

Kids Connection Elementary

2020-2021 Reopening Plan

KIDS CONNECTION
❖ BE EXTRAORDINARY ❖

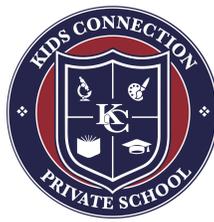
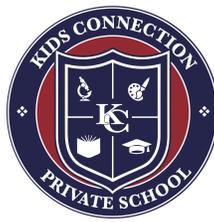


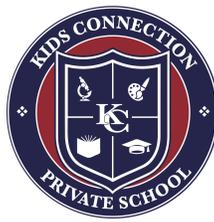
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Overview

On July 17, 2020, Governor Newsom set forth conditions for the reopening of schools as well as guidance on when schools that are open may close again. These include:

- Schools may open for in-person instruction at any time if they are located in a local health jurisdiction (in our case San Mateo County- SMC) that has not been on the county monitoring list within the last 14 days.
- If SMC has been on the monitoring list within the last 14 days, school must conduct distance learning until the county has been off the monitoring list for at least 14 days.
 - Despite these requirements, elementary schools may pursue a waiver with local and state health authorities if the school has a clearly developed plan that implements the Four Pillars and addresses other local and state requirements. County health officials must review local community epidemiological data, consider other public health interventions, and consult with the California Department of Public Health (CDPH) when considering a waiver request. As of 8/17/2020 the health department has not begun accepting these waivers in SMC. Kids Connection intends to pursue this waiver as soon as possible.

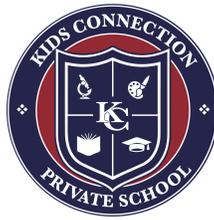
On January 14, 2021, Governor Newsom and the California Department of Public Health (CDPH) provided additional guidance which applies to schools that are currently open and are waiting to open. The following includes the updated requirements and recommendations from this guidance.

Pandemic Recovery Framework for Schools

The San Mateo education and health leaders partnered to develop the Pandemic Recovery Framework for Schools (the “framework”). The framework is based on science, best practices, and was developed in direct consultation with San Mateo County’s Health Officer and reflects the current health situation. It identifies conditions and provides recommendations and supplies needed for a safe return to on-campus learning for the 2020-21 school year. Although evidence indicates that children have less risk of COVID-19 infection, there remains some measure of risk for adults as they return to community interaction, including work. The framework addresses the need for practices that not only keep students as safe as possible, but also school employees as well. The Kids Connection Framework is based on this framework. It only deviates in areas where we can exceed the guidelines issued by the local and state health authorities.

Over the course of this pandemic, Kids Connection (KC) remains steadfast in our commitment to the safety and security of our students, staff and families while also ensuring that each of our students’ development and academic progress continues. The document below outlines the procedures that the school has in place to be compliant with any and all local and state regulations.

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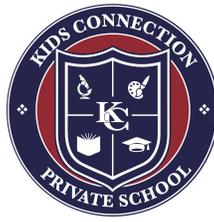
Four Pillars for a Safe Return to School

The framework is based on Four Pillars that describe what is essential in creating and sustaining the safest, most healthy environment for students and staff to prevent the spread of communicable disease. In order to ensure a safe return to school, Kids Connection will implement the protocols to address the Four Pillars which include:

- **Health and Hygiene** – practicing daily hygiene routines, conducting daily health screenings, including temperature taking, providing essential protective equipment (EPE), and conducting effective cleaning routines.
- **Face Coverings** – based on extensive research, face coverings are essential to stem the spread of COVID-19 and are required for everyone on campus from kindergarten students to staff, except those, who for medical reasons, cannot wear one. KC will provide information and guidelines on face coverings.
- **Physical Distancing** – is another critical element to limiting the spread of contagious disease, including COVID-19. KC will employ strategies for limiting the number of people in any space, which may include alternative schedules for students, rearranging classrooms, using outdoor spaces for classrooms, and limiting use of common areas on campus.
- **Limiting Gatherings** – addresses the need to limit meetings and group events that occur outside of the instructional setting. Teachers and students convening for learning is an essential activity and does not constitute a gathering. Activities outside of the instructional setting should be conducted remotely, postponed, or otherwise restructured.



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Virtual Kids Connection

Kids Connection is currently offering two options for our educational curriculum this fall. One option is on campus five day instruction with adjustments to the classrooms and programming following the framework guidelines. Those will be discussed in detail throughout this document.

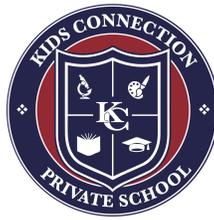
The second option is five day virtual classroom learning. This Virtual Kids Connection (VKC) allows students to participate in the classroom live and online. The teacher is presenting the same lesson to students on campus and students online at the same time. This allows for the same academic program to be delivered to both sets of students as well as allowing our virtual learners to feel socially connected to their peers in the classroom.

On-Campus Safety Strategies

The following general guidance is being implemented for every KC student and staff member throughout the re-opening process. More detailed information on each of these items is present in the respective section of this document. To ensure thoroughness and consistency, in many instances, the guidance is repeated in multiple sections.

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around others, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings, and close quarters.
- KC will continually develop, implement, and revisit policies and procedures to train staff and educate students and families on personal hygiene expectations.
 - including increased frequency of handwashing, the use of hand sanitizers, and clear instruction to avoid touching hands to face.
- Hand sanitizer, disinfecting wipes, soap, and water, or similar disinfectant will be readily available to all students and staff on campus.
- Required facial coverings or other personal protective equipment (PPE) at all times on campus.
- Cohorting will be used to the furthest extent possible.
- Each classroom will have a first aid kit, sink for washing hands with soap, hand sanitizer and back-up PPE.
- Janitorial staff will deep clean/disinfect regularly when school is not in session and will disinfect high-touch, high-traffic surface areas frequently throughout the school day.

