials, etc.
  - After touching an animal, animal feed, or animal waste
  - After touching garbage

### Hand Sanitizer:

- Hand sanitizer will be available throughout the school.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable.
- Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Students under the age of 9 will be monitored when using hand sanitizer.
- Hand sanitizer will not be used with children under the age of 2.

## FACE COVERINGS AND PROTECTIVE EQUIPMENT

- Adults, elementary students, and ECE students in the Gesher classroom and older will wear face coverings that cover the nose and mouth while on campus except during snack, lunch, and nap.
- Children under 2 will not wear face coverings.
- Clean cloth face coverings are preferred. Face coverings with valves or vents are not permitted. At this time, face shields alone are not permitted on campus – the mouth and nose must be covered.
- Students and faculty should have more than one face covering available in case one gets soiled. Shalom School will have extra face coverings available to students who inadvertently fail to bring a face covering to school.

- When a face covering is temporarily removed, it will be placed in a clean paper bag, paper cup, or plastic bag (marked with the student's name) until it needs to be put on again.
- Individuals should wash hands with soap and water or use sanitizer before putting on or removing a face covering. Face coverings should be handled by loops, ties, or bands only.
- Staff will remind students to avoid touching their masks or faces.
- Any student who is not exempt from wearing a face covering under CDPH guidelines and refuses to wear one will not be allowed to attend school on campus.
- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- The school will teach and reinforce the use of wearing a face covering as an important strategy in slowing the spread of COVID-19 and other infectious diseases.
- We recognize that it may be difficult for some children to wear face coverings and will partner with families to support and assist with encouraging this important health and safety measure. We encourage parents to have their children help pick out face coverings and practice wearing them at home.
- For additional information on face coverings, please refer to:  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)
- All staff handling or serving food must use gloves in addition to face coverings. Staff must also use gloves when handling garbage, diapers, or any item soiled with bodily fluids. All use of gloves should be supplemented with frequent handwashing or use of hand sanitizer.

## PHYSICAL DISTANCING

Shalom School will make every effort to maintain physical distancing as much as possible. Physical distancing practices include:

- The school will teach and reinforce physical distancing as an important strategy in slowing the spread of COVID-19 and other infectious diseases.
- All K - 6 classroom spaces will have desks at least 6 feet apart, and students and teachers will physically distance from one another.
- ECE teachers and students will practice physical distancing to the best of their ability during activities and groups will not be mixed on the playground or in a classroom.
- Students will be encouraged to maintain 6 feet of distance from one another and from teachers whenever possible.
- Employees must wear face coverings and maintain at least six-foot physical distance from other non-related persons while on campus.
- Students will be eating in their classrooms. All snacks and meals will be served individually.
- K – 6 students will participate in PE class only outdoors, and the students and PE teacher will maintain physical distance of 6 feet or more at all times.
- Recess times will be staggered, and recess areas will be designated for each grade level/group.
- Shared equipment will be limited and sanitized between use by cohorts.
- ECE students will be placed to nap head to foot and 6 feet apart.

## GUIDELINES FOR ILLNESS

Given the seriousness of the COVID-19 pandemic, the prevalence of asymptomatic cases, the delay in identifying those who have contracted the virus, and the complicated nature of the symptoms, it is impossible to distinguish COVID-19 cases from many other types of infection. As such, any child or staff member with COVID-19 type symptoms will be presumed to have the virus and must follow the guidelines below.

### Symptoms:

Children with any of the following symptoms may be isolated right away and parents will be asked to pick up their children (including asymptomatic siblings) immediately:

- Inability to participate in routine activities or needs more care than staff can provide
- Fever of 100°F or higher
- Behavior changes such as uncontrolled crying or uncharacteristically tired
- Persistent coughing
- Difficulty breathing
- Diarrhea, vomiting
- Rash
- Loss of sense of taste and/or smell
- Cold symptoms such as a new runny nose, significant nasal discharge, congestion, eye discharge, or sore throat

**Ultimately, decisions about whether a child can be allowed into program or to stay in program due to health concerns rest solely with the Director of the Early Childhood Education Program and the Head of School.** Given the seriousness of the pandemic, they will err on the side of caution and make decisions based on their understanding of the best ways to mitigate risk to all children and staff in the program.

