

## **Good Shepherd Christian School**

### **Staff Handbook COVID - 19 Addendum**

July 1, 2020

As health officials monitor the outbreak of Coronavirus (COVID-19), we will continue to keep you informed and updated on our efforts to prevent the spread of this illness within our school and community. At GSCS, we understand your concerns regarding the Coronavirus (COVID-19). As information develops, we continue to take direction from the Center for Disease Control (CDC).

#### **Our Responsibility:**

Schools play an important role in our community's effort to prevent the spread of COVID-19.

In collaboration with local health departments, we will share information about the disease within our school community, review plans with local health officials, and protect our community.

It is imperative to not only prevent the spread of COVID-19, but also minimize disruption in children's learning and protect students and staff from any associated stigma or discrimination.

#### **Our Preparation:**

We are continuously implementing strategies to reduce any potential outbreak. This includes (but is not limited to):

- Use of personal protective equipment (PPE)
- Daily cleaning and sanitizing
- Proper hand-washing practices
- Children with related symptoms will be sent home and families are encouraged to seek medical advice for lingering symptoms.

#### **What Student Families Can Do:**

We have asked for families' continued support in our effort to prevent the spread of COVID-19 in the following ways:

- Inform the school if they suspect any members of the family may have been exposed to COVID or exhibits COVID symptoms (cough, shortness of breath, and fevers)
- Keep children home if they have any cold and flu symptoms
- Maintain social distancing as a family

- Model and teach their children good hygiene practices including hand washing; covering coughs/sneezes; and avoid touching eyes, nose, and mouth.

**General Guideline:**

Any potential exposure to the COVID- 19 virus by staff members and student families must be reported to the school immediately. A 14-day quarantine period will be required before the staff and students can return to the classroom

The School requires the staff members and student families to report travel history if any. Travel to any areas considered “hot spots” will require a 14-day quarantine period.

School staff should wear face mask at all times and gloves whenever handling bodily fluids. We request parents provide a mask or cloth covering if they desire their child to wear one at school. Our staff will encourage children to keep their mask on at all times while in the school environment as per parent’s written request. Masks must be replaced or disinfected/laundered daily. Cloth face coverings should NOT be put on babies and children under age two.

Allow extra time for drop-off as each child will need to stop individually for a health inspection by our staff (visual inspection, and temperature check) before being admitted to the classroom area. Practice social distancing of at least 6 feet when more than one family is by the entrance.

Children will follow the hand-washing protocol at all times throughout the school day.

Collect all essential lunch items such as water bottle, lunch box etc. in one brown paper lunch bag with students’ names written to minimize handling of student belongings.

A staff member will check each child’s temperature at the start of the day and approximately every two hours or if fever is suspected. If any child exhibits signs of illness, they should be immediately isolated and their parents notified to be picked up by an authorized pick up person within 30 minutes.

Classrooms, toys, and play yard will be disinfected at the end of each school day.

Additional policies and procedures may be implemented as needed and put into effect immediately to meet the extraordinary health and safety needs of our children and staff during this time.

All of the school’s regular policies and procedures as stated in the Staff Handbook will continue to be in effect unless contraindicated by the operational restrictions listed above.

**Drop off Time:**

Each family needs to keep 6 feet apart according to social distancing requirements at all time.

We ask all parents to wear a mask or face covering during drop off and pick up and not to enter the facility. A staff member will conduct a health inspection of each child and parent before the child enters the facility. The health inspection includes taking each child's temperature. Children will not be received if their temperature is over 99 degrees Fahrenheit.

A staff member will greet and receive the child and accompany the child into the restroom to supervise washing, rinsing and drying of hands then escort the child to their assigned table. Parents are not allowed to enter the facility at any time.

Parents are required to follow the Sign In and Out Procedure (iPad). Children must be signed in by their parents at the front door greeting station before entering the facility.

### **Circle Time/ Work Job Time:**

Children will have an assigned table and their own personal set of stationeries (markers, crayons, etc)

Children will be kept 6 feet apart according to social distancing requirements as much as possible.

Children over the age of two should be encouraged to wear masks as much as possible.

### **Playground Time:**

Playground equipment will be sanitized at the end of each school day.

As weather and outside space permits, longer outdoor activities will be provided.

Children will be kept 6 feet apart according to social distancing requirements as much as possible.

Hand-washing protocol will be conducted upon returning to the classroom.

### **Snack/Lunch Time:**

Students are assigned a seat at a lunch table that will be socially distanced from other students

The school will continue to offer snacks based on the snack menu.

School staff will wear gloves any time we serve or prep food.

### **Bathroom Time:**

Bathroom will be sanitized at the end of the school day.

Hand-washing protocol will be followed after restroom usage.

Social distancing will be practiced during bathroom time.

**Nap Time:**

Bedding will be sent home in plastic bins each Friday and must be laundered at home in hot water weekly.

Children's cots will be kept 6 feet apart according to social distancing requirements while napping.

**Dismissal Time:**

Parent will sign the child out by the entrance. Only one adult per family is allowed at pick-up time.

Do not begin disinfecting classroom spaces until all children are picked up.

Each family needs to keep 6 feet apart according to social distancing requirements.

Please read and sign the attached Acknowledgment and Disclosure and return it to the school.



**Good Shepherd Christian School**

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## **Employment Agreement Addendum**

I, \_\_\_\_\_ have been informed that Good Shepherd Christian School (GSCS), a DBA (Do Business As) name of a religious non-profit organization Christian Light & Salt Foundation (CLSF), is exempt and is excluded from State Unemployment and Disability Insurance. I understand that I will not be able to claim California State Unemployment and Disability benefits through the employment in GSCS.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I have received GSCS policies and procedures for the COVID-19 preventions in the school facility. I agree to follow all the policies and procedures to ensure the safety of the students, my colleagues, and myself. I voluntarily assume all risks related to exposure to COVID-19 while working in GSCS, and will not hold GSCS legally liable in the event of an accidental exposure.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_