



Values Ground Us. Education Elevates Us.

**Parent Update**  
**COVID-19 PROTOCOLS TO RETURN TO**  
**NEW HORIZON SCHOOL WESTSIDE CAMPUS SAFELY**

*Welcome Back*

At New Horizon School Westside, we cannot wait to reconnect with the students we love so much! Based on current guidelines, the timing of returning to campus will vary by grade. The following pages outline the plan for when it is time to return to campus and is subject to change according to local and state guidelines. We are fully committed to providing a warm and loving environment for all students and are doing our part to stay healthy. Thank you for your confidence in us as we take necessary steps to allow us to reopen our campus.

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## HOW WE'VE PREPARED FOR YOUR RETURN

- Established **COVID-specific health office protocols**
- Implemented new disinfecting and **cleaning protocols** and schedules
- Hired additional **daytime cleaning staff**
- Adopted the LADPH mask policy, which requires all adults and students over age 2 to **wear cloth face coverings** while on school property except while eating, drinking, or carrying out other activities that preclude use of face coverings
- Provided clear face shields for students to wear on campus
- Added **clear acrylic shields to desks** in classrooms to create enclosed cubicles, allowing for extra protection for students in the case that they may need to temporarily remove their masks
- Determined that **masks will always be worn for students in grades 2 to 5.**
- Arranged **socially distanced** classrooms
- Established **traffic-flow** patterns around campus
- Added **barrier** to main office reception area due to high traffic
- **Removed** porous classroom items that do not allow for proper disinfecting (rugs, beanbag chairs, etc.)
- Purchased enough **Personal Protective Equipment (PPE)** for staff use
- In the process of installing **water bottle refill stations** and use drinking fountain to refill water bottles
- Placed movable **hand sanitizing stations** around campus
- Developed an **improved ventilation plan** per classroom, per CDC recommendations, and changed all filters
- Established a **campus no-visitor policy** during school hours for parents, vendors, repair personnel, prospective families, delivery personnel, etc.
- **Trained all faculty** in COVID guidelines, disinfecting protocols, and proper use of PPE

### **Additional safety measures in place include:**

- Daily **temperature checks** at drop-off
- Staggered student drop-off timing assigned by grade level
- Students will stay in **cohorts/pods** throughout the day
- **Face coverings are to be worn** by adults and students when on campus
- **Class schedules** modified to minimize exposure to shared spaces
- **Routine staff COVID testing** options are being explored, per the recent guideline

## BEFORE YOUR FIRST DAY

Families will be asked to electronically **submit acknowledgement of ALL forms** prior to Tuesday August 18, 2020. Our school's current **no-visitor policy** prohibits parents from bringing these forms to campus

- Forms include:
  - *COVID Health Screening Questionnaire (must be submitted within 72 hours of returning to campus)*

- [COVID-19 Health Protocols](#)
- [COVID Return-to-School Waiver](#)
- Educate yourself and your child with the [important health and hygiene videos](#)
  - [Hand Washing](#)
  - [Hand sanitizer](#)
  - [Cloth mask protocols](#)
  - [Disposable mask protocols](#)
  - [Glove donning and removal](#)
- Practice proper mask use and removal with your child
- Out of respect for all members of our community, we have asked everyone to please consider limiting travel, if at all possible, within 14 days of returning to campus, especially to places that are considered "hot spots" of the virus. Current CDC guidelines recommend all international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing

## FAMILIES ARE EXPECTED TO PROVIDE

- Unscented **hand-sanitizer** in a small pump bottle for each child to keep on his/her desk
- A pack of minimum 60% ethyl alcohol **cleaning wipes**
- Clean **cloth face coverings (2 per day)** to be worn by child when on campus. Children should be trained BY THEIR PARENTS on how to safely don and remove their own mask. Bandanas and masks with valves are not considered acceptable face coverings, and if a gaiter-style mask is worn, it needs to fit snugly.
- We suggest the **additional use of a face shield** to minimize touching of the mask. The school will provide face shields to every student on campus. In the event the child lost their mask or got dirty, the school will provide disposable masks.
- Please **label all masks and face shields** with your child's name, as all misplaced PPE must be discarded
- **Snack and lunch** each day (no hot lunch will be available to order at this time)
- **Refillable water bottles** clearly labeled with child's name as drinking fountains will not be in use
- In some cases, specific **grade-level materials** may be requested by the child's teacher. Please refer to each grade's [Student Supply List](#). [\(insert link here to supply lists for all grades\)](#)

## DAILY ROUTINE

- Drop-off times will be **assigned** according to the student's grade. Siblings may be dropped off at the same time
- **Temperature check and health screening** will take place as children exit the car
- Teachers and staff will also be **temperature checked** each day
- Upon drop-off, children will report **directly to an assigned location** where they will meet their classmates and teaching staff