### Exceptions:

If a student or staff member has not tested positive and has another identified cause of illness that is not likely to be concurrent with COVID-19, please notify the ECE Director or Head of School to determine a return to school date. (Examples include: skin infection, urinary tract infection, allergic reactions)

## GUIDELINES FOR CONFIRMED OR PRESUMED CASE OF COVID-19

### Confirmed or Presumed Case of COVID-19:

- A student or staff member who has tested positive for COVID-19 must isolate at home.
- A student or staff member who has any of the above symptoms and has not been tested will be presumed to have COVID and must also isolate at home.

### Students/staff with a confirmed or presumed case may return to school/work if:

- 10 days have passed since symptoms first appeared.  
**AND**
- Symptoms have improved. (e.g. cough, diarrhea, vomiting, etc.).  
**AND**

- At least 72 hours have passed since resolution of fever without the use of fever-reducing medication.

**Students/staff who are asymptomatic with a positive test may return to school/work if:**

- 10 days have passed from their positive test.

## GUIDELINES FOR CONFIRMED EXPOSURES

**A confirmed exposure is considered to be:**

- Close contact (less than 6 feet away for 15 minutes or more) with either an individual with COVID-19 symptoms (in the period from 2 days before symptoms started until they meet criteria for discontinuing home isolation).

**OR**

- Close contact with an individual who has tested positive without symptoms (in the 2 days before the test was collected until they meet criteria for discontinuing home isolation). This type of contact is considered an exposure **regardless of the use of face covering**.

**Students/staff with no symptoms but a confirmed exposure may return to school/work if:**

- 14 days have passed since the last day of exposure.

**PLEASE NOTE**, if a student/staff has had ongoing exposure to someone who is positive, please refer to the CDC guidelines to determine when to start and end the quarantine.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## TESTING OF STUDENTS AND STAFF

- Staff members will participate in COVID-19 testing on a rotating schedule to ensure that 25% of the staff is tested every two weeks to detect asymptomatic infections.
- Such testing will be conducted based upon the recommendations of the Public Health Department and can be completed at a Sacramento County Community testing site [https://www.saccounty.net/COVID-19/Pages/Symptom-Screening\\_MobileTestingSite.aspx](https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx) or another site offering the PCR type COVID-19 test.
- Additionally, upon recommendation of the Public Health Department, students or staff who have symptoms or a suspected case of COVID-19 will be referred for testing as appropriate.

## IDENTIFICATION AND TRACING OF COVID-19 CONTACTS

**Protocols for COVID-19 Exposure or Confirmed Case on Campus:**

- If an individual infected with COVID-19 spent time in program and had contact with others while ill or potentially contagious, we will follow the guidance of the Public Health Department.
- If an individual who spent time in program reports that he or she has been exposed to someone with a confirmed case of COVID-19, we will follow the guidance of the Public Health Department.
- If there is a confirmed case on campus, we will initiate a deep cleaning of the facility and will close classroom(s) as advised by the Public Health Department.



- We will continue to monitor and remind staff and families that those with COVID-19-like symptoms should follow the guidelines below.

#### **Communication of COVID-19 Exposure or Confirmed Case on Campus:**

In addition to the above, if we have a confirmed case of COVID 19 in our program, we will take the following steps:

- Notify families, staff, board and the Public Health Department of a confirmed/potential COVID-19 infection in our community.
- Protect personal identifiers of who had the confirmed case – we will not share names.
- Share with the families if their child has had close interaction with someone who has displayed or reported symptoms.
- Share any plans for potential closure, additional health and safety measures, and other relevant information.

**All communication with the local Health Office will be coordinated by the Head of School.**

#### STAFF TRAINING AND FAMILY EDUCATION

- Families received the initial COVID-19 Guidelines in the summer and will be provided with a copy of these revised reopening plans, which are also posted on the school's website.
- Families had and will have the opportunity to speak with teachers and administrators in Zoom meetings to ask questions and make sure they fully understand the school's practices.
- Staff received training on cleaning and sanitizing of classroom spaces as well as protocols and practices regarding physical distancing, hygiene practices, cohort sizes, and program modifications.
- Professional development days and faculty meetings will be used to update and reinforce training protocols, answer questions, and support faculty in carrying out all practices.