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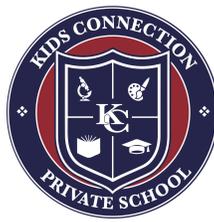
- Electrostatic sanitizing sprays are scheduled to occur once per week
- Staff Members will take temperatures (of adults and students) each day using a non-touch thermometer.
- Families will receive ongoing education on the importance of symptom screening and will be asked to perform at-home screening each day before a student is sent to school.
- Any staff member or student that feels sick is required to stay home and on-going monitoring of students and staff for COVID- 19 symptoms will occur.
- Visitor entry will be limited to essential business only and will require temperature screening using a non-touch thermometer.
- Continual evaluation of the Department of Health, Center for Disease Control, and San Mateo County office of education guidance.

2020-2021 Planning Process

Throughout the planning process, Kids Connection leadership (which includes the management team in consultation with teachers, pediatricians, cleaning experts, legal authorities, the San Mateo County Health Department and the San Mateo County Office of Education) worked diligently to identify the key areas of focus for reopening. In this planning process, several key areas of focus were identified. The categories below are being consistently applied to all planning being done for the 2020-2021 school year.

- *Cleaning and disinfection*
- *Small, stable, cohorting*
- *Entrance, egress, and movement within the school*
- *Face coverings and other essential protective gear*
- *Health screenings for students and staff*
- *Healthy hygiene practices*
- *Identification and tracing of contacts*
- *Physical distancing*
- *Staff training and family education*
- *Testing of students and staff*
- *Triggers for switching to distance learning*
- *Communication plans*
- *Academic and curriculum plans*
- *Social-Emotional well-being of students and staff*
- *Technology needs*

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On-Campus Covid-19 Protocols

At all times, it is expected that no person will enter the KC campus presenting symptoms associated with COVID-19. This will take a community effort which will be supported by screenings, vigilance, and on-going education for families, staff, and students. Any suspected or confirmed case must be shared with KC management and will be handled as a top priority. Anyone with direct knowledge must adhere to all applicable privacy laws and policies.



PREVENT THE SPREAD

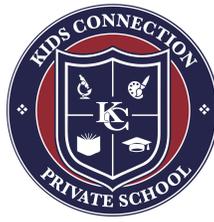
REMINDERS TO KEEP YOU SAFE FROM COVID-19



Working together as a Community

Kids Connection has been, and will remain, committed to doing our best to prevent COVID-19, and any communicable disease, from coming to campus and from preventing spread of the virus within the school to the greatest extent possible. However, the reality of this virus is that a community commitment to safety is going to be our most important tool in fighting this illness, and any others. As a school, we can not enforce compliance with the rules and recommendations from the health department when we are not on campus. However, we will continue to provide health and other information to our families and staff. Additionally, we do reserve the right to ask families to quarantine and/or to get a negative COVID test before returning to campus if a risk is identified. Most importantly, we ask all of the members of our community to remember that what happens outside of school absolutely can and will impact our ability to be successful in keeping COVID-19 away.

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Promoting Behaviors at School that Reduce Spread

Temperature Checks

- Families will check student temperatures and screen for symptoms before leaving for school.
- Though they will also take their temperature on campus, staff will check their own temperatures before leaving their home and will call the front office to request coverage if necessary.
 - If the temperature is at or above 100.4 degrees, students and staff are to remain home and may continue to work remotely if possible
- Staff Members and any visitors that enter campus will take their temperature each day using a no-touch thermometer
- If a student or staff member feels unwell at school, a temperature check will occur.
 - If a temperature read is at or above 100.4 degrees, the student or staff member must go home.

SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of **COVID-19**, which can include the following:



Cough



Sore throat



Fever



Muscle pain



Chills



Shortness of breath
or difficulty breathing

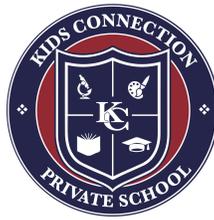


New loss of taste
or smell



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Stay at Home Policies

Staff and students must remain at home or will be sent home if they:

- Have a cough, fever of 100.4 degrees or higher, or shortness of breath or other symptoms of COVID-19
- Recently had close contact with a person that has tested positive for COVID-19
- Are awaiting test results for COVID-19
- Have been diagnosed with COVID-19



Testing and Contact Tracing

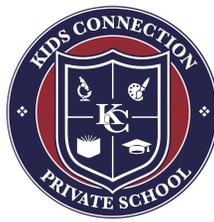
Schools are not expected nor allowed to diagnose students or staff for any medical condition, including COVID-19. All identification and contact tracing will be done in close communication with the local health authorities.

- All staff will be tested prior to the start of school and will continue to be tested on a continued basis in accordance with local guidelines. This testing will be conducted through staff's primary care providers. In the absence of that being available, Kids Connection will contract with an outside provider to ensure all teachers are tested.
- Students are recommended to be tested at the cadence recommended by the health department. Parents are encouraged to contact their child's primary care physician to determine an appropriate testing strategy inline with these recommendations.
- Testing and contract tracing will be done following the guidelines in the Recovery Framework's COVID 19 response chart. This is located on page 14 of this document.
- Kids Connection does reserve the right to ask that a child have a negative COVID-19 test result in order to return to campus. This is in addition to the mandatory quarantine protocol that is listed in the COVID response chart.