- Tardy students will need to be checked in outside the school gate. Parents must notify the office of their child’s late arrival and *may not* leave until the student is screened and proceeds to their classroom
- **No visitors will be allowed on campus** during the school day between 7am-4pm
- **Regular hand washing and sanitizing** will be part of everyone’s schedule throughout the day
- **Face coverings** are to be worn by all adults and students over age 2 when on campus, except when eating or drinking, or when carrying out other activities that preclude use of face coverings
- All classrooms will be set up to allow for proper **social distancing with 6 feet between desks or student seating spaces**
- Due to square footage of learning spaces, **class numbers will be adjusted to maintain distancing**
- To the best of our ability, we will keep kids **within their cohorts** while on campus to minimize the spread of germs. While Preschool will remain in up to 6-student cohorts, New Horizon School Westside has adopted “grade-level cohorts” for TK-5th Grade that allow ALL students in one grade to have interactions, mostly outdoors, throughout the day. This includes recess and lunch times.

## IN THE CLASSROOM

- Upon each entrance and exit of the classroom, and between classroom activities, students will be instructed to **wash hands or apply hand sanitizer**
- We **have arranged classroom desks** and learning spaces to be forward-facing and allow for social distancing
- **Teachers in Preschool through 2nd Grade will have discretion** to allow students who are struggling with their mask to temporarily remove masks, when seated in personal cubicles with individual clear barriers. Storage bags will be provided for students to safely store their face coverings when not being worn
- Students in **Grades 3-5 will not remove masks** while in the classroom
- Teachers will monitor **proper use of PPE** (including masks). Teachers have been asked to not physically help children with mask management, but will oversee the proper donning, removal and storage of facial coverings
- Students and teachers will be **disinfecting their personal spaces** throughout the day
- Additional **disinfecting** will take place between classes for shared spaces
- As much as possible, New Horizon School Westside has **procured individual supplies** for each student to minimize the need for shared supplies
- Students will have access to individual bins containing their personal books, supplies and learning materials.
- All materials will be stored in small bins and provided to one student at a time for individual use. Items will be cleaned after use by each student
- **Shared items and spaces will be disinfected** regularly throughout the school day

## TRAFFIC FLOW PATTERNS AROUND CAMPUS

- When traveling around campus, everyone is **required to wear a cloth face covering**, follow determined traffic patterns and will be encouraged to keep safely distanced by 6 feet
- **Class schedules** will be staggered to keep walkways clear, help maintain social distancing, and minimize the amount of congregating by students
- **Any shared spaces** will be cleaned between student groups throughout the day

## SENDING STUDENTS TO THE OFFICE

- The teacher will be expected to treat students for things such as:
  - Scrapes
  - Medication distribution with doctor's prescription
  - Minor Injuries
- If a student displays any of the symptoms below, **teachers must call x110** before sending any student or staff member to the school designated area and receive instruction on how to handle the individual.

The symptoms are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- **Medical-grade masks will be provided** in each classroom for teachers to wear in case a child is exhibiting COVID-like symptoms and needs to be walked to the shed.
- The COVID-specific shed is set up to allow for **isolation of any students** exhibiting symptoms
- In the case of a suspected case, **immediate pick-up by a parent will be mandated**, and **all siblings** should also be picked up from school at that time
- Teachers will be expected to **provide classwork** to students who are asked to stay home due to COVID exposure or symptoms
- Students who are sent home with COVID symptoms are **required to remain home and must be fever-free for 72 hours** before returning to school. The family is required to provide 2 negative COVID tests taken 24 apart to confirm that no virus is detected, or a medical note from a doctor with an alternative non-COVID diagnosis

- If COVID is confirmed, **the school will alert LA Department of Public Health** and will receive guidance on quarantine requirements, contact tracing, and on a possible temporary school closure. In addition, the Head of School will alert all school constituents per public health guidelines via our emergency Alert text and email platform.
- In recognition that it is possible that we will have a case of COVID on our campus this year, we strongly urge everyone to **approach others in our community with the respect, confidentiality and compassion** that embodies the mission and values of our school.

