



Opening The School

Procedures and Guidelines for opening the school

Everyone is eager to have students safely back in school experiencing on campus learning. However, the health and safety of students and staff is the top priority when making the decision to physically reopen our school campus for use by students, staff, and others.

In response to the current public health climate and to best ensure a safe return to caring for and educating children in our school, we are making a number of adjustments to our policies and daily procedures. Recommendations from State Superintendent, the Centers for Disease Control & Prevention (CDC), Community Care Licensing Division (CCLD), and San Francisco County Health Department are all critical components of our decision-making process. The changes we are making are intentional, with a focus first on the health and safety of every individual and family in our school.

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Mission and Vision



KZV strives to instill in its students universal values and all the necessary academic, social, and emotional skills needed to become successful members of an increasingly global and multicultural environment while developing a solid grounding in the Armenian language, culture, religion, traditions, and history.

We aspire to work together to build a safe, respectful, inclusive, equitable, supportive, and nurturing learning environment focused on maximizing each child's sense of wellbeing and acquisition of skills for life-long learning.

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General Preparation



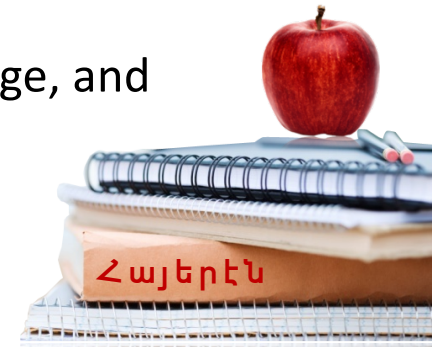
KZV will:

- Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.
- Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with California Department of Public Health (CDPH) guidance.
- Ensure sufficient supplies of hand sanitizers, disinfectants, soap, tissues, and paper towels, etc...
- Ensure sufficient supplies of face masks and transparent face shields for teachers.
- Customized signs:
 1. Covid-19 Signs
 2. Handwashing and facemask notice signs
 3. Social Distancing Floor Decals



Minimize access to campus, and limit non-essential visitors, facility usage, and volunteers.

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Health Policy



Student must stay home and will not be admitted on campus if they exhibit any of these symptoms of Covid-19, common cold, and the flu.

- Fever or chills
- Shortness of breath
- Cough
- Congestion
- Runny nose
- Sneezing
- Diarrhea
- Vomiting
- Nausea
- Muscle or body aches
- Headache
- Fatigue

If a staff member, student or student's family member comes into contact with someone who is positive for COVID-19, or tests positive themselves, that person is required to notify the KZV Armenian School and will be asked to self-quarantine for 14 days and to consult with a healthcare professional. If a KZV student's household member is exposed, the student must remain out of school for at least 14 days. The student must also have a doctor's note clearing them to return to school after the 14-day period. A doctor's note prior to the 14-day time period of out of school will not be accepted.

We will immediately inform the Community Care Licensing Division (CCLD) and the San Francisco County Health Department and follow their guidance.



Staff – Entering the Campus

- Active Screening: symptom screen as staff enter the campus, consistent with public health guidance, including visual wellness checks and temperature checks with no-touch thermometers (ensure temperatures below 100°F)
- Ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- All staff must wash or sanitize hands as they enter worksites.
- All staff must wear a face covering: face mask and face shield.
- Exclude employees who are exhibiting symptoms from the workplace.
 1. Staff members should stay home if they don't feel well.
 2. Staff members who develop symptoms of illness should be sent to medical care.
 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
 4. Have emergency substitute plans in place.





Students - Entering the Campus

- Active Screening: symptom screen as students enter the campus, consistent with public health guidance, including visual wellness checks and temperature checks with no-touch thermometers (ensure temperatures below 100°F)
- All students must wash or sanitize hands as they enter the campus.
- All students must wear a face coverings and or mask.
- Provide supervised, sufficient points of access to avoid larger gatherings.

It is at the discretion of the school administration whether children may enter the school and we will err on the side of caution regarding any potential symptoms observed.

If a student is symptomatic during the school day:

- Student should be separated from others right away.
- Student will wait in an isolation area (with continued supervision and care) until they can be picked up by an authorized adult transported home or to a health care facility.
- We will advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. Parents have to bring a clearance from the physician.