Physical Distancing

- KC employees, students, and visitors will maintain 6 feet of physical distancing to the greatest extent possible.
- Physical contact with others will be avoided (no hugs, handshakes, high-fives, etc.)
- Students in classrooms will sit at least 6 feet apart and will not face one another unless a partition is available for their table or desk.
- Classrooms will have no more than 12 students in house until the restrictions change.
- Traffic Flow:
 - Staff will monitor traffic flow to ensure that students maintain 6 feet apart to the greatest extent possible.
 - Staff will also monitor to minimize the flow of children, particularly between cohorts and classes to the greatest extent possible.

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- Meetings/Gatherings
 - Non-essential/informal meetings and visitors will be prohibited. This includes parents in the building.
 - Formal meetings will be encouraged to occur via Zoom or Google Meet.
 - Necessary in-person meetings will occur in a well-ventilated room with enough space to ensure physical distancing.

Facial Coverings

Students and Staff will wear face coverings when on campus. In California, and at Kids Connection, all individuals must wear a face covering when they are outside the home, unless an exemption applies. In schools and preschools, masks are required for children greater than two years old. A face shield is also encouraged for those who struggle with a face covering. However, a face covering is required to be incorporated for all age groups.

- Parents must supply an appropriate face covering for their child (and extras to be on hand as dictated by the classroom teacher)
- Parents may also provide a face shield if they have concerns about their child's ability to wear a face covering on campus. This could also be requested by the teacher if issues arise with face coverings.

Teachers will develop activities and classroom protocols to help students understand the rationale for wearing face coverings and to develop classroom culture that supports face coverings. Teachers will have the discretion to allow for the removal of facial coverings when over 6 feet of physical distance is guaranteed and:

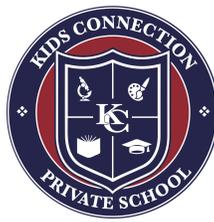
- Students are outside
- Students are in a self-contained classroom
- Students are eating lunch
- Engaged in physical activity (personal fitness)

For instructional purposes teachers may work with students side by side as necessary, as long as both the student and teacher are wearing a face covering.

Any person exhibiting symptoms will wear a mask & face shield in the front office sick area until leaving.



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Hand Washing Hygiene

- Handwashing with soap for at least 20 seconds will be recommended and encouraged before class, after restroom use, before eating food, and after lunchtime.
- All elementary classrooms have a sink in the room that will be used for handwashing to minimize traffic through the restrooms.
- Hand sanitizer will be provided in various areas in the school, to include in each classroom, in office areas, and at all entrances.

Identified COVID-19 Signs or Symptoms While On-Campus

Students Becoming Sick or Displaying Symptoms While at School

- Students who have a fever of more than 100.4 degrees or show symptoms of COVID-19 while in school will be placed in the front office sick area until a designated family member may pick them up from school.
 - A guardian on the emergency contact needs to pick up the student as soon as possible.
- While waiting, the child will wait in the front office health area that has been set up to provide appropriate separation of a child exhibiting symptoms of illness (of COVID or in any way not feeling well)
 - The child will be asked to wear a face shield in addition to their face covering
- Parents will be instructed to pick the student up at the Beach Park entrance to avoid having the child walk through the school to the sign out lobby on the way out. Please park and walk around to the front entrance to pick up your child.
- Children sent home with a fever must stay home until they are fever free (without the use of fever reducing medication) for at least 72 hours.
- If additional symptoms consistent with COVID are present, Kids Connection will ask for a doctor's note or negative COVID test to return to school.

Staff Becoming Sick While at School

While staff members will be screened for symptoms daily, including a temperature check, there may be a situation in which symptoms develop during the school day. In this situation, the staff member should inform the front desk or Mrs. Ganes immediately and the following steps will occur

- Staff members who show symptoms of COVID-19 must leave the campus immediately and Kids Connection will provide a substitute teacher.
- The staff member may resume teaching from home if they prefer, or a substitute will be provided for instruction.

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- Similar to students, staff members are asked to stay home until they are fever free (without the use of fever reducing medication) for 72 hours.
- If additional symptoms consistent with COVID are present, Kids Connection will ask for a doctor's note or negative COVID test to return to school.
- Parents should be prepared that there could be times when transitions due to a teacher needing to go home immediately will occur. Kids Connection will take immediate action to get learning for both the on-campus and virtual learners back on track as fast as possible. In the event that such a pause is required, there will be supervision for those online and the student can continue with independent work. The plans for this unfortunate (but possible) moment will be communicated to students at the beginning of the year with their individual teacher.

Testing and Contact Tracing

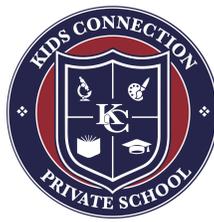
Schools are not expected nor allowed to diagnose or treat students or staff for any medical condition, including COVID-19. Local health officials will provide guidance and support to individuals within a school community who test positive for COVID-19. Additionally, local health officials will conduct contact tracing to help identify individuals who may have been in close contact with a confirmed case, per CDC Guidance.

Testing

According to the California Department of Public Health (CPHD), readily available testing for COVID-19 can help protect vulnerable groups and help track the spread of COVID-19 in our communities. Information on free testing sites in San Mateo County can be found on the San Mateo County website.

According to guidance provided by the California Department of Public Health on August 3rd, 2020, school staff should be tested, including teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Kids Connection is requiring that all staff be tested, and have received a negative COVID-19 test prior to returning to campus. This testing will be done through staff's primary care provider. If testing is not available Kids Connection will contract with an outside provider to ensure that the testing is completed in compliance with our testing protocols and all regulations by the local health authorities. This testing will occur at a frequency determined based on the recommendation of the health department.

