

# Covid-19 Action Plan

At International School for Peace, we understand that families are entrusting us with not only the education and socialization of their children, but also with their health, safety, and well-being. Our administration, teachers, staff, and families are doing our part to ensure the safety of everyone who enters our campus. Below is a list of what we are doing in the best interest of the community as a whole. International School for Peace will continue to monitor the current pandemic situation and make updates to our policies as deemed appropriate or mandated.

What Administration is Doing:	What Staff is Doing:	What Families are Doing:
<ul style="list-style-type: none"> <li>• Routine cleaning of high traffic surfaces, including toys, throughout the school day. Documentation of routine cleanings is available in the preschool office. The cleaner will wear PPE gear to include clothes covering, a mask, and gloves.</li> <li>• Employ Jan Pro, our long-time professional cleaning service, who will clean our campus each evening M-F. They may utilize Med-Matrix, a hospital grade method of disinfecting, and Enviro shield, a spray method of application. A binder of their cleaning protocol and cleaners used is available upon request. Their same employee will clean our campus each evening while wearing coveralls, gloves, and a mask while on our campus.</li> <li>• Establish separate entry and exit points to the school to encourage directional traffic and decrease crowding.</li> <li>• Although we are supporting staggered drop off time measures, director will be closely monitoring and may implement a more scheduled staggered pick-up and drop-off time.</li> <li>• Administer daily temperature checks before permitting students/teachers/staff onto campus. Persons with a fever of 100.4F or above, or who exhibit other signs of illness, will not be admitted to the facility. Staff will wear gloves while taking student temperatures.</li> <li>• Apply ground markers to aid in physical distancing.</li> <li>• Purchase and use sneeze guards when taking temperatures and in the preschool office.</li> <li>• Purchase and use non-contact temporal thermometers for checking temperatures.</li> <li>• Verbal health checks upon arrival for all staff, students, and families.</li> <li>• *Administration requests that all students 4 and 5 years wear a mask to school daily.</li> <li>• *All children will be required to bring a mask to school daily in a labelled container.</li> <li>• Pens for sign-in and sign-out are sanitized between uses.</li> <li>• Administrators will wash their hands hourly.</li> <li>• Hand sanitizer stations are set up around the ISP campus for use by students, families, and staff.</li> <li>• *Install no-contact soap dispensers at indoor handwashing stations.</li> <li>• Only staff and essential maintenance persons will be permitted in our classrooms at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will check their temperatures daily before entering the campus.</li> <li>• Teachers will wash their hands first thing upon entering the campus.</li> <li>• Promote, demonstrate, and teach regular handwashing and hygiene behaviors.</li> <li>• Enforce and model handwashing with soap and water for each child upon entry to the classroom, before eating, after using the bathroom, and at other times throughout the school day or as necessary.</li> <li>• Teachers will wash their hands hourly.</li> <li>• Wear gloves to help children with toileting and while changing diapers, as well as during meal times.</li> <li>• Following recommendations from the CDC and PCHD, all teachers shall wear face masks. Masks may have clear windows to allow for social, emotional, and linguistic communication.</li> <li>• All teachers will have a spare set of clothing on campus for use if needed.</li> <li>• *Teachers will educate, support, and encourage all children to wear a mask. This includes teaching children to put on and remove masks during eating and nap times.</li> <li>• *Teachers request that students 4 and 5 years of age will wear a mask for the duration of the school day, including in outdoor environments.</li> <li>• *Teachers will request that all students wear a mask should they need to leave their learning environment and travel into another (i.e. using the bathroom).</li> <li>• *Keep separate outer clothing, water bottles, and lunches.</li> <li>• Design activities in the classroom environment that support physical distancing in respect to a play-based philosophy.</li> <li>• Offer an adequate number of materials and supplies which are changed out frequently.</li> </ul>	<ul style="list-style-type: none"> <li>• *Immediately disclose to ISP director possible contact with or exposure to COVID-19. Thereafter, ISP will formulate a plan for your child returning to school.</li> <li>• Contact the office if your child or house members travel by air, or travel outside the state and have physical contact with out of state family/friends. We will require you to keep your child away from school for 7 days and recommend you isolate at home.</li> <li>• When anyone in your household returns from international travel, we require you to keep your child at home for 14 days and recommend that you isolate at home.</li> <li>• Ideally, the same adult will pick up and drop off your child every day.</li> <li>• Practice physical distancing by remaining 6 feet apart outside classrooms and adhere to ground markers.</li> <li>• Limit your time on the campus to pick up and drop off. Please arrive no later than 9:15 to drop off your child. If you anticipate arriving later than 9:15, please call the preschool office.</li> <li>• Adhere to established entry and exit points.</li> <li>• If it is necessary for your child to bring a backpack to school, it should be left outside the classroom.</li> <li>• Ensure that your child has two spare sets of clothing (appropriate for the season) in their cubby at all times.</li> <li>• *Families will commit to sending their 4 and 5 year old children to school wearing a mask that covers their nose and mouth.</li> <li>• *All families will send students to school with a mask in a labeled container to have on hand if needed.</li> </ul>

