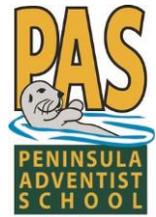


COVID PROTOCOLS



Parents, please practice the protocols listed below so we can keep our students and staff health!

Thank you:

1. **Face masks and shields:** Face masks are now part of your child(ren)'s school uniform. Face masks will be used when coming and going to school. Once in the classroom, if a student is in their own area with at least 6' social distancing they may remove their masks. If we cannot achieve the 6' distancing, then face masks or shields will be worn at all times. When students move about the classroom, work together or get direct help from the teacher, they will wear the face covering of their choice.
2. **Health screening:** Students will have their temperature taken on arrival at school each morning. Please leave a little extra time for this as you must wait for this to be completed (it takes a few seconds). Please be at school 10 minutes before school starts. **If you are late**, you will need to remain in your car with them until after worship (approximately 8:15) when we can screen them. Any student with a temperature of 100.4 or more will not be allowed to stay at school.
3. **COVID-19 screening:** Please, do not bring your children to school if they are sick in any way – cough, sore throat, fatigue, muscle or body aches, headache, a new loss of taste or smell, runny nose or congestion, nausea or vomiting, diarrhea, fever or chills, shortness of breath, difficulty breathing, etc. Don't bring them to school if they have been exposed to someone else with corona virus, and be very careful about traveling anywhere they might be exposed. **If they have any of the above symptoms, please keep them home until they have been symptom free for 24 hours, and if they have been exposed to the corona virus, please keep them isolated at home for 2 weeks.** They may join us on Zoom if needed.
4. **Washing hands:** All students, staff, and visitors must wash or sanitize their hands each time they enter the classroom. Students and staff will wash their hands several times a day at pre-determined times.
5. **Sanitizing Surfaces:** If students stay in their own area, their desks and computers will be sanitized at lunch and at the end of the day. If students work together, the surface they use will be sanitized before they settle together and when they are finished. Working together will be kept to a minimum to lessen the risk of spreading the corona virus.
6. **Visiting on campus:** Our administration has mandated that visitors, parents, and guardians will have limited access to our campus and classrooms. All who come on campus will wait in their cars unless they have an appointment. Masks will be worn by all visitors on campus or in our classrooms. Visitors may call from their cars for permission to come in or to ask for their son or daughter to be sent out to them. There is to be no visiting in the parking lot among the parents or visitors.
7. **Academics:** Monday – Thursday, our 7-8 graders (with a cohort) will be dismissed at 3:30 P.M. Grades 3-4 will be dismissed at 2:45 P.M., and Grades 1-2 at 1:45 P.M. On Friday, all grades will be dismissed at 12 P.M. (noon).
8. **Music:** Music class will consist of music theory, or perhaps not be taught at all during this time of corona virus.
9. **PE:** At this time, our administration is telling us that since children do not get or pass the virus as easily as adults, our students do not need to wear face coverings when they are outside, but they are not allowed to play in the "park", as the students named our new playground, due to multiple children touching the same surfaces.
10. **Lunch:** Lunches will be eaten at the student's desk. No sharing of food, drink, or any part of lunch will be allowed.
11. **Field Trips:** At this time we will not be able to go on any field trips.

12. **Social gatherings:** At this time special programs such as Back to School Night, Thanksgiving dinner, Pancake Breakfasts, Science Fairs, class parties, graduation, etc. are not allowed on campus. If these kinds of activities take place, they will be via Zoom.
13. **Google Classroom:** We will continue to put our assignments online in Google classroom. If a student needs to be absent for any reason, you may access their work there.
14. **Travel or leaving home:** Please, if your family travels, and there is a possibility that one of you comes in contact with someone infected with the Corona Virus, take precautions and self-isolate for 2 weeks. I know this is difficult, but please be considerate and think about what might happen if someone at our school gets corona virus. For example – if I get corona virus, I would probably take it home to my mom who lives with me and is 95 years old. Can she survive this sickness?
15. **Cohorting:** Since each classroom consists of 6 students and 1 teacher, the whole classroom will be at school together and at the same time. The two classrooms will be kept separate at all times.
16. **Entrance, Egress, and Movement:** Since our classrooms are in separate buildings, the classes are self-contained. There will be no shared areas, including bathrooms, lunch areas, play areas, and all school activities. Parents will drive through the main gate make the U-turn in the wide part of the drive, and drop off their children in front of the classroom where they will stay all day. The same procedure will be in place for picking them up at the end of the day.
17. **Contact Tracing:** Each teacher will be responsible to report any COVID19 cases to the Monterey County Health Department (Yvonne Ford (831) 394-5578 and Shane Francis (321) 682-0431).
18. **Staff Training & Family Education:** The 2 teachers will confer often, and parents will be kept up to date through Zoom meetings as well as written texts and notes home.
19. **Switching back to distance learning:** Should there be an incident of Corona Virus within our students or staff, the school will immediately return to distance learning until such time as the Monterey County Health Department deems it safe to reopen.
20. **Communication:** The principal, Yvonne Ford, will text all families in the school if a child becomes sick with COVID19.

Please let me know if you have any other questions or concerns.

Sincerely,

Yvonne Ford
Principal
(831) 394-5578

Please sign, cut off, and return this form for our records:

Name – printed: _____

I have read and understand these new procedures which I will abide by, and help my children to abide by.

Signature: _____ Date: _____