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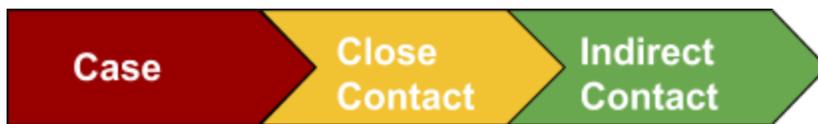


Mary DeLong, Managing Director, will be the main contact for Kids Connection for all testing and contact tracing. She can be reached at mdelong@kc4us.com or (650)542-7863.

If the county is not on the state’s monitoring list when a school or school district reopens to in-person instruction, but is later placed on that list, schools should begin testing staff, or increase frequency of staff testing. The schools are not required to close under this scenario.

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A Case refers to a person who tests positive
- Close Contact: A Close Contact refers to a person who was in direct and close contact (less than 6 feet for more than 15 minutes)
- Indirect Contact: Indirect Contacts are people who may have been in proximity to a *Close Contact*

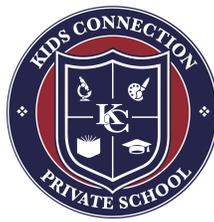


COVID-19 Response Chart

When a Student, Teacher, or Staff member Has Symptoms, Is a Close Contact of Someone Infected, or Is Diagnosed with COVID-19

Student or Staff Who:	Action	Communication
1. Presents with COVID-19 Symptoms Symptom Screening CDPH, p. 14	<ul style="list-style-type: none"> ● Send home ● Recommend testing <ul style="list-style-type: none"> ○ if positive, see #3 ○ if negative, see #4 ● School/classroom remain open 	No action needed

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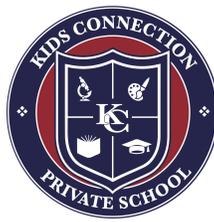
2. Is a close contact ¹ with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<p>Sample message to larger school community</p> <p>Sample message to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts, quarantine, and exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<p>Sample message to whole school community</p>
4. Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<p>No action needed</p>

From California Department of Public Health

Table Definitions

- A **close contact** is defined as a person who was less than 6 feet from a case for more than 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
- A **cohort** is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts to the greatest extent possible.

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Travel

In order to promote safety and to limit the exposure to members of the KC community, Kids Connection will follow all recommendations of the relevant health authorities. These include the CDC, state and local authorities. In the event that the guidance differs, we will follow the most conservative recommendations available. The COVID-19 travel policies applies to staff and students. This includes if the individual travelled themselves, or if they have others in the household who have travelled/are coming to visit. The related quarantine dates start the date AFTER the person returns from the trip or arrives for the visit.

After traveling, students, staff, and families must monitor symptoms for 10 days after their return. Testing is recommended 3-5 days after travel and can shorten the quarantine period to 7 days. Please note that the student or staff member must get tested 3-5 days after travel AND stay home for 7 days after travel. If the test is negative, and the 7 days has passed, he/she may return to school. If the individual does not get tested, it is required that he/she stay home for 10 days after travel. A copy of the covid test must be provide to and cleared by the school prior to returning to campus.

Vaccines

Kid's Connection's policy is to follow the state and local guidance on vaccines in schools. CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials in that group are still under way.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help”

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger excessive measures from the school and public health authorities.

State's Criteria for Closing a School Once it Opens

The decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with San Mateo County Health.

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A full transition to distance learning may be appropriate when there are multiple cases in multiple cohorts. This is defined by the CDPH as the following.

- Within a 14-day period, an outbreak* has occurred in 25% or more staple groups in the school.
- Within a 14-day period, at least 3 outbreaks* have occurred in the school AND more than 5% of the school population is infected.
- San Mateo County Health may also determine school closure is warranted for other reasons, including results from public health investigation or local epidemiological data.

*The CDPH defines an outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

Once closed, a school may typically reopen after 14 days and the following have occurred. Virtual Kids Connection will be made available to all students during this time.

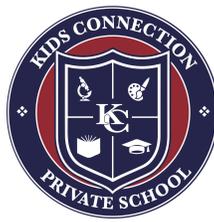
- Cleaning and disinfection
- Public health investigation
- Consultation with San Mateo County Health

Maintaining Healthy Environments

Cleaning and Disinfection

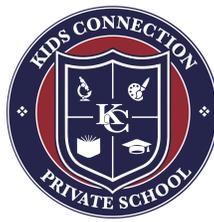
- Kids Connection has an electrostatic disinfecting spray cleaning service performed weekly through the pandemic. Extra services would be implemented in the event of a case or close contact. This weekly protocol includes the following:
 - SURFACE DISINFECTION - A hospital grade broad spectrum disinfection solution is applied to all of our surfaces with an electrostatic spray system for the most thorough coverage. The system is laboratory tested effective at killing the most difficult bacteria, virus, and other known strains of the Coronavirus when properly applied. Additionally, the solution will also penetrate and destroy biofilm that bacteria and mold form as a defense mechanism. The process is highly effective on porous and non-porous materials.
 - PROTECTIVE SURFACE SHIELD - Long lasting Antimicrobial Shield Gives Continuous Protection 24/7. After sanitization, the Antimicrobial Protective Shield is applied to EVERY surface. This long lasting antimicrobial shield is applied with an electrostatic spray system which gives the treated surface the ability to continuously kill germs as they are deposited onto a surface. The antimicrobial shield is also applied to, and effective on carpet, upholstery, office partitions, paper, and any other surfaces. When any other brand disinfectant is

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applied and then dry, they immediately stop disinfecting. The Protective Surface Shield continues to work for you after dry for 3 Months, but Kids Connection's process will involve doing this weekly.