# Covid-19 Action Plan, Continued...

What Administration is Doing:	What Teachers are Doing:	What Families are Doing:																
<ul style="list-style-type: none"> <li>• Reduce our class sizes.</li> <li>• Ensure substitute teachers are ready and available to support the program.</li> <li>• In person staff meetings are limited to no more than 10 people and physical distancing requirements are maintained.</li> <li>• Educate our community:               <ul style="list-style-type: none"> <li>◆ Post signs to demonstrate proper handwashing.</li> <li>◆ Post signs to remind our community members to social distance.</li> <li>◆ Share community resources for suspected and confirmed cases of Covid-19.</li> <li>◆ Make available current parent resources for helping children understand this pandemic.</li> </ul> </li> <li>• Continue to implement regular changing of air filters in all campus buildings.</li> <li>• Should the school need to temporarily close, upon request, ISP will grant a credit of 50% of the tuition for missed time, to be applied to the following month's tuition.</li> <li>• Ensure sufficient supplies of disinfectant, tissues, masks, hand sanitizer, working thermometers, clothes coverings, and gloves available at all times.</li> <li>• Establish an emergency plan to implement should a staff member or student display Covid-like symptoms during school hours.</li> <li>• During school hours, students or staff exhibiting symptoms of Covid-19 will undergo a health check. Those determined to be ill will immediately be isolated from others. An isolation room or area is available to isolate the child or staff from the group.</li> <li>• Director will contact PCHD to report suspected or confirmed cases of Covid-19. Director will notify the ISP community of the possibility of exposure to the virus while maintaining the confidentiality of the individual and their family.</li> <li>• Reserve the right to make decisions at our own discretion for the health and safety of everyone which may include temporarily closing of the school, a classroom, or extended day program. Length of closure to be determined by ISP Advisory Board and the recommendations of the CDC, federal and local governments, and the Arizona Department of Health, Division of Child Care Licensing.</li> </ul>	<ul style="list-style-type: none"> <li>• Post lesson plans and class happenings in the windows for family viewing.</li> <li>• Teachers will sign children in and out each day to promote physical distancing among adults.</li> <li>• Classes will remain together and will not mix during our full and half day programs to include outdoor play, with the exception of nap and extended day programs.</li> <li>• Immediately separate toys that have been placed in a child's mouth. Toys will be cleaned and disinfected before available for play.</li> <li>• Discontinue the use of soft toys.</li> <li>• Ensure availability of face masks, tissues, soap, paper towels, hand sanitizer, and family emergency contact information.</li> <li>• During nap time, mats will be spaced as much as possible and students will be positioned head to toe. Children's bedding will be stored in individually labelled bins. Sheets will be laundered once a week or more often, if needed.</li> <li>• Promote small groups by discontinuing in-class visits and volunteers to the classroom.</li> <li>• Present curriculum utilizing outdoor space as much as possible.</li> <li>• Offer virtual Family-Teacher Conferences and back to school nights to limit the number of visitors on campus.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>*All adults are required and it is requested that children 4 and over wear a mask to cover their mouth and nose.</b></li> <li>• Please be sure that we have a current copy of your child's emergency information and immunization / exemption forms.</li> <li>• Have a backup childcare plan in place should ISP need to temporarily close the campus, a classroom, or extended day program.</li> <li>• Monitor your child for the safe use of hand sanitizer</li> <li>• Please keep your child home if they are feeling ill, have a temperature, or are exhibiting symptoms of Covid-19 which may include but are not limited to the following:           <table style="margin-left: 40px; border: none;"> <tr> <td>Fever or chills</td> <td>Cough</td> </tr> <tr> <td>Fatigue</td> <td>Headache</td> </tr> <tr> <td>Sore throat</td> <td>Diarrhea</td> </tr> <tr> <td>Shortness of breath or difficulty breathing</td> <td></td> </tr> <tr> <td>Muscle or body aches</td> <td></td> </tr> <tr> <td>New loss of taste or smell</td> <td></td> </tr> <tr> <td>Congestion or runny nose</td> <td></td> </tr> <tr> <td>Nausea or vomiting</td> <td></td> </tr> </table> </li> <li>• Please call the preschool if your child is sick or if she/he is not coming to school for any reason.</li> <li>• Students who stay home or are sent home from school due to illness will remain home from school until they are fever free without the use of a fever reducer and/or symptom free for 72 hours. A doctor's note may be required.</li> <li>• ISP discourages the use of personal bedding for nap time.</li> <li>• Personal items that support a child's sense of security, ability to transition, self-regulate, or calm down are considered essential. Please speak with the director to establish a protocol for the use of these items.</li> <li>• Make use of resources available to you on the preschool campus; we are here to support you in helping your child understand coronavirus.</li> <li>• Family members commit to staying abreast of school communication.</li> <li>• Please have your own pen on hand to use if needed.</li> </ul>	Fever or chills	Cough	Fatigue	Headache	Sore throat	Diarrhea	Shortness of breath or difficulty breathing		Muscle or body aches		New loss of taste or smell		Congestion or runny nose		Nausea or vomiting	
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\*Updated 2/2/21. Covid-19 Health and Safety Procedures and Protocols are updated regularly and as necessary. Please be diligent about keeping abreast of new information.