Outside Visitors and Groups

- Limit access to campus for parents and other visitors.
- If the visitor/or parent must come on campus, symptom screen as the visitor enters the campus, consistent with public health guidance, including visual wellness checks and temperature checks with no-touch thermometers (ensure temperatures below 100°F).
- All visitors must wash or sanitize hands as they enter the campus.
- All visitors must wear a face coverings.
- Establish protocol for accepting deliveries safely.
- Limit gatherings: suspend large gatherings, limit student group-size & number of interactions.





Stable Cohorts of Students

The small number of students at KZV makes it ideal and easy to keep small , stable cohorts:

- The number of students in each classroom ranges from 7 students to 13 students.
- Our elementary classes have a stable set of 2 teachers teaching the core subjects. Students will remain in their designated desk and will not move.
- Desks will face the same direction, so that students do not sit facing each other.
- Each student will have an individual desk shield.

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Outdoor space

- Every classroom have large windows. We will keep windows open to increase ventilation with outside air. Doors will be kept open to promote flow of outside air through the indoor space.
- Each classroom is equipped with an air purifier.
- Since the outdoor space is large enough, we have designated separate spaces for each cohort/class to have recess and classes will not mix.
- We will conduct classes, activities outside, as possible, especially lunches, activities (weather permitting) as well as physical exercises.
- Hallways are open air and will have signs creating one-way hallways to minimize congestion.



Hygiene



All students and staff must adhere to the following guidelines:

- Teach students proper handwashing techniques, including the following:
 - Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not available. Staff and students should use paper towels to dry hands thoroughly.
- Wash hands (or use hand sanitizers) when arriving and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using the restroom; after nose blowing, coughing, and sneezing; and before and after eating.
- Cough and sneeze inside the tissue.
- Be careful not to touch the face or face covering.
- Ensure sufficient access to handwashing and sanitizers. Minimize movement and congregations in bathrooms to the extent possible.





Staff Testing & Protective Equipment

Staff and teachers will be tested through our primary care providers (Kaiser Permanente) before they start teaching in person.

Staff/teachers will be tested every two-three weeks and results will be kept in a file.

- As recommended by the CDC, all staff will wear face coverings. Teachers are also offered face shields.
- School will provide regular masks if the employee does not have a clean face covering.
- Employees engaging in symptom screening will have surgical masks, face shields, and disposable gloves.
- Employees will also have access to sanitizers. Sanitizers available in each classroom.

Each teacher will have an individual desk shield (portable barriers).



Student Protective Equipment

All students will use face coverings.

Face coverings should be worn:

- While entering the school campus.
- While on school grounds (except when eating or drinking).
- While leaving school.



Students should be able to remove the mask while eating and be able to put the mask back on.

These guidelines are subject to change, and are in alignment with guidance from CDC.



Physical Distancing

- Post signage (bilingual) and install barriers to direct traffic around campus.
- Minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.
- Ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.

We will ensure physical distancing among staff in their work environment to reduce spread of the virus:

- Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- Adjust staff schedules to accommodate new student schedules and physical distancing strategies.



Preschool Protocols



We recognize that children require warmth and close contact with teachers and do not naturally physically distance. Best efforts will be made to maintain physical distancing practices as much as is practical. Individual play will be encouraged when possible, with teachers providing interesting materials around the room to encourage it.

- Classrooms will be arranged with developmentally appropriate activities for smaller groups.
- Furniture and play spaces will be arranged to maintain social distancing.
- Preschool children will remain with the same staff throughout the day. No mixing between groups of children and staff.
- Maximizing outdoor time for children in accordance with schedules to rotate use and allow for cleaning of equipment.
- Classes will not share outdoor time with another class.
- Keep each child's belongings separated and in an individually labeled storage container, cubby, or area.



Preschool Classroom Materials

- Toys in the classroom will be limited to items that can be easily disinfected. Sensory materials like dress up clothes and other soft items will not be available at this time.
- Toys will be adequately disinfected between uses by each child, especially when placed in the mouth.
- Hard surfaces (tables, counters, door handles) will be sanitized throughout the day by teachers and staff.
- Sharing of toys will be limited as much as possible.
- Teachers will offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- Children will have individual containers for their art materials, sensory, playdough, trays, etc.
- Teachers will plan activities that do not require close physical contact between multiple children.



Preschool – Nap/Rest time

- Bedding must be limited to a sheet and blanket or a roll-up nap pad. A small lovey or stuffed animal may be permitted but must remain with the bedding at all times.
- All bedding must be individually stored and sealed in a large, labeled plastic bag.
- Bedding will be sent home at the end of every week and must be thoroughly cleaned and laundered before returning to school the next week.
- Cots will be placed at least 6ft apart and children will be placed head-to-toe to further reduce the potential for viral spread.
- Cots will be labeled for individual use and sanitized after each use.
- Other items and toys from home will not be permitted (no show and tell).