- AIR PURIFICATION - To continuously clean the air, we have installed Air Fresh Packs in most rooms of the schools. These packets use the moisture in the air to release a slight amount of disinfectant into the air to help keep the air germ and allergen free, 24/7.
- SAFETY - The sanitizing solutions we apply are completely safe for people, pets, food, and the environment. They do not poison molecules but physically kill them by oxidation. Our solution is registered by the FDA to be used on meat and produce as a rinse before packaging. It is also found in some mouthwash and toothpastes for safe disinfection. Some grocery stores use this solution in the automatic water misting system over the produce section to kill bacteria and fungus which will extend the shelf life of the produce. Our disinfectant is so safe, you could wash your face and hands with it.
- Students will be provided a disinfectant wipe to sanitize their own desks before and after lunch during the school day.
- Staff will sanitize shared equipment such as screens, keyboards, phones, vending machines, and copy machines before and after use.
- Staff will complete doorknob sanitation at the end of each class period.
- Classroom phones will be for staff use only.
- We have a dedicated phone for student use to call parents if needed. This will be wiped down before and after use.
- We have increased our janitorial cleaning both during the day and in evenings.
 - During the day, our janitorial staff will now be on campus to clean the high touch areas and bathrooms during the school day, including before and after lunch. They will also replenish all PPE and cleaning supplies, paper towels, soap, sanitizer, etc.
 - During the evening cleans, additional disinfecting cleanings will occur throughout the school. This also includes heavier cleanings of high touch areas.
- In the event of a case or close contact, both overnight full school sanitizing cleans, and electrostatic sprays will occur. The expectation is that this can be done overnight which would allow school to resume the next morning. However, in the event that that could not occur, school would remain closed until this could be completed.



School Operations & Movement

Signage

- Signs will be placed throughout the building to promote social distancing and to lead towards entries and exits.
- Floor and wall decals will be used to provide visual representations and will act as guides to promote appropriate physical distancing.
- Healthy habits signs will promote handwashing, physical distancing, symptom screening, and disinfecting around campus.

Arrival

- Counselors will be available to greet students at the cars, take their temperature and guide students towards the entrance.
 - Please note that children will not exit their car until their health screening has been conducted and their temperature checked. If the child has a temperature over 100 they will not be allowed to stay on campus.
 - If the parent feels that the child may be hot from the car, they may pull out of line to park. After 15 minutes a counselor can retake their temperature. If it has not decreased back to a normal range, they must return home and follow the sick policies noted above.
- Parents will be asked to have an 8x11 card/paper on their dash with their child's grade and teacher clearly displayed. This will allow for efficient processing of their children through to the appropriate location.
- In order to bring the students on campus safely and in a manner that promotes social distancing we will be staggering the drop off times by grade. This process will differ slightly in terms of time and procedure for different age groups.
 - Kindergarten and 1st grade: Parents will drive up to the parking lot entrance of the school. Students will have their temperature taken from the car and then escorted to their class by one of the counselors
 - Kindergarten and 1st grade drop off time: 8:40-9:00
 - Grades 2-5: Parents will drive up to the gate at the end of the playground. Counselors will take temperatures and then escort the students to the playground where they will sit in marked, physically distanced areas until their teacher will come and escort the class back to the classroom.
 - 4th and 5th grades drop off times: 8:00-8:20
 - 2nd and 3rd grades drop off times: 8:20-8:40
- If there are siblings in different grades, they may be dropped off during the earlier time slot. We will have a physically distanced waiting area until the rest of the class and

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teacher come to bring them back to class. We will have extra counselors to help supervise this area.

- In the case of rain, all students will be dropped off through the sign out lobby. After their temperatures are taken at the car, counselors will escort them to their classrooms directly. The drop off times noted above will be the same.
- Before school care is not available during Phase 1. If there is an emergency the front office will be contacted to see if a safe alternative is available. However, it is highly likely that we may not be able to accommodate these requests until the guidelines soften.
- The different grades will enter/exit the building through different entrances.
 - Kindergarten and 1st grade students will enter through the sign out lobby. the playground doors and go directly to their classrooms.
 - Grades 2 and 3 will enter through the playground doors and go directly to their classrooms.
 - 4th and 5th grades will enter through the front Beach Park side door and immediately go up the stairs to their classrooms.

Restrooms

- Restroom capacity will be limited to two students at a time
 - A staff member will monitor restroom capacity and hallway behavior.
- Stalls will be marked for use to ensure social distancing while in the restroom.
- Students should maintain wearing a facial covering while in the restroom.
- Multiple sinks are available for handwashing.
- Soap will be readily available.
- Handwashing guidelines will be posted at each sink.
- The student will use hand sanitizer upon reentry to classroom.
- Markings will be used on the floor outside of the restroom outlining where to meet if needed to wait.

Playground, Recess, Physical Education (PE)

- For all grade levels, PE will be based around individual personal fitness and to the greatest extent possible will be held outside where virus spread is considered less risky.
- Playground equipment (slides, jungle gym) will be limited and subject to cleaning based on the recommendations of the health department.
- Daily recess will be required with outdoor recess being preferred, and indoor recess being acceptable when weather or spacing requires.

Dismissal: Normal school day

- Students who will be attending the Kids Connection afterschool will be transitioned directly to aftercare without any additional parent intervention needed. See below for dismissal procedures from afterschool.

