

## **NEW PROCEDURES/PROCESSES for Elementary**

### **Drop-off:**

- School campus opens at 7:45 a.m. There will be no morning daycare program.
- Entrance and drop-off location are through the gate closest to the sheds entering the elementary playground.
- All children will be accompanied by a parent or guardian to the drop-off location.
- If more than one family arrives at the same time, please maintain at least a six-foot distance (as indicated by signs and/or tape) between family units.
- Before a child is checked-in, a staff member will do a well child check that includes:
  - Temperature
  - General mood and changes in behavior
  - Skin rashes, unusual spots, swelling or bruises
  - Complaints of pain and not feeling well
  - Signs/symptoms of disease
  - Reported illness in child or family members
- Parents/Guardians are not allowed to enter the classrooms. Each child will be escorted to the classroom individually or in a family grouping by a staff member.
- Parents will be allowed on campus for office business only, once all students and teachers are inside classrooms.
- Hand washing at the hand sanitizing station upon entry is required of all children and staff.
- All children, parents, and staff must wear face covers. No one will be allowed on campus without a face cover.
- Student backpacks will be sprayed.

### **Pick-up:**

- School ends at 2:30 p.m. each day. All students are to be picked up in the elementary playground area.
- There will be no after school daycare program.
- At 2:30 p.m., Transitional Kindergarten will exit the facility through the gate closest to Room 7. Kindergarten will exit through the gate closest to the sheds.

- At 2:40 p.m., First/Second grades will exit through the gate closest to Room 7. Third/Fourth grades will exit through the gate closest to the sheds.
- Parents/Guardians may remain in their vehicles while teachers release their students to each family.
- Social distancing is to be maintained should parents come to the gates.
- No students are allowed on the climber after school.
- Parents/Guardians are not allowed on campus until after 2:45 p.m. to speak with the office personnel and must wear a mask.

#### **Child and Teacher Wellness checks for Elementary:**

- If a child or staff member is ill, they will not be allowed on campus that day.
- Temperatures will be taken upon entering the facility. If your child's, or a staff's, temperature is between 99.2 - 100.1 degrees F, we will monitor their temperature once per hour throughout the day. If it goes up to 100.2 or higher, we will ask that they go home.
- If you are called to pick up your child, you must arrive within 30 minutes.
- If a child or staff person is absent, we ask that you call and give a reason. Our school number is **707-795-7863** or email the office at [school@cclsrp.org](mailto:school@cclsrp.org).

#### **Confirmed Cases of COVID-19 or Self-Quarantine:**

- If a child or a staff member is diagnosed with COVID-19 or self-quarantines, Cross and Crown needs to be informed immediately. We will use protocols from the Centers for Disease Control (CDC), and Sonoma County Public Health in circumstances where positive COVID-19 cases have been identified on the school site. Kim Burns, our Office Administrator, is our liaison between Cross and Crown and Sonoma County Department of Public Health. She will be responsible for contact tracing, notifying Sonoma County Department of Public Health and exposed students and staff while maintaining confidentiality requirements as outlined in the *Family Educational Rights Privacy Act*, (FERPA), and the *Health Insurance Portability and Accountability Act* of 1996 (HIPAA).
- If an outbreak occurs, school families will be notified by phone, through fliers, "Constant Contact" and "Monday Messages". Please make sure the office has your recent email address.
- Should a confirmed case of COVID-19 be detected in a classroom, that class will close for 14 days and switch to distance learning.
- Should multiple classes have confirmed cases of COVID-19, the school will close for 14 days and switch to distance learning.

#### **Exclusion Criteria:**

- Cough or Sore throat
- Shortness of Breath
- Fever (temp of 100.2 or higher)
- If child or staff member has had close contact with someone with COVID-19 or symptoms of COVID-19.

- Your child must remain at home for **72 hours** symptom free without the use of medication before returning to school. At this time no authorized medications will be administered by Cross and Crown staff.

### **Designated Isolation Area:**

The designated isolation area for ill preschool and elementary students is Room A in the preschool.

- Isolation area will be disinfected after use.
- Staff member supervising ill children will use personal protective equipment.
- If there is more than one ill child at a time, children will be kept 6 feet apart.
- If you are called to pick up your child, you must arrive within 30 minutes.

### **Meals:**

- Water bottles must be brought from home. Please write your child's name on the bottle. Drinking fountains in the classrooms will not be used and will be covered.
- Snacks/Lunches should still be brought in a lunch box to keep items cold/ hot as needed. Food will not be warmed up nor refrigerated. Please write your child's name on the outside of the lunch box and any food storage containers.
- Snacks/Lunches will be eaten outside, each class eating separately, weather permitting.
- If weather is not cooperating, students will eat at their desks or tables allowing for 6 feet social distancing.
- There will be no Hot Lunch Program until further notice.

### **Social Distancing:**

Each class of 10 students will be self-contained; no classes will mix at any time during the day. We will practice social distancing by arranging tables/desks 6 feet apart. Recesses and lunch times will be staggered. The hallways outside the classrooms will have directional markings for walking. Weekly chapel will be held through zoom by Pastor Ted.

### **Restroom:**

- Only two children at a time from the same class in the restroom.
- After toileting, children will wash hands.
- Bathroom fixtures will be cleaned and sanitized after use by staff members.

### **Cleaning, Sanitizing & Disinfecting Procedures:**

- All classes will have sanitizing stations inside the classroom containing hand sanitizer, wipes, and spray.
- Only EPA registered products will be used.
- Staff will clean and sanitize classroom surfaces often during the day.
- Used manipulatives and other materials will be cleaned and disinfected daily by the staff.

- Each classroom will be disinfected by the staff at the end of each day.
  - Outside play equipment will be disinfected between recesses and at the end of each day.

### **Face Coverings:**

Masks are required for elementary students, all staff, and for parents at drop-off and pick-up. We encourage the use of masks by children under 7 years old while inside. We are to consider the cognitive and developmental capabilities of each child when enforcing our facial covering practices. Students will take their masks home to be laundered each day. Extra masks will be available in each classroom should the need arise for a second coverings. All staff members are required to wear face shields while in the classroom.

### **Emergency Forms and Medical Releases:**

Children attending school at this time will need new emergency forms and medical releases upon registration. Please inform the school office should any information change during the school year.

### **Access to School:**

Only staff and children may enter the school classroom. All deliveries, community or church meetings will be directed to other entrances of the facility. Business with our office personnel may be handled after all elementary students and teachers are inside their classrooms. Signs will be posted on doors barring entry to the school, and facility maps will be in place for entrance to community meetings and church business. There will be no visitors, outside vendors, or volunteers at the school other than the janitorial service.

### **Signage:**

All required signs will be posted both in and outside the school. These include:

- Do not enter the building if you are experiencing symptoms.
- Hand washing signs at each sink
- No entry other than students and staff
- Social Distancing markers
- Sonoma County Social Distancing Protocol
- Disinfecting and Sanitizing Instructions

### **Student Supplies:**

All students in grades TK - 6th grade are to bring their own school supplies. These consist of crayons, markers, colored pencils, pencils, erasers, scissors, and pencil box. Please write your child's name on all boxes and containers. There will be no sharing of supplies.

Once COVID-19 restrictions have been lifted by state and local officials,  
our CCLS Parent Handbook, as written, will go back into effect.

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