Hot Lunch

- We are cancelling preparation and serving of hot lunch for the time being. No outside meals delivered (such as pizza - no 8th grade Pizza Days).
- We encourage the use of reusable water bottles.
- Students will eat lunch in classrooms, or outdoors (when feasible), instead of using our hall.
- Students will help clean their own areas
- Students and staff will wash their hands or use hand sanitizer immediately before and after eating.
- Trash will be removed.



Cleaning and Disinfecting



KZV will meet overall cleanliness and disinfecting standards in its facility:

- Clean and disinfect all areas prior to reopening.
- We will maintain a high level of standard during the school year.
- In accordance with CDC guidance, electronic devices, toys, books, and other games or learning aids will not be shared.
- Stuffed animals and any other toys that are difficult to clean and sanitize will be removed .

In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, we will have:

- A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- Disinfecting surfaces between uses, such as:
 1. Desks and tables
 2. Chairs
 3. Keyboards, phones, headsets, copy machines



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Cleaning and Disinfecting (cont'd)

Disinfecting frequently—at least daily—high-touch surfaces, such as:

- Door handles
- Handrails
- Drinking fountains
- Sink handles
- Restroom surfaces
- Toys, games, art supplies, instructional materials
- Playground equipment



Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.



Social-Emotional Well-Being

There is a growing body of research proving that social and emotional learning (SEL) is fundamental to academic success. We know the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. This experience emphasizes the importance of social–emotional well-being for all. Our school, through its teachers and counselor, will have the emotional recovery of students, staff, and families at the forefront of our planning. We will work on:

- how to infuse social and emotional supports into every child's school experience.



Arrival and Dismissal Procedures

- Cars will drive to the back of the school. There are 4 entrances: 2 preschool, 1 kindergarten and 1 to the courtyard. Teachers and admin will screen students (temperature and well-check). Students will proceed to class.
- No access to the school from the front.
- Students will then be directed to either wash their hands or utilize hand-sanitizer prior to entering the school.

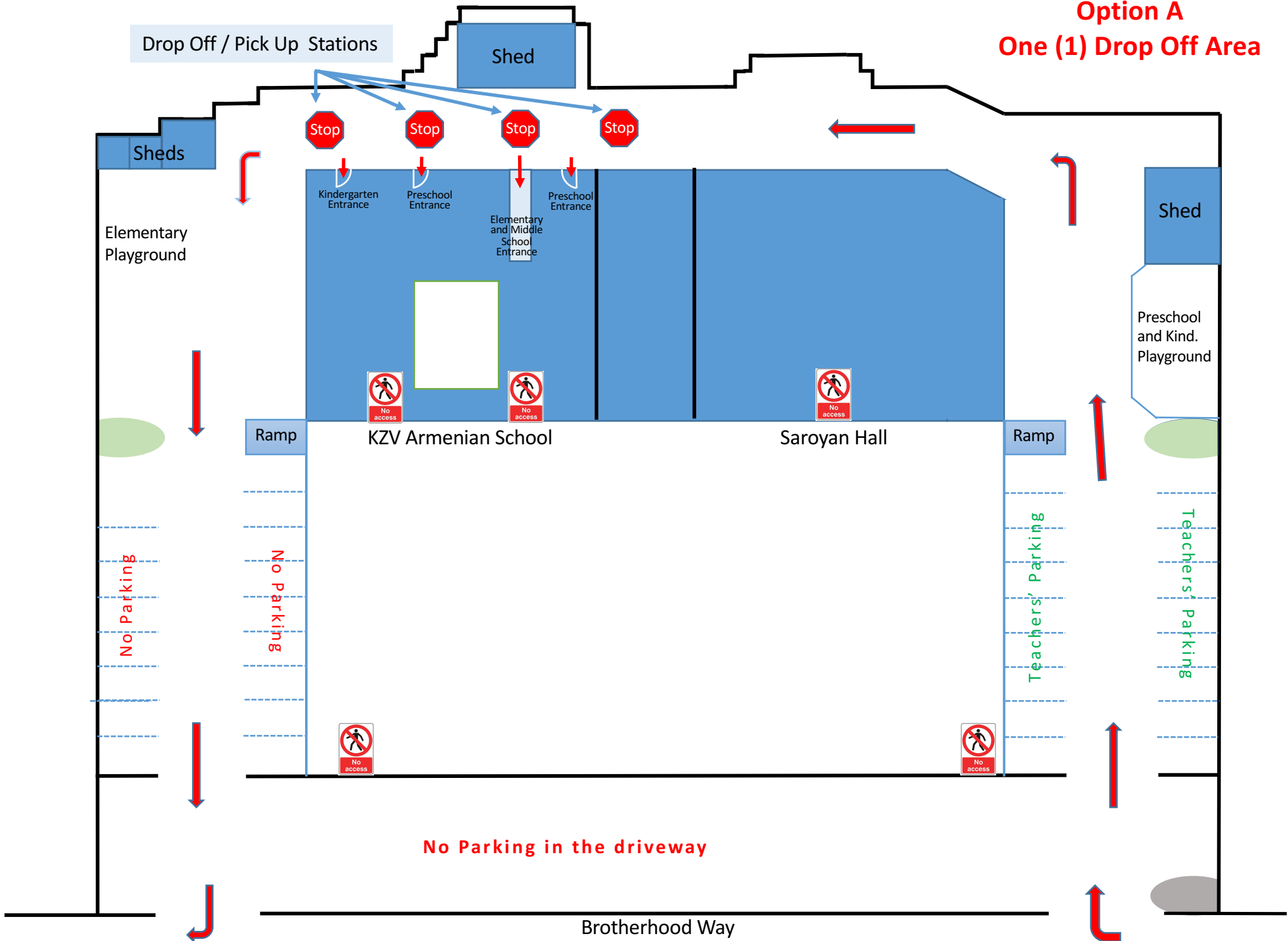
Parents will exit the campus without parking their cars.