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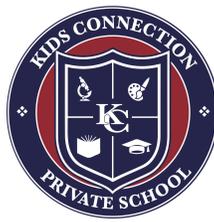


- Please note that during our initial phases of reopening afterschool drop-ins will not be allowed.
- Similar to arrival procedures, dismissal will happen in an orderly and staggered fashion. The pick up times by grade are:
 - Kindergarten: 1:45-2:05
 - 5th and 4th grades: 2:15-2:30
 - 3rd and 2nd grades: 2:30-2:45
 - 1st grade: 2:45-3:00.
- Parents should stay in their cars and drive up to the large gate at the end of the playground. Parents will place their placard in the window to allow for timely checkout.
- At the assigned time the students will come down and sit on the markers ensuring social distancing.
- Staff will confirm the pick up person is authorized and call the student to enter the vehicle.
- If a family has multiple children in grades 1-5, they may pick up all children at the latest time slot.
- Any children not picked up by the end of the assigned time (with the exception of siblings as noted above) will be placed in afterschool and drop in rates apply.
 - Please note that afterschool drop ins are very challenging during COVID due to student spacing and staffing restrictions. **Therefore this service will not be available during the initial stages of reopening.** We will have staffing to keep the students safe, but we will call to confirm pick up status, and parents will be asked to pick up their child immediately. When we are able to offer the regular drop in option we will let parents know.

Dismissal: From Afterschool

- Students who will be attending the Kids Connection afterschool will be transitioned directly to aftercare immediately at the end of the class.
- To pick up a child, parents should park and come to the sign out lobby entrance.
- Anyone picking up a child must be wearing a face covering.
- A staff member will greet parents at the door and have them sign out on the iPad.
 - A personal PIN is required and will be provided to all afterschool families and authorized pick up adults.
 - iPads will be wiped down between use.
- A staff member will call the child, using the walkie talkies, to be brought to the sign out lobby.
- In the event of inclement weather, parents should call when arriving and we will bring the child out to the parking lot and have the child signed out on the iPad from the car.

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Gatherings, Field Trips, Enrichment, Pull-Outs, and Visitors

- Parent meetings will be conducted virtually through the Zoom or Google Meet platforms
- Pull-outs (other than PE) will be held via Zoom during Phase 1 of the reopening plan. The teacher will stay in the classroom to ensure safety but the class will participate in the Zoom class which will be projected through the epon boards.
 - PE, as noted above, will be conducted outside if weather permits. If the weather conditions require that the class cannot be held outside, the teachers will Zoom in.
 - When the school is able to move into Phase 2, bringing the pull-out teachers back to campus may be plausible.
- Enrichment classes and field trips will not occur until safety guidelines permit them safely.
 - This will be revisited as the conditions continue to change.
 - Enrichment classes taught by KC teachers (already on campus) and Mandarin (5 day) are the only exceptions to this rule.
- Classes will pursue virtual field trips and KC will coordinate virtual performances
- Only visitors that are critically important will be permitted on campus

Shared Spaces: Classrooms and Offices

Routine sanitization of shared equipment, such as copy machines, telephones, refrigerator handles, microwaves will be completed throughout the day as well as at night by our janitorial staff.

Classrooms

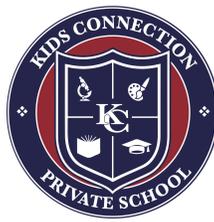
Classroom Operation

- Hand sanitizer will be available in each classroom.
- Each classroom will have a socially distanced, designated capacity limit based on the layout, age, and size of students.
- Each classroom will have a first aid kit and back-up PPE and cleaning supplies.
- Consistent, forward-facing seating in each classroom
- Students will not share materials to the greatest extent possible.
- Ongoing cleaning by teachers and students during the school day

Shared Objects

- Students will be prohibited from sharing items.
- Teachers will be discouraged from sharing items among students and will disinfect any item before and after use if loaning is necessary.
- Students are encouraged to bring their own device for computer class or use for classroom assignments.

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- Grades K-3 may use devices sporadically throughout the week, and mostly for computer class.
- Grades 4 and 5 are strongly encouraged to bring a laptop to school for use in classroom assignments.
- If a device from home is not available, limited shared devices are available which will be fully disinfected between use.
- Each student will have their own art supplies for class use to the greatest extent possible. Any shared items will be fully wiped down between use.
- Students are required to bring their own water bottles. Kids Connection will provide the students with an ability to refill their water bottle in class if needed, but water fountains will be turned off.

Physical Barriers and Partitions in the Classroom

- Students will sit at individual desks ensuring that students are 6 feet apart. There will be no shared tables.
- Additionally, teachers will, to the greatest extent possible, conduct the majority of their teaching from 6 feet away from the closest student.
- Closer interaction for helping a student is allowed, but face coverings will be worn by both. These should be limited in duration, to the greatest extent possible.

Outdoor Learning Spaces

Kids Connection is in the process of getting permission to add outdoor classrooms on the property with tenting. These will be special fenced in areas to use for supplemental classroom space or if in-person meetings with parents or between staff are required. Outdoor learning spaces will be readily available and the use of outside space is recommended to the greatest extent possible. These spaces will be away from any recess or PE locations and will serve as a dedicated learning space. All seating and tables will be wiped down between use.

Staff Offices & Shared Spaces

Staff Workrooms

- Only two teachers at a time will be permitted in the staff workroom and they must have masks on.
 - Wipes will be left in the workroom so teachers can sanitize before and after use.
 - Maintain maximum physical distancing.
- Physical paper copies should be limited. When necessary, designated staff members will make copies for their assigned grade levels.