## LUNCH AND SNACK

- Students will need to **bring their lunch and snacks with them in the morning**, as well as their own **reusable water bottle**, which can be refilled at water fountains
- **Hot lunches** will not be available for purchase at this time
- **Lunch and snacks** will be eaten in classrooms or designated outdoor spaces, after thorough hand washing by each student
- Daily **schedule** will allow children time to eat and time to play outside, weather permitting

## RECESS, PHYSICAL EDUCATION AND RESTROOMS

- Students will be assigned to **specific outdoor locations** to share with their cohort at varying times throughout the day to allow for recess play
- Students will **line up and be escorted** to and from outdoor spaces by their teacher while maintaining proper distancing measures and wearing masks
- Students will **wash or disinfect hands** upon leaving and entering classroom
- **Shared outdoor equipment will be disinfected** throughout the school day by teachers and staff
- **Minimal touch sports** will be played in the PE setting to allow for safe distancing among students
- **Restrooms will have limited capacity** to allow for distancing. Adult monitors will enforce the capacity guidelines

## PICKUP PROCEDURES

- **After school carpool** will take place with students seated within their cohorts, and distanced by grade with visible traffic barriers while waiting for parents
- **Cloth face coverings will be worn** by all students and staff until all students are picked up

## KEEPING THE CAMPUS CLEAN

- During the day, stairwells, door handles, bathroom fixtures will be **regularly sanitized**
- **Comprehensive classroom and common space cleaning** will be completed daily
- **CDC-approved cleansers** will be used on hard surfaces in classrooms

## AFTER SCHOOL CARE AND ENRICHMENTS

- **Preschool Afternoon Daycare** is still being discussed due to the challenges of keeping kids in assigned to cohorts due to the flexibility of our program
- **Homework Club** will not be offered at this time. We will continue to monitor and will open it up as soon as we can do so safely and according to guidelines
- **After-school programs** have been delayed for the time being. We will continue to follow guidelines, and we will notify our families as things change

## OUR REMOTE LEARNING PROGRAM

**These remote learning guidelines are for when New Horizon School Westside can return to campus, and families elect to stay home due to health concerns**

- Our Remote Learning Program is being offered as part of our school's commitment to **support students** who, due to health reasons, are not able or comfortable to return to campus
- The **Remote Learning Staff** will be responsible for delivering grade level curriculum and support to our remote students
- When appropriate, **lessons may be recorded or taught synchronously with students**, and lesson plans will be shared by the Remote Learning teachers
- There will be **consistent one-on-one interaction** with Remote Learning teachers
- Our Remote Learning Program will **cover core academic subjects** including enrichment subjects
- Students enrolled in the Remote Learning Program will have opportunities for **on-going socialization and connection** with classmates virtually
- The Remote Learning **schedule will be like** the on-campus school day
- The cost of our Remote Learning Program will be the **same as in-person tuition**, and when a family enrolls in Remote Learning, it is with the commitment of 6 weeks in this Program. Students will be unable to switch back and forth between programs within those 6-week timeframes

## PREPARING FOR SUDDEN SHIFTS IN LEARNING

- In the case that we need to close the campus, we **will immediately shift to a schoolwide online learning model**
- We have evaluated and enhanced our online learning procedures to allow for a cohesive and seamless shift to online education for as long as necessary
- Students will be provided with **suitable technology**, when applicable, to allow for continued education at home

## HOW CAN YOU HELP MITIGATE RISK?

- **Stay at home** if you or a family member is experiencing COVID symptoms like fever, sore throat, cough, difficulty breathing, or any others that may be contagious
- **Maintain social distancing** of 6' when in contact with those outside of your immediate household
- **Wear a face covering** when around others not in your immediate household
- **Wash your hands** regularly for 20 seconds. Good hand hygiene with soap and water or an alcohol-based sanitizer is crucial to staying healthy



**Wash your  
hands.**



**Stay home  
when sick.**



**Cover your  
cough.**

**We are so excited to have a campus full of the kids we love so much!**

**Thank you for trusting us during these unprecedented times,  
and for remaining flexible as things continue to evolve.**

## **BACK TO SCHOOL CHECKLIST**

### ***I have provided for my child:***

- Cloth face covering labeled with my child's name, that he/she can put on independently. Please plan to send 2 clean labeled masks to school with your child EACH DAY, mask should fit snugly over mouth and nose. Bandanas and masks with valves are not acceptable face coverings
  
- Labeled refillable water bottle
  
- Grade-level materials that may have been requested by teacher (Student Supply List), or though Edu Kit

### ***We are educated and informed:***

- Viewed health and hygiene videos provided including handwashing, sanitizing, and proper mask usage
  - [Hand Washing](#)
  - [Hand sanitizer](#)
  - [Cloth mask protocols](#)
  - [Disposable mask protocols](#)
  - [Glove donning and removal](#)
- Practiced proper face covering use and removal

### ***I have reviewed, completed, and submitted acknowledgement of the following:***

- [COVID Return-to-School Waiver](#)
- [COVID-19 Health Protocols](#)
- [COVID Health Screening Questionnaire](#) (submitted the day before the first day of class).

# WELCOME BACK