#### SWITCHING TO DISTANCE LEARNING

- If multiple staff members or students are diagnosed with COVID-19, the school will consult with the Sacramento County Department of Public Health and its own COVID Advisory Committee to determine if and for how long to close specific classrooms and/or programs for deep cleaning and to limit the potential for transmission.
- Current guidance suggest that diagnosed cases in multiple cohorts or a positive rate of 5% of the total student and faculty population will result in a return to distance learning.

#### HOME-SCHOOL PARTNERSHIP AND COMMUNICATION

##### **Communication:**

- By necessity, in person parent/teacher contact will be limited. Parents should let the teachers know if they would like a phone call or Zoom appointment to discuss any questions, issues, or concerns.

- Though communication will look a bit different, open lines of discussion between teachers and parents are the foundation of a child's education. Please don't hesitate to contact the teacher to set up a time to check in, touch base, or problem-solve.

#### What can parents do to help their child(ren)?

- Talk with the student about face coverings and the fact that teachers will be wearing them.
- Model wearing a mask and encourage them to practice.
- Encourage the child to avoid touching the mask and his or her face.
- If a child has long hair, keep it tied back to help limit the possible spread of germs and to make wearing a mask easier.
- Remind the child about proper hand washing practices. Wash hands frequently for a minimum of 20 seconds with soap and water and practice turning off faucets with a clean paper towel.
- Here are some additional resources on face coverings:
  - <https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>
  - <https://kidshealth.org/en/parents/coronavirus-masks.html>

#### COMMUNICATION PLANS

- Shalom School has established and will maintain communication channels with local health officials, our COVID Advisory Committee, and Community Care Licensing.
- The Sacramento County Public Health Department will provide guidance on actions required if there is a suspected or confirmed case on campus.
- Depending on the specific circumstances of the case, different notifications will be made. The school will notify the necessary individuals based on recommendations made by the health authorities.
- General information and updates to our response to the pandemic can be found at: <https://www.shalomschool.org/coronavirus>

#### ADDITIONAL ECE INFORMATION

##### Nap:

- Nap times will be adjusted for each classroom for the modified schedule.
- Please bring a **clean** crib sheet and blanket weekly.
- Children may also bring a small, washable stuffed toy or comfort item for nap daily.
- All nap items will be stored in the child's cubby. Please do not bring pillows or large items due to spacing concerns.
- Infant/Toddlers only: Clean pacifiers should come each day in a labeled container or plastic bag that will be sent home at the end of the day.

##### What to Bring to School:

- We will be minimizing the items brought from home.
- Parents will be dropping off the student's items each day in a tub outside of the classroom that must be emptied at pick-up.
- **All items should be labeled with the child's first and last name.**
- Please bring the following:

- **Lunchbox with ice pack each day - lunches will no longer be stored in the refrigerator.** Please note that the drinking fountains will be closed. Water bottles may be used at lunchtime and teachers will provide cups of water as needed throughout the day.
- **Four (4) changes of clothes** - For sanitary purposes we will be changing all clothing as they become wet or soiled throughout the day. Please replenish throughout the week as necessary.
- Clean crib sheet and blanket weekly.
- Multiple, clean face coverings for those children who are wearing them.

#### **ECE Lunch and Snack:**

- Students' lunches will be kept in their cubbies each day. **We will not be storing them in the refrigerators.** Please be sure to use ice packs to keep the lunches cold.
- Morning and afternoon snack will be provided by the school and lunch will be provided by the parents.
- Half-day students will be provided with morning snack and will not be eating lunch or afternoon snack at school.
- All food must be cut to the child's swallowing ability and be ready to eat. Teachers will not be cutting or preparing any lunch food for students. We also encourage parents to provide as many child-friendly containers and utensils as possible, as we will try to limit the amount of contact staff members have with children's food items.
- Teachers will wear gloves for all food-handling tasks.

#### **ONGOING PLANNING**

As we are all aware, information regarding the COVID-19 virus and recommendations and guidelines about the most effective health and safety practices are changing at a rapid pace. We will continue to gather information and implement practices based on the recommendations of health and safety experts. Parents should continue to share feedback and to partner with us as we work to keep the children, families, staff, and campus as safe as possible.