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Staff Lounge

- Staff will be encouraged to avoid using the staff lounge for more than just to utilize what is needed and then to return to the classroom or outside space immediately.
- One Staff member may sit at opposite ends of each table in the teacher's lounge.
- Wipes will be left in the lounge so that teachers can sanitize tables and anything else used.
- When students are on-campus, staff members are encouraged to eat in their classrooms and utilize outdoor space to the greatest extent possible.
- KC is in the process of working with the city to obtain outdoor tented space to use as a staff picnic area.

2020-21 General School Operations

Daily Academic Schedules

- KC will follow the same schedule for on-campus and VKC models.
 - To accommodate the staggered arrival and dismissal schedules, teachers will provide the start and end times for the virtual learners in their classroom communications.
- When on-campus, lunches and snacks will be eaten inside classrooms.
 - Students will eat at their desks, ensuring 6 feet between children, as their face covering can be removed.
 - Families will supply all snacks and lunch (either from home or purchased). KC will not provide any consumables to students and sharing of food is prohibited.
- During Phase 1, pull-outs (with the exception of PE) will occur via Zoom. The students at home will Zoom in and the on-campus students will have Zoom projected onto the Epson boards, unless other accommodations have been made. In further phases, KC will determine if bringing the pull-out teachers back to the classrooms is possible in a manner that ensures safety for the students and staff.
- PE will occur outside for the on-campus learners. If going outside proves problematic for the VKC students, a separate session (after regular class time) will be provided.

Grading & Assessments

- Regardless of the model, all students will use the same curriculum and will have the same expectations. Teachers will make modifications as appropriate.
 - To allow for added flexibility and transition time for students, grading will move to a trimester system.
- Schoology will serve as the Learning Management Platform for all students.
- Academic Integrity conversations and training will be ongoing with students and families

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- Plagiarism software will be used to evaluate student assignments.
- Traditional grading scales will be used for all grade levels.
- Students will have informal and formal assessments throughout the year regardless of the model.
- A strong emphasis will be placed on feedback and standard mastery in all grade levels.
- Alternate forms of assessments will be used consistently to provide unique ways for students to show mastery of standards.

Discipline and Classroom Management

- KC will continue to follow the Code of Conduct in all models.
- At all times parent communication will be a vital component of any student discipline concerns.
- Students who do not comply with the in-person reopening plan expectations may be moved to VKC for a determined amount of time.
- Students who do not comply with the Zoom expectations will not be permitted to remain in the Zoom session and will be assigned asynchronous content.
 - Additional information will be provided in the coming weeks from Cindy Wood regarding our digital expectations. These include, but are not limited to:
 - Students must be signed on with Google Account credentials
 - Names must be accurate
 - Cameras must be on
 - Students must be respectful while on camera with their words and actions
 - Use of Google hangouts, other social media, or games is not permitted during class time.

Zoom Etiquette and Expectations

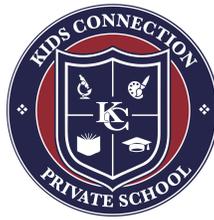
Parents should not participate in Zoom sessions at any time. Individual conferences can be requested and coordinated by contacting the teacher as needed.

Students are expected to be on-time and actively working with their class when on Zoom. Teachers will send out the daily schedule and classroom

***Given the fluid nature of our current situation, future guidance and prac alterations to all policies and procedures. (LAST UF*

Virtual Meetings

	Turn on your camera
	Mute your microphone
	Turn off and put away distractions
	Listen to others
	Unmute to speak
	Use kind words



expectations once the school year begins.

Attendance

Attendance will be taken on a daily basis. Students will either be marked present, absent, or tardy in alignment with our current attendance policy. All students will be checked into Attendance Tracker daily as present, tardy or absent. On-campus learners will be checked out by the parent at the end of the day. VKC students will then be marked as VKC in the system so they do not show up on the daily emergency rosters.

Uniforms

It will be our intention to provide as much structure and normalcy as possible, therefore, the Kids Connection uniform policy, located in the parent handbook will remain in effect this year.

VKC students are encouraged and welcome to wear their uniform when learning from home. This creates a structure that allows students to see that time of the day as “school time” just as if they were on campus. However, wearing uniforms if your child is learning from home is not required. We do ask that children come dressed properly for the day. This does not include pajamas or costumes that could create confusion or distractions to class time. The exception to this of course are any special event days planned by the teachers or school (i.e. sports day).

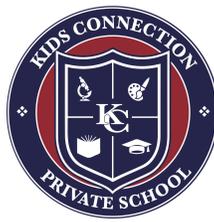
Student Meals

- Students will need a snack and lunch for each school day on campus.
 - Snacks and lunches will be eaten at their desks in their classroom to maximize physical distancing since face coverings will be removed.
 - Parents will be encouraged to provide containers and food that is appropriate for their students to open and consume without support.
- ChoiceLunch will be available to purchase
 - The new Ala Carte menu will have pre-bagged meals that will be delivered to the classroom by the classroom aids.

In further phases, every attempt will be made to safely provide an opportunity for a physically distanced outdoor lunch break.

- *On-campus enrollment and weather will drive the decision-making process for any grade-level or grouped lunch options.*

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- *A gradual, cautious, and phased implementation will be used for any grade level or group lunches.*

Switching between VKC and On-Campus

Prior to the school year all families have elected to participate on-campus (when possible) or VKC. Creating consistency for the classroom is crucial to continued success for all of the students.

- Until regulations change, each classroom will have no more than 12 on-campus students assigned to it. For those families who are signed up for VKC, returning to campus will only be an option if an on-campus spot is available. This can not be done on a drop in basis.
- If an on-campus student must transfer to VKC due to illness, quarantine, etc. their on-campus spot will be held until they are able to safely return. They can, and are encouraged to, temporarily switch to VKC during this period or if independent work is preferred, that can be arranged between the student and teacher as normal “absent work” would be during a typical school year.
- However, switching between the two models for scheduling convenience will not be allowed.
- Only if a student decides to permanently switch to VKC would a new “spot” be available on-campus.

Communication

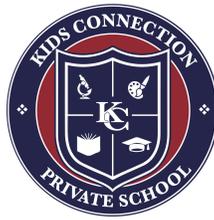
Communication: Administration and Families

Kids Connection will utilize the same communication methods outlined in the Student Handbook. In order to avoid any virus risk, only essential information or classroom projects will be sent home on paper. Please ensure that the email addresses in the FAM module (through the website) are current.

Communication: Teachers and Students/Families

- All elementary teachers will utilize Schoology to post assignments and announcements
- Teachers may provide additional communication methods that they prefer for their specific classrooms.
- Teachers will use their email as an official method of communication with parents and students.
- Parents may be asked to provide a Google account for each student. More information will be provided on how this should be formatted so if your child does not already have a Google child account, please wait until Ms. Wood provides what is required.

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Communication of a COVID incident on or related to campus

The following are the different messages that staff and/or families will expect to see in the event that a COVID related incident has occurred. Please note that these are a required communication by the health department and additional information can not be provided. We know that in the event of a letter such as the below that people want to know all of the details. However, it is not allowed in the State of California or San Mateo County to provide any information that would allow others to identify those who have been infected. As with all of the guidelines it is imperative that Kids Connection follow the law. Therefore, we want to include these now to ensure that families and staff know what to expect.

Sample message to a school community when a student, teacher, or staff member has been identified as a case.

This letter would be sent to the entire school community

Dear [XXX School/Classroom] Parents/Guardians and Staff:

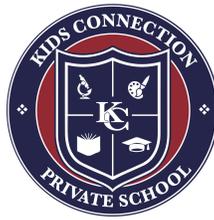
The health and safety of our students and staff is our top priority. This letter is to inform you that a member of our school community has tested positive for COVID-19.

Consistent with Centers for Disease Control and Prevention (CDC), California Department of Public Health, and our protocols, the community member is self-quarantining, monitoring symptoms, and working with their healthcare provider to identify additional steps.

We will also reach out to staff members and families who might be considered a close contact. (Close contacts are individuals who were in proximity to the person who tested positive, less than 6 feet, for more than 15 minutes). If you do not receive a separate notice, you can consider your [self/child] an indirect contact, and no further action is required on your part.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

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Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings, practice physical distancing when outside of the home, and avoid public gatherings.

Thank you for your continued support.

Sincerely,

xxxx

COVID-19 Resources:

- [San Mateo County Health's website includes information about COVID-19](#)
- [Testing sites in San Mateo County](#)
- [CDC Exposure Risk](#)
- [CDC Symptoms](#)

Sample message to the school community when a student or staff member is a close contact.

This letter would be sent to the entire school community

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a member of your child's [class/cohort] has been in close contact with a person who has tested positive for COVID-19.

Consistent with the California Department of Public Health's and our protocols, the community member is in quarantine, monitoring symptoms, and working with their healthcare provider to identify additional steps, including testing if advised. We have

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also conducted a thorough cleaning of the [school/classroom]. [School/the program] will be open on [Monday?] as planned.

As part of its contact tracing, you should be notified by Public Health. In the meantime, San Mateo County Health advises that [you/your child] immediately quarantine to the greatest extent possible, even if [you/they] are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that [you/your child] has had a direct exposure through this cohort. Information and [links to testing sites](#) are available from the County of San Mateo.

At this point in time, there is no laboratory-confirmed case in your child's [class/cohort]. We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings and practice social distancing when outside of your home, and avoid public gatherings.

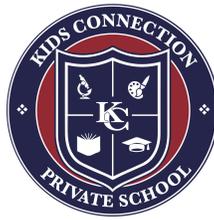
Thank you for your continued support.

Sincerely,

xxxxx

- [San Mateo County Health's website includes information about COVID-19](#)
- [Testing sites in San Mateo County](#)
- [CDC Exposure Risk](#)
- [CDC Symptoms](#)

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Sample message to those who may be a close contact in the school.

This letter would be sent only to specific families and staff - not the entire school

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that [you or your child are/is] a likely contact of a member of our school community who has tested positive for COVID-19. That person is considered a *Case* and [you/your child are/is] considered a *Close Contact*.

The school community member who is a *Case* is in quarantine and working with their healthcare provider to identify additional steps. We have also conducted a thorough cleaning of the [school/classroom]. [School/the program] will be open on [Monday?].

As part of its contact tracing, you should be notified by Public Health. In the meantime, San Mateo County Health advises that [you/your child] immediately quarantine to the greatest extent possible, even if [you/they] do not have any symptoms. In addition, please work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that [you/your child] has had a direct exposure through this cohort. Information and [links to testing sites](#) are available from the County of San Mateo.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

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Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Thank you for your continued support.

Sincerely,

XXXXX

[The recommendation is to send the following resources to families.]

COVID-19 Resources:

- [San Mateo County Health's website includes information about COVID-19](#)
- [Testing sites in San Mateo County](#)
- [CDC Exposure Risk](#)
- [CDC Symptoms](#)