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Option A
One (1) Drop Off Area



Changes in Daily Schedule

- School drop off will begin at 8 am until 8:30 am.
- Classes will begin at 8:30 am.
- No morning day care.
- No after school day care.
- Schedules for the classes will be adjusted.
- Each class will have 2 recesses using social distancing.
- Students will have art in their respective classroom.
- Students will have individual containers for their art materials, sensory, playdough, trays, etc.
- Teachers will plan activities that do not require close physical contact between students.
- Students should bring their own lunches (either in lunchbox or paper bags).
- Lunches will be eaten in the classrooms or outside (weather permitting).





Changes in Daily Schedule (cont'd)

- Hard surfaces (tables, counters, door handles) will be sanitized throughout the day by teachers, students and staff.
- No food or items from home or store bought will be permitted on school grounds for sharing or distribution. No classroom birthday parties.
- There will be no assemblies, programs, “hantes”es, or whole school gatherings, either formally or informally at this time.
- Parent-teacher conferences will be held virtually or by phone.
- Staff and children will practice frequent and proper handwashing, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment
- Extra staff to clean the bathrooms constantly throughout the day.
- Classes will end at 2:30 pm.
- No field trips for the time being.





Morning Car Line Drop Off

- School drop off for elementary will begin at 8 am until 8:25 am.
- Classes will start at 8:30 am
- School drop off for preschool starts at 8:30 am.
- See map for the procedure.
- Please drive carefully when you enter the campus...(~10 mi/hr).
- Pull your car all the way to the top of the drop-off area.
- Wait for the cars in front of you to pull away.
- Do not allow the student to exit the car unless the student is instructed to do so.

Gates will be closed at 8:45 am. The car line drop off will end at 9:00 am. Students arriving after 9:00am must be dropped off at the East Pedestrian Gate (gate immediately facing the office), and must wait in their car, until admitted by staff.



Afternoon Car Line Pick Up



Students' pick up will take place in the back (morning drop-off location) starting at 2:30pm. Students will be ready in their respective classrooms. Similar to the morning procedure, parents will drive through, staff members will call the students to come to the back gate.

- 2:30 pm to 2:45pm: A to K families
- 2:45 pm to 3:00pm: L to Z families

Special pick up for appointments (or other) during the school day will be dismissed from the East Pedestrian Gate (gate immediately facing the office).



Health and Safety Protocols -Summary



We will have an orientation for our students, the first day of school.

Daily Recommendations:

- Daily temperature taking & symptom checks upon entering the campus for both staff and students.
- Required face coverings and regular hand washing.
- Six feet physical distancing required unless not safe.
- Desks six feet apart and faced in the same direction.
- Each students will have a desk shield.
- Sacrifice many typical social interactions for safety.
- Daily review of safety practices, and health instructions with students.
- Elementary and middle school students to clean their spaces and desks.
- Each student will have an individual clear box next to the desk to keep books, workbooks, and personal items.
- One-way hallways and pathways will be designated.



Health and Safety Protocols (summary cont'd)



- Sanitizing wipes & cleaning products provided.
- Phones, computers, printers, and other equipment disinfected after use and only shared if necessary.
- Visual aids will be used to illustrate appropriate social distancing.
- Signage to be placed on walls, on equipment and highly visible areas.
- Spacing and flow signs to be posted.
- Installation of Guard shield in the office.
- Best ventilation practices will be followed.
- More outside air circulated into the classrooms, windows utilized for access to fresh air.
- Limits to physical gathering areas such as teacher's lounge and common areas.
- Staff and students to wash/disinfect hands upon entering and leaving common spaces.



Risk Acknowledgement



As we continue to move towards reopening our campus, the School has implemented preventative measures and best practices to reduce the likelihood of the spread of COVID-19.

However, notwithstanding these measures, KZV cannot guarantee that your child will not become infected with COVID-19 while on campus or participating in a School activity due to the nature of the virus. This notice is being provided to inform you that, should your child enter the School's premises or participate in School functions, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your child may be exposed to or infected with COVID-19, that such exposure may result in the exposure of others with whom your child interacts, including yourself, and that such exposure or infection may result in illness and/or death.

[A letter acknowledging the risks](#) associated with COVID-19 will be sent to parents before the opening of the school. As we begin preparations for safely returning to campus, our priority has and always will be to ensure the health and safety of our students and staff.

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Community Health Pledge



The COVID-19 pandemic and the risks posed by the virus will directly impact KZV Armenian School. It is required that each of us observes heightened health and safety precautions when students, teachers and faculty return for in-person instruction. We all have a role to play to ensure the health and safety of our community. It is up to each one of us to be responsible and meticulous in doing our part. To define KZV Armenian School health and safety expectations and in order to provide assurances regarding what is expected from one another, KZV Armenian School parents, students, teachers, and staff must acknowledge receiving and reading this [Community Health Pledge](#) agreement and it is as a requirement of their return to school for in person instruction. With this pledge we affirm social responsibility to each other to stand together and prevent the spread of COVID-19. Each one of us plays an important role in health and safety. We will all adhere and abide by the health standards to protect our school. Our top priority has always been the safety of our students, teachers and faculty of our community.

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Simultaneous Distance Learning



KZV administration developed a plan to accommodate students and families who prefer to continue with distance learning. We will be offering concurrent classes where teachers will teach students in person and those few students staying home simultaneously on-line.

Distance-learning students will be able to see and hear the teacher's explanations as they join virtually through Zoom. Teachers will make the online experience feel as similar as possible to the in-person experience by ensuring balanced student engagement regardless of settings.

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Communicating Protocols



KZV Armenian School administration will communicate with parents regularly and clearly regarding any changes to the program and policies and will provide updates regarding health information in a timely manner (i.e., illness or virus diagnosis in the Center).

Particularly, we have a communication plan if the school has a positive COVID-19 case.

Communicate to staff, students, and parents about new, COVID-19-related protocols, including:

- Proper use of (personal protective equipment) PPE.
- Cleanliness and disinfection.
- Transmission prevention.
- Guidelines for families about when to keep students home from school.



When a Student or Staff Tests Positive



- We will contact the **SFDPH Schools and Childcare Hub** as soon as possible. Call Phone: (415) 554-2830. Email: Schools-childcaresites@sfdph.org
- SFDPH will help the school determine if the classroom, cohort, or school needs to be closed.
- SFDPH will provide consultation and guidance to help us take initial steps to identify individuals who had close contact with the person with COVID-19.
- Exposed individuals and their families will be notified, will be asked to get tested.
- Notify all school staff, families, and students that an individual in the school has had confirmed COVID-19. We will not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
- Used areas will be cleaned and disinfected.



Staying Safe



Please be aware that this process does take time. We appreciate your understanding as we work through these new procedures.

As of September 5, 2020, this proposal contains the policies and practices of the KZV Armenian School in effect at the time of distribution. KZV Armenian School reserves the right to revise recommendations in line with State/County/CDC/OECE/Social Services guidance, modify, delete, or add to any and all policies, procedures, rules, or benefits stated. Any written changes will be distributed to all parents so that they will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions noted here.



Should it become necessary, KZV is prepared to return to offsite operations